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

Schedule No. 2754

Page 1 of 8

Agency State Archives

Division/Unit

State A	L VALL T WO		
Item	Descriptio	n	Retention
No.			
1 Schedule Ap	Supersedes Schedules 3: Operational S Administrative Series Records in electronic and paper forma administration and day-to-day operation Archives. These files include Project files Directives and internal proces Reports (budgetary, personne) Meeting minutes, agendas and Managing for Results docum Legislative files Procurement, travel, capital, Facilities, equipment, and ver Interagency agreements Correspondence (incoming a mail, fax, and email) Reference material Archives retention schedule	Series at related to the general ion of the State edures el, statistical, etc.) d recordings entation and operating budget files ndor information nd outgoing including paper	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.
	Representative.		
Date	An A	Date 2-11-2016	2
Signature	an saluam	Ci th	721
Typed Name	Elaine Rice Bachmann	Signature Month	D. Jahr
Title Der	puty State Archivist		
DGS 550-	-1		

RE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. 2754 Page 2 of 8
Agency S	State Archives	Division/Unit
Item No.	Description	Retention
2	<u>Catalogs and Finding Aids</u> Descriptive and index information used by the Archives staff the public, to track and locate items within the collections. Ex in electronic and paper form these aids cover all collections: and local government records, special collections, library and government publications and the state's fine art collections.	xisting as a perpetual file by updating state when amended or revised.
3	<u>Tracking Systems</u> Electronic and paper systems for tracking Maryland State Ar projects. Includes information in tracking software	cchives Continuous Record. Maintain as a perpetual file by updating when amended or revised and migrating to newer platforms as necessary.
4	<u>Temporary/Transitory Material</u> Like all government agencies the Archives creates and receiv great deal of record material that can be considered temporar transitory. This type of material <i>may</i> include personal notes meetings, correspondence that is not government related (e.g inviting you to lunch), extra copies of reports, drafts, referen material, etc.	ry and the discretion of the creator from without the requirement of a g. email disposal certificate.
DGS 55	50-1A	

DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV RECORDS RETENTION AND DISPOSA (Continuation Sheet)		IVISION AL SCHEDULE	Schedule No. 2754 Page 3 of 8		
Agency S	tate Archives	Divisi	ion/Unit		
Item No.	Description	1	Retention		
	Records Manag	ement			
5	Approved Records Retention and Dispo Schedules list all of the record series of disposition. This series also includes do review of each schedule.	an agency and specify their	Retain permanently at the Maryland State Archives		
6	Certificates list records that have been of the citation of the records retention and	<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.			
. 7	Transfer Documentation Receipts and inventories documenting to State Archives.	transfers to the Maryland	Retain permanently at the Maryland State Archives.		
8	<u>Websites</u> Online pages giving the public and gov records, finding aids, and catalogs as w interpretative material related Maryland history.	ell as reference and	Continuous record. Maintain as a perpetual file by updating when amended o revised.		
DGS 55	0-1A				

- state of	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. 2754
REG	CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 4 of 8
Agency St	ate Archives	ion/Unit
tem 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	<u>Gift and Deposit Agreements</u> 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.
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet) Agency Div State Archives		Schedule No. 2754 Page 5 of 8	
		Division/Unit	
Item No.	Description	Retention	
12	 Fiscal Records Ocash 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 Vendor Files Information Technology Billing Files 	Retain for five years after audit, then destroy.	

	DEPARTMENT OF GENERAL SERVICES	Schedule No. 2754	
REC	RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 6 of 8	
Agency St	ate Archives	sion/Unit	
Item No.	Description	Retention	
	Personnel Records		
13	<u>Payroll – Regular and Contractual Employees</u> 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		

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. 2754	
RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Page 7 of 8	
Agency S	State Archives	sion/Unit	
ltem No.	Description	Retention	
	Reference Services		
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	Front Desk Registration / Visitation database 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	Request slips 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.	
	Maryland Manual		
19	Maryland Manual Files Administrative and content files for the Maryland Manual, a guide to Maryland government.	Retain permanently at the Maryland State Archives	

RE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. 2754
KL.	Page 8 of 8	
Agency S	Divis tate Archives	ion/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:	Maintain for five years, then screen annually an destroy files no longer needed for administrati
	 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 	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 end of an audit cycle, whichever is longer, th 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 year then screen annually a destroy files no longer needed for administra

