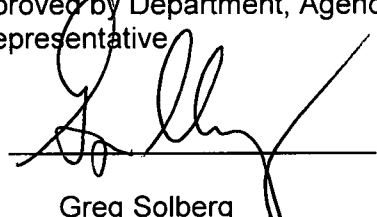


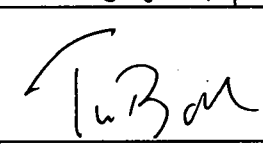
**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2881  
Page 1 of 1

Agency: **Frederick Community College**      Division/Unit: **Operations/Plant Operations**

Item No.	Description	Retention
1	Inspection Certificates: <ul style="list-style-type: none"> <li>• <u>Boiler Inspections</u></li> <li>• <u>Backflow Inspection</u></li> <li>• <u>Elevator Inspections</u></li> <li>• <u>Fire Alarm Inspections</u></li> <li>• <u>Fire Extinguisher Inspections</u></li> <li>• <u>Fire Suppression Asul/Halon systems Inspections</u></li> <li>• <u>Grease Trap Cleaning</u></li> <li>• <u>Sprinkler Systems Inspection</u></li> </ul>	Scan to Maryland State Archives standards, then destroy paper. Retain digital version for 7 years, then destroy.
2	<u>Operations and Maintenance (O&amp;M) manuals for buildings/Equipment</u>	Retain in plant until expired/revised plus 3 years, then destroy.
3	<u>Service Tickets</u>	Retain 3 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative  
 Date \_\_\_\_\_  
 Signature   
 Typed Name Greg Solberg  
 Title Director of Plant Operations

Schedule Authorized by State Archivist  
 Date 8-21-17  
 Signature 

<b>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</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>  Page 1 of <b>3</b>	
<b>1 DEPARTMENT/AGENCY</b> Frederick Community College		<b>2 DIVISION</b> Operations		<b>3 UNIT</b> Plant Operations	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Inspection Certificates				<b>5 EARLIEST YEAR/LATEST YEAR</b>  2009 TO 2016	
<b>6 INPUT - Identify source of information to be entered</b> Scanned original documents to Plant shared drive			<b>7 OUTPUT - Identify the use/s of information generated by system</b> As needed for proof of compliance if hard copy originals are unavailable		
<b>7 ELECTRONIC RECORD SERIES DESCRIPTION – Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b> <ol style="list-style-type: none"> <li>1. <u>Boiler Inspections</u>: Bi-annual inspection certificate by Maryland Department of Labor, Licensing and Regulation (DLLR)</li> <li>2. <u>Backflow Inspection</u>: Annual inspection by certified inspector.</li> <li>3. <u>Elevator Inspections</u>: Bi-annual inspection by DLLR.</li> <li>4. <u>Fire Alarm Inspections</u>: Annual inspection by licensed firm.</li> <li>5. <u>Fire Extinguisher Inspections</u>: Annual inspections/5 year hydro inspection report.</li> <li>6. <u>Fire Suppression Asul/Halon systems Inspections</u>: Annual inspection by licensed firms.</li> <li>7. <u>Grease Trap Cleaning</u>: Annual City of Frederick Fats, Oil &amp; Grease (FOG) report.</li> <li>8. <u>Sprinkler Systems Inspection</u>: Annual Wet and Dry Pipe systems report.</li> </ol>					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b> Information is available to administrative staff in the Operations Department as determined by access rights to the network resources approved by the Chief of Operations.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> Electronic copies are saved in the appropriate folder on the limited access shared drive. Hard copies are scanned and saved to the appropriate folder.					
<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. Original electronic files as well as scanned files are typically PDF files making them full accessible.					
<b>12 RECOMMENDED RETENTION</b> Scan to Maryland State Archives standards, then destroy paper. Retain digital version for 7 years, then destroy.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b>  Greg Solberg		<b>14 TELEPHONE NUMBER</b>  301-