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		ION	AGENCY RECORDS INVENTORY PAGE OF22
1. Department/Agency	2. Division			3. Unit
Maryland State Archives				J.
DEFINITION: RECORD SERIES: A group of related records	normally filed and used a	s a unit for ref	erence as v	well as retention and disposition purposes.
4. Record Series Title Administrative Series		1		t Year/Latest Year 5 to2015
6. Record Series Description (Briefly describe the types of in Records in electronic and paper format rela Archives. These files include project files; d statistical, etc.); meeting minutes, agendas procurement, travel, capital, and operating la agreements; correspondence (incoming and Archives retention schedule Administrative records of permanent values maintained permanently. This series include S1815, T1377, T1382, S1524, T3989, T256 7. Record Series Format(s) List all X Letter Size D Microfilm X Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape X Other (specify)_Digital Files	ted to the general a irectives and interr and recordings; Ma budget files; facilitie d outgoing including are organized by se es the following MS	administration and proceduring for s, equipm g paper m eries and c A series: 3 02, T4391 s Sequence	tion and ures; rej r Results ent, and ail, fax, a often by \$1259, , \$1275 9. Volume 2200 Number Bile Draw Bilcofilm Compute X Other (sp Also, 309 gi 10. Annual 27 Number Bile Draw Bilcofilm Compute Compute Compute Compute Compute	day-to-day operation of the State borts (budgetary, personnel, s documentation; Legislative files; d vendor information; interagency and email) ; reference material; originating department and T201, S1795, T4079, T4153, S1739, , T3827
			7 gigabyte	5
11. File is Used X Daily ☐ Weekly ☐ Monthly ☐ Annually		12. File Beco	mes Inactive A	fter fonth(s) X Year(s)
13. Current Location(s) (Bldg., Floor, Room) 350 Rowe Blvd Annapolis		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		ated Elsewhere? (If yes, specify agency or office.)
 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Pes X No Records are not generally restricted, but some items may include info restricted by the Public Information Act (Code, General Provisions Article, Title 4) 		16. Audit Re X None		Federal 🗖 Independent
17. Is an Index System used? If yes, explain briefly and describe requiremen X Yes □ No Some series include a tracking system	17. Is an Index System used? If yes, explain briefly and describe requirements X Yes □ No Some series include a tracking system			Retention cord. Maintain as a perpetual file by amended or revised.
19. Name and Title of Preparer Kathryn Baringer	20. Telepho 410-260	0-6467	21. Date 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) Jessup, Maryla 410-799-11			SION	AGENCY RECORDS INVENTORY	
1. Department/Agency Maryland State Archives	2. Division		3.	Unit	
DEFINITION: RECORD SERIES: A group of related record	a normally filed and used	an a unit for ra		Les retention and disposition nurposes	
4. Record Series Title	s normally filed and used	as a unit for re			
Catalogs and Finding Aides				ear/Latest Year to2015	
6. Record Series Description (Briefly describe the types of i Descriptive and index information used by collections. Existing in electronic and paper records, special collections, library and gov	the Archives staff, form these aids c	and the pu over all col	blic, to trac lections: st	k and locate items within the ate and local government	
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume		
X Letter Size D Microfilm	Alphabetica	d	Number		
X Legal Size Computer Tape	X Numerical		File Drawer(s Microfilm Ree		
Audio Tape 🔲 Floppy Disk	Chronologi	cal	Computer Ta	pe(s)	
Bound Book Uideo Tape	Geographi	al	Other (specify)		
X Other (specify) digital files	D Other (spe	cify)	10. Annual Accu	umulation	
			Number	el(s) pe(s)	
11. File is Used		12 File Becc	mes Inactive After		
X Daily D Weekly D Monthly Annually		Number	Month	n(s) ^I Year(s) Series never becomes ated as necessary.	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
350 Rowe Blvd Annapolis		4	Yes X No 16. Audit Requirements		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes X № Records are not generally restricted, but some items may include info restricted by the Public Information Act (Code, General Provisions Article, Title 4)		X None State Federal Independent		eral 🗖 Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes X No		Contin		^{ention} rd. Maintain as a perpetual file by nended or revised.	
19. Name and Title of Preparer Kathryn Baringer		0-6467	21. Date 10/14/2	015	
DGS 550-4 (Rev. 1/93)			1		

or revised record series. Forward with Records REC		GENERAL SER AGEMENT DIVIS Road, P.O. Box 2 aryland 20794 799-1930	SION		
1. Department/Agency 2. Division			3. Unit		
Maryland State Archives	South Street				
DEFINITION: RECORD SERIES: A group of related records 4. Record Series Title Tracking Systems	s normally filed and use	d as a unit for re	ference as well as retention and disposition purposes. 5. Earliest Year/Latest Year1935to2015		
Tracking Systems					
6. Record Series Description (Briefly describe the types of in Electronic and paper systems for tracking N software					
7 Record Series Format(s) List all	8. Record S	eries Sequence	9. Volume		
X Letter Size Microfilm	C Alphabe	ical	Number		
X Legal Size Computer Tape	X Numeric	al	□ File Drawer(s) □ Microfilm Reel(s)		
Audio Tape Disk	Chronol	ogical	Computer Tape(s) Other (specify)		
Bound Book Video Tape	□ Geogra	hical	10. Annual Accumulation		
X Other (specify)_digital files	D Other (s	pecify)	Number		
			File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)		
11. File is Used		12. File Becc	omes Inactive After		
X Daily DWeekly Monthly Annually			□ Month(s) □ Year(s) Series never becomes e. It is updated as necessary.		
13. Current Location(s) (Bldg., Floor, Room) 350 Rowe Blvd Annapolis		14. Is Record	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes X No		
 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes X № Records are not generally restricted, but some items may include info restricted by the Public Information Act (Code, General Provisions Article, Title 4) 		X None	16. Audit Requirements X None □ State □ Federal □ Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention		
□ Yes X No		updatir	uous Record. Maintain as a perpetual file by ng when amended or revised and migrating er platforms as necessary.		
19. Name and Title of Preparer Kathryn Baringer		phone Number 260-6467	21. Date 10/14/2015		
DGS 550-4 (Rev. 1/93)					

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		SION	AGENCY RECORDS INVENTORY PAGE4 OF22	
1. Department/Agency	1. Department/Agency 2. Division			3. Unit	
Maryland State Archives			6		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed a	and used as a	unit for re	eference as well as retention and disposition	
4. Record Series Title Temporary/Transitory Material				est Year/Latest Year 2010 to2015	
6. Record Series Description (Briefly describe the f series.) Like all government agencies the Arc considered temporary and transitory. correspondence that is not governme	chives creates and . This type of mate	l receives rial <i>may</i> ir	a great	t deal of record material that can be personal notes from meetings,	
drafts, reference material, etc. 7. Letter Size	8. Record Serie	s Sequence	9. Volume		
X Legal Size Computer Tape	□ Alphabetical		75 Number		
Audio Tape Floppy Disk	Numerical		File Drawer(s)		
Bound Book Video Tape	Chronologica	al		ter Tape(s)	
X Other (specify)_digital files	Geographica	d -		specify)boxes	
	X Other (specif	y)None	75 Number □ File Dra □ Microfil □ Compu		
11. File is Used	I	12. File Becom	es Inactive A	After	
X Daily Weekly Monthly Annual	lly	1 Number		fonth(s)	
13. Current Location(s) (Bldg., Floor, Room) 350 Rowe Blvd Annapolis		14. Is Record S	Series Duplic	ated Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes X No		16. Audit Requirements X None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes X No		18. Recommended Retention Non-permanent. Destroyed at the discretion of the			
	2		without	the requirement of a disposal	
19. Name and Title of Preparer Kathryn Baringer	20. Telepho 410-260	ne Number 0-6467	21. Dat 10/1	^{te} 4/2015	
DGS 550-4 (Rev. 1/93)					

1. Department/Agency 2. Division 3. Unit Maryland State Archives 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 9. Record Series Title 4. Record Series Title Approved Records Retention and Disposition Schedules 5. Earliest Year/Latest Year 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. 7. Record Series Format(s) List all 2. Addo Tape 9. Volume 9. Audio Tape 9. Volume 9. Audio Tape 9. Volume 9. Other (specify) 10. Annually 11. File is Used 10. Annually 11. File is Used 12. File Becomes Inactive After 12. Daily X weekiy 13. Current Location(s) (Bidg, Floor, Room) 350 Rowe Blvd Annapolis 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or offlice.)	<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GE RECORDS MANAG 7275 Waterloo Ro: Jessup, Mary 410-799	EMENT DIVI ad, P.O. Box land 20794	SION	AGENCY RECORDS INVENTORY PAGE5 OF22		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition A. Record Series Title Approved Records Retention and Disposition Schedules 5. Earliest Year/Latest Year 1953to2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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. 7. Record Series Format(s) List all X. Letter Size Microfitin Legal Size Computer Tape Audio Tape File Drawer(s) Other (specify)	1. Department/Agency	2. Division	8		3. Unit		
purposes. 4. Record Series Title Approved Records Retention and Disposition Schedules 5. Earliest Year/Latest Year 1953to1953to1953to1953to195310 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. 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. 7. Record Series Format(s) List all X Letter Size Microfilm Audio Tape S. Record Series Sequence Audio Tape S. Record Series Sequence Audio Tape S. Numerical	Maryland State Archives						
Approved Records Retention and Disposition Schedules inin		d records normally filed a	ind used as a	a unit for re	ference as well as retention and disposition		
series.) 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. 7. Record Series Format(s) List all X Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) Other (specify) It. File is Used 10. Annual Accumulation 11. File is Used 12. File Becomes Inactive After Daily X Weekly Monthly 13. Current Location(s) (Bidg., Floor, Room)		sposition Schedule	es				
X Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) Geographical Other (specify) Other (specify) 11. File is Used 12. File Becomes Inactive After Daily X Weekly Monthly Annually 13. Current Location(s) (Bidg, Floor, Room)	series.) Schedules list all of the record series	of an agency and					
X Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) Geographical Other (specify) Other (specify) 11. File is Used 12. File Becomes Inactive After Daily X Weekly Monthly Annually 13. Current Location(s) (Bidg, Floor, Room)	7. Record Series Format(s) List all	8. Record Series	Sequence				
Image: Structure in the second sec	X Letter Size Microfilm	Alphabetical			_		
Audio Tape Floppy Disk Geographical Geographical Other (specify) I1. File is Used Daily X Weekly Monthly Annually I2. File Becomes Inactive After Number Month(s) Year(s) After superseded Month(s) Year(s) After superseded I1. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	Legal Size Computer Tape	X Numerical					
Geographical G	Audio Tape Floppy Disk	Chronologica	l.	Computer Tape(s)			
Other (specify) Image: Computer (specify) <tr< td=""><td>Bound Book Uideo Tape</td><td>Geographical</td><td></td><td colspan="3"></td></tr<>	Bound Book Uideo Tape	Geographical					
Daily X Weekly	Other (specify)	D Other (specify	v)	1 Number File Dra Microfilr Comput	wer(s) n Reel(s) er Tape(s)		
Daily X Weekly	44 Eilo is Used	10 5% 0	A	6			
13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			12. File Becon				
	Daily X Weekly Monthly Annually			DM	onth(s) Pear(s) After superseded		
350 Rowe Blvd Annapolis							
creating agency	350 Rowe Blvd Annapolis		X Yes D No Records Management Division & creating agency				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements 17. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements	15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes X No			16. Audit Requirements			
X None State Federal Independent			X None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention							
X Yes Indexed by Archives finding aide Retain permanently at the Maryland State Archives	x Yes In No Indexed by Archives fin	aing aide	Retain p	permane	ently at the Maryland State Archives.		
19. Name and Title of Preparer 20. Telephone Number 21. Date							
Kathryn Baringer 410-260-6467 10/14/2015	Kathryn Baringer	410-260	-6467	10/14	4/2015		

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GEI RECORDS MANAGE 7275 Waterloo Road Jessup, Maryla 410-799-1	MENT DIVIS d, P.O. Box 2 and 20794	ION	AGENCY RECORDS INVENTORY PAGE6 OF22		
1. Department/Agency	2. Division	1		3. Unit		
Maryland State Archives	and the second second					
DEFINITION: RECORD SERIES: A group of related record	s normally filed and used as	a unit for ref	erence as	well as retention and disposition purposes.		
4. Record Series Title	A			st Year/Latest Year		
Proposals and Certificates of Records Disp				38 to2015		
6. Record Series Description (Briefly describe the types of i Certificates list records that have been or w disposition schedule that allows for the des certificate.	vill be destroyed and	give the	citation	of the records retention and		
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume			
Letter Size Microfilm	Alphabetical		20 Number	-		
Legal Size Computer Tape	X Numerical		G File Dra			
Audio Tape Disk	Chronological		Microfilm Comput			
Bound Book Video Tape	Geographical		X Other (s	pecify)Clamshell boxes		
X Other (specify)_digital files				Accumulation		
A Other (specify)_digital files	Conter (specify)	1 Number			
11. File is Used		12. File Becc	mes Inactive	After		
Daily Deekly X Monthly Annually				Month(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record	Series Dupli	cated Elsewhere? (If yes, specify agency or office.)		
350 Rowe Blvd Annapolis			X Yes DNo Creating agency			
 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes X № Records are not generally restricted, but some items may include info restricted by the Public Information Act (Code, General Provisions Article, Title 4) 		16. Audit Requirements X None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements X Yes Indexed by Archives finding aide		18. Recommended Retention Retain permanently at the Maryland State Arc				
19. Name and Title of Preparer Kathryn Baringer	20. Telephor 410-260		21. Date 10/14	e 4/2015		
DGS 550-4 (Rev. 1/93)						

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records	DEPARTMENT OF GE					
Retention Schedule (DGS 550-1)	RECORDS MANAGI 7275 Waterloo Roa Jessup, Mary 410-799-	ad, P.O. Box 2 and 20794				
1. Department/Agency	2. Division	14	3. Unit			
Maryland State Archives	12.1					
DEFINITION: RECORD SERIES: A group of related record	ds normally filed and used a	s a unit for refe				
4. Record Series Title Transfer Documentation			5. Earliest Year/Latest Year 1937to2015			
6. Record Series Description (Briefly describe the types of	information/documents/form	as found in the				
Receipts and inventories documenting trai T4806, T3898, T2328, T2329, T2330, S17	nsfers to the Marylan					
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume			
X Letter Size D Microfilm	Alphabetical		168 Number			
Legal Size Computer Tape	Numerical		□ File Drawer(s)			
Audio Tape D Floppy Disk	Chronological		Microfilm Reel(s) Computer Tape(s)			
Bound Book Uideo Tape	Geographical		X Other (specify)Clamshell boxes			
Other (specify)	X Other (specify)	by agency	10. Annual Accumulation			
			Number			
			□ File Drawer(s) □ Microfilm Reel(s)			
			Computer Tape(s)			
			X Other (specify)Clamshell boxes			
11. File is Used		12. File Becon	nes Inactive After			
Daily X Weekly Monthly Annually		Number	□ Month(s) X Year(s)			
			а.			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record	Series Duplicated Elsewhere? (If yes, specify agency or office.)			
350 Rowe Blvd Annapolis			X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
□ Yes X No Records are not generally restricted,		X None State Federal Independent				
but some items may include info restricted						
Public Information Act (Code, General Prov	isions Article, Title 4)	N				
17. Is an Index System used? If yes, explain briefly and describe requirement		18. Recommended Retention				
X Yes DNo Indexed by Archives finding a	aide	Retain p	permanently at the Maryland State Archives.			
19. Name and Title of Preparer	20. Telephon	e Number	21. Date			
Kathryn Baringer	410-260-		10/14/2015			
DGS 550-4 (Rev. 1/93)						

each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Jessup, M	AGEMENT DIV Road, P.O. Box aryland 20794 -799-1930		PAGE8 OF22		
1. Department/Agency Maryland State Archives	2. Division			3. Unit		
DEFINITION: RECORD SERIES: A group of relation	ted records normally file	d and used as a	a unit for re	eference as well as retention and disposition		
aurposes. 4. Record Series Title Websites			5. Earliest Year/Latest Year to2015			
5. Record Series Description (Briefly describe the series.) Online pages giving the public and well as reference and interpretative	government agen	cies access	s to reco	ords, finding aids, and catalogs as		
Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape X Other (specify)_digital files	☐ Alphabeti ☐ Numerica ☐ Chronolo ☐ Geograph X Other (sp	lgical	X Other (s 10. Annua Number E File Dra Microfil Compu Other (s	awer(s) m Reel(s) ter Tape(s) specify)files Il Accumulation 		
X Daily	ally	Number		Month(s) Prear(s) Series never becomes odated as necessary.		
13. Current Location(s) (Bldg., Floor, Room) 350 Rowe Blvd Annapolis		14. Is Record	Series Duplic X No	ated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes X No			16. Audit Requirements X None □ State □ Federal □ Independent			
 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes X No 		Continu	18. Recommended Retention Continuous record. Maintain as a perpetual file updating when amended or revised.			
19. Name and Title of Preparer Kathryn Baringer		bhone Number 60-6467		21. Date 10/14/2015		

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF G RECORDS MANAG 7275 Waterloo Ro Jessup, Man 410-79	SEMENT DIVISIONAL P.O. Box Juliand 20794	SION	AGENCY RECORDS INVENTORY PAGE9 OF22		
1. Department/Agency Maryland State Archives	2. Division			3. Unit		
DEFINITION: RECORD SERIES: A group of relate purposes.	l ed records normally filed a	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title Object Files		1		st Year/Latest Year 069to2015		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.						
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume 94			
Letter Size Microfilm	C Alphabetical		Number			
X Legal Size Computer Tape	X Numerical		File Dra			
Audio Tape Disk	Chronologica	al		Computer Tape(s) X Other (specify)		
Bound Book Video Tape	Geographica	al		10. Annual Accumulation		
Other (specify)	Contraction Other (specification)	(y)				
11. File is Used		12. File Becom	es Inactive A	fter		
X Daily Weekly Monthly Annually		Number NECESSA		Ionth(s) urgent(s) Never. Updated as		
13. Current Location(s) (Bidg., Floor, Room) 350 Rowe Blvd Annapolis		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes X No		16. Audit Requirements X None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe X Yes □ № Access database	requirements	18. Recom Retain p		Retention ently at the Maryland State Archives.		
19. Name and Title of Preparer Kathryn Baringer	20. Telepho 410-260	one Number 0-6467	21. Dat 10/14	e 4/2015		

Instructions – Type or Print a separate form for	DEPARTMENT OF G			AGENCY RECORDS INVENTORY
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE10 OF22
1. Department/Agency	2. Division			3. Unit
Maryland State Archives				
	d records normally filed a	nd used as a		erence as well as retention and disposition purposes.
4. Record Series Title Gift and Deposit Agreements			19	t Year/Latest Year 035 to2015
6. Record Series Description (Briefly describe the t Gift and Deposit Agreements for Spe Collections. They also may more fully	cial Collections do	cument th	ne prove	series. Include the purpose or function of the series.) nance and acquisition of items in Special ned agreements by donors.
7. Record Series Format(s) List all	8. Record Serie	s Sequence	9. Volume	
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Audio Tape Disk	Chronologica	al	Computer	
Bound Book Video Tape	Geographica	il .		Accumulation
Other (specify)	Other (specied)	fy)	_1.5 Number	
			 File Draw Microfilm Computer 	Reel(s)
11. File is Used			nes Inactive Aft	er
Daily Weekly X Monthly Annual	ly	2 Number	□ Mo	nth(s) X Year(s)
			1	
13. Current Location(s) (Bldg., Floor, Room) 350 Rowe Blvd Annapolis		14. Is Record	Series Duplicat X No	ed Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) X Yes □ № (GP §4-308)		16. Audit Rec X None		ederal 🗖 Independent
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes X No	requirements		nmended R Dermane	etention Intly at the Maryland State Archives.
19. Name and Title of Preparer Kathryn Baringer	20. Telepho Number 410-260		21. Date 10/14	

DGS 550-4 (Rev. 1/93)

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<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF G RECORDS MANAG 7275 Waterloo Ro Jessup, Man 410-79	EMENT DIVI ad, P.O. Box yland 20794	SION	AGENCY RECORDS INVENTORY PAGE11 OF22		
1. Department/Agency	2. Division			3. Unit		
1. Department/Agency	2. Division			S. Onit		
Maryland State Archives	e de la companya de la					
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed a	and used as a	unit for re	eference as well as retention and disposition		
4. Record Series Title				st Year/Latest Year		
Loan Record				990to2015		
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 Serie	s Sequence	9. Volume			
Letter Size I Microfilm	Alphabetical		6 Number	-		
X Legal Size Computer Tape	X Numerical		File Dra			
Audio Tape Floppy Disk	Chronologica	al	Microfilm Reel(s) Computer Tape(s)			
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Other (specify)	Other (specify)	fy)	0.2	I Accumulation		
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13. Current Location(s) (Bldg., Floor, Room) 350 Rowe Blvd Annapolis	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes X No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) X Yes □ No (GP §4-308)			16. Audit Requirements			
		X None 🗆 State 🗖 Federal 🗖 Independent				
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes X No	requirements	18. Recon Retain p		Retention ently at the Maryland State Archives.		
19. Name and Title of Preparer Kathryn Baringer	20. Telepho 410-260	ne Number 0-6467	21. Dat 10/14	e 4/2015		

DGS 550-4 (Rev. 1/93)

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		AGEMENT DI	ISION	AGENCY RECORDS INVENTORY PAGE 0F22		
1. Department/Agency	2. Division			3. Unit		
Maryland State Archives						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally file	d and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title Accounting Records				st Year/Latest Year 036to2015		
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 for documenting fiscal transactions. Includes: 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. This series						
includes MSA series T1363, T2978, 7. Record Series Format(s) List all		eries Sequence	9. Volume	73, 11303, 12300, 11731		
X Letter Size D Microfilm	C Alphabet	cal	Number	580 Number		
Legal Size Computer Tape	Numerica	l	E File Dra			
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				wer(s) m Reel(s) ter Tape(s) specify)boxes		
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X Daily Weekly Monthly Annually				lonth(s) X Year(s)		
			Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
· · · · · · · · · · · · · · · · · · ·			16. Audit Requirements			
□ Yes X No			□ None X State □ Federal □ Independent			
In always of her Analytics of Castless of the			mmended I for five ye	Retention ears after audit, then destroy.		
19. Name and Title of Preparer Kathryn Baringer		ohone Number 60-6467		e 4/2015		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MA 7275 Waterlo Jessup,	DF GENERAL SEI NAGEMENT DIV o Road, P.O. Box Maryland 20794 10-799-1930	ISION	AGENCY RECORDS INVENTORY PAGE13 OF22	
^{1. Department/Agency} Maryland State Archives	2. Division			3. Unit	
DEFINITION: RECORD SERIES: A group of relate	ed records normally f	iled and used as a	a unit for re	aference as well as retention and disposition	
purposes. 4. Record Series Title					
Payroll – Regular and Contractual E	mployees		1	est Year/Latest Year 006 to2015	
6. Record Series Description (Briefly describe the series.) Time cards, leave slips, sign-in shee distribution signature sheets for regu	ets, check regis	ters, pay repo			
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·	
X Letter Size Microfilm	Alphab	etical	 		
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Other (specify)	D Other (13 Number		
11. File is Used		12. File Becon	nes Inactive A	lifter	
Daily X Weekly Monthly Annua	ily	3 Number	D M	fonth(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 350 Rowe Blvd Annapolis		14. Is Record	Series Duplic X No	ated Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes X No			16. Audit Requirements ☐ None X State ☐ Federal ☐ Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements X Yes по Indexed by Archives finding aide		Retain f	18. Recommended Retention Retain for three years or until all audit requiremended have been completed, whichever is later, then destroy.		
19. Name and Title of Preparer Kathryn Baringer		ephone Number 260-6467	21. Dat 10/14	e 4/2015	
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Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Scheduler, (DGS 550-1) DEPARTMENT OF GENERAL SERVICES Record Series. Forward with Records Retention SERVICES AddRec MECONDO SUCKTORY 1. Department/Agency 2. Division 3. Unit 1. Department/Agency 2. Division 3. Unit Maryland State Archives 2. Division 3. Unit DEFENTION: RECORD SERES. A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. A Record Series Table 5. Earliest Year/Latest Year Percord Series Record Series Series 6. Seriest Year/Latest Year Percord Series Record Series Forward Series Forward Series Record Series Record Series Forward Series Forward Series Percord Series Record Series Forward Series Forward Series Record Series Forward Series Forward Series Forward Series Pacond Series Forward Series Forward						
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4. Record Series Title Personnel Files 5. Earliest Vear/Latest Vear10_201510_2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Record for documenting personnel transactions, including: Regular Employee Transaction Paperwork (MS310), Contractual Employee-Special Payments Payroll Authorization Forms (MS311), State Applications (MS100), Employee Vithholding Certificates (W4), Contractual Employee Contracts, Direct Deposit Forms (CPB-0051), Employee Vithholding Certificates (W4), Contractual Employee Contracts, Direct Deposit Forms (CPB-0059), Payroll Address Forms (CPB-0051), 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 7. Record Series 7.						
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Record for documenting personnel transactions, including: Regular Employee Transaction Paperwork (MS310), Contractual Employee Contracts, Direct Deposit Forms (CPB-0059), Payroll Address Forms (CPB-0059), Employee Mitholding Certificates (W4), Contractual Employee Contracts, Direct Deposit Forms (CPB-0059), Payroll Address Policy, MD New Hire Registry Report Forms, Retirement Application/ Designation of Benefits, Health Insurance Paperwork, PEP Evaluations, Summary Statement of Benefits - Record Breiss Format(i) Litat Biteord Breiss Format(i) Litat Designation of Benefits Biteord Breiss Format(i) Designation of Benefits Biteord Breiss Format(i) Designation of Benefits Biteord Breiss Designation of Benefits Designation of Benefits Computer Tape(i) Computer Tape(i) Computer Tape(i) Designation and transaction Payroll Computer Tape(i) Computer Tape(i)						
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Baily Weekly X Monthly Annually ⁵ / _{Number} Month(s) X Year(s) 13. Current Location(s) (Bidg., Floor, Room) ³⁵ / _A (H yes, specify agency or office.) ^{14.} Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 350 Rowe Blvd Annapolis ^{14.} Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) X Yes No Annotated Code General Provisions Article, Section. § 4- A note and Title of Preparer		□ Other (speci	fy)	□ Microfilm Reel(s) □ Computer Tape(s)		
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13. Current Location(s) (Bldg., Floor, Room) 350 Rowe Blvd Annapolis 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			5			
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Kathryn Baringer Number 10/14/2015 410-260- 6467 10/14/2015						
DGS 550-4 (Rev. 1/93)		Number 410-26				
	DGS 550-4 (Rev. 1/93)					

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) AddRev PRECORDS MULEITORY 1. Department/Agency 2. Division 3. Unit Maryland State Archives 9. Volume DEFINITION RECORDS SERVES: A group of related records normally filed and used as a unit for reference as well as retention and disposition PENDERSE 2. Division 4. Record Series Table 5. Earliest Year/Latest Year							
Jessup, Maryland 20794 PAGE _15 07 22 1. Department/Agency 2. Division 3. Unit Maryland State Archives 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 4. Record Series Title 5. Earliest Year/Latest Year Researcher Registration 5. Earliest Year/Latest Year 4. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series, and ID number. This series includes MSA series T1388 7. Record Series Comments 18. Record Series Sequence 9. Vulnere Tables Year (Series Title) 8. Record Series Sequence 9. Vulnere Tables Year (Series Title) 8. Record Series Sequence 9. Vulnere Tables Year (Series Title) 8. Record Series Sequence 9. Vulnere Tables Year (Series Title) 8. Record Series Sequence 9. Vulnere Tables Year (Series Title) 8. Record Series Sequence 9. Vulnere Tables Year (Series) 10. Annual Record Series Sequence 9. Vulnere Tables Year (Series) 10. Annual Record Series Sequence 9. Vulnere Tables Year (Series) 10. Annual Record Series Sequence 1		RECORDS MANAG	EMENT DIVIS	SION	AGENCY RECORDS INVENTORY		
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DGS 550-4 (Rev. 1/93)							

Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY PAGE16 OF22		
1. Department/Agency Maryland State Archives	2. Division			3. Unit		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally file	d and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title		· Weller		st Year/Latest Year 060to2015		
Research Log [Patron sign-in] 1960to2015 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Include the purpose or function of the series.) Daily Patron sign-in sheets consisting of date, patron's name, address, and patron number. This includes series MSA T2691						
7. Record Series Format(s) List all	8. Record Se	ries Sequence	9. Volume 18			
X Letter Size D Microfilm	C Alphabetic	al	Number			
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19. Name and Title of Preparer Kathryn Baringer		hone Number 60-6467	21. Dat 10/14	e 4/2015		
DGS 550-4 (Rev. 1/93)						

INSTRUCTIONS – 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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page17 of22			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Maryland State Archives						
DEFINITION – Record Series - A group of rel and disposition		d electronically and used as a	a unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE Front Desk Registration/Visitation database			5 EARLIEST YEAR/LATEST YEAR 1997 TO2015			
6 INPUT - Identify source of information to be entered		7 OUTPUT - Identify the use/s of information generated by system				
Patrons and researchers visiting the Archives		Tracking/statistical				
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Brief	ly describe the information	/documents/forms			
	cont	ained in a series. Include	purpose and function of the system.			
Patron registration data entered by reference of times and days patron visited Archives inde						
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.				
Restricted to staff that enter the information						
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM			
Information regularly entered. Registration is	annual and logs	are daily.				
11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to			
ensure the record's retention and usability						
Archives server at 350 Rowe Blvd Annapolis.						
12 RECOMMENDED RETENTION Permanent						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO 410-260-6467	NE NUMBER	15 DATE 10/14/2015			
Kathryn Baringer						
16 TITLE OF PREPARER Director of Appraisal and Description						
DGS 550-6 (rev. 10/12)						

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 SER RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930		N			
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Maryland State Archives	d records normally filed a	nd used as a uni	t for reference as well as retention and disposition			
purposes.	ed records normany med a		A CARL CARL			
A. Record Series Title Request slips		5. Earliest Year/Latest Year 1986to2015				
eries.) Maryland State Archives request slip researcher, date of request, citation	os in paper and electronic to requested record	ctronic forma d and locatio	at in the series. Include the purpose or function of the ats recording the name of the archives on, and status if not available. MSA T138			
7. Record Series Format(s) List all	8. Record Series		Volume 242 imber			
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Audio Tape I Floppy Disk			Microfilm Reel(s)			
Bound Book Video Tape	X Chronological	X	Computer Tape(s) X Other (specify)clamshell boxes			
X Other (specify)_tri-part carbon slips	Geographical	10. Annual Accumulation				
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17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes X No		18. Recommended Retention Retain permanently at the Maryland State Archives				
19. Name and Title of Preparer Kathryn Baringer	20. Telepho 410-260		1. Date 10/14/2015			

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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 SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794 410-799-1930		SION	AGENCY RECORDS INVENTORY PAGE19 OF22			
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		X None State Federal Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes X No		18. Recommended Retention Permanent					
19. Name and Title of Preparer Kathryn Baringer	20. Telephone Number 410-260-6467		r 21. Date 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 RECORDS MANAGEMENT 7275 Waterloo Road, P.O. Jessup, Maryland 207 410-799-1930		ON	AGENCY RECORDS INVENTORY		
1. Department/Agency	2. Division			3. Unit		
Maryland State Archives						
DEFINITION: RECORD SERIES: A group of relate	l ed records normally filed a	and used as a u	init for re	I ference as well as retention and disposition		
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			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes X No			
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<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GE RECORDS MANAG 7275 Waterloo Ro Jessup, Mary 410-799	EMENT DIV ad, P.O. Box land 20794	ISION	AGENCY RECORDS INVENTORY PAGE21 OF22		
1. Department/Agency Maryland State Archives	2. Division			3. Unit		
DEFINITION: RECORD SERIES: A group of related records normally filed a purposes. 4. Record Series Title Information Technology Asset Inventory 6. Record Series Description (Briefly describe the types of information/docu			5. Earliest Year/Latest Year to			
series.) IT asset inventory files document acquis licensing. 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 Alphabetical Numerical X Chronologica Geographical X Other (specify	s Sequence	9. Volume Number Comput Other (1 10. Annua Number File Dra Nicrofil Comput Other (1	- wer(s) m Reel(s) ter Tape(s) specify)		
11. File is Used	lly	12. File Becor 3 Number	n N	Month(s) X Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 350 Rowe Blvd Annapolis			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes □ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No		16. Audit Requirements ☐ None X State ☐ Federal ☐ Independent				
Pes X No		Retain 3	 Recommended Retention Retain 3 years or until the end of an audit cycle, whichever is longer, then destroy. 			
19. Name and Title of Preparer 20. Telephone Nut Kathryn Baringer 410-260-646						

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF G RECORDS MANAG 7275 Waterloo Ro Jessup, Man 410-79	SEMENT DIVISIONAL P.O. Box yland 20794	SION	AGENCY RECORDS INVENTORY PAGE22 OF22		
. Department/Agency Maryland State Archives	2. Division			3. Unit		
DEFINITION: RECORD SERIES: A group of relate urposes. . Record Series Title nformation Technology Security and Sta		and used as a		ference as well as retention and dispositionto		
Record Series Description (Briefly describe the eries.) Records include log files from intrusion of ecurity camera data; public website usa Record Series Format(s) List all	detection devices, finage logs, security ac	rewalls and ccess and c	ontrol lo	; staff Internet usage / tracking logs,		
X Letter Size I Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape	Alphabetical Numerical X Chronologica Geographica	1.1.1.1.1.1.1	Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 10. Annual Accumulation			
X Other (specify)_digital	□ Other (speci	fy)	Number	– wer(s) m Reel(s) ter Tape(s)		
1. File is Used	lly	12. File Becom		fter Ionth(s) ☐ Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 350 Rowe Blvd Annapolis			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes □ No 16. Audit Requirements			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☐ No		X None State Federal independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes X No		18. Recommended Retention Maintain for five years, then screen annually and destro files no longer needed for administrative or legal use.				
9. Name and Title of Preparer Kathryn Baringer	20. Telephone N 410-260-6					

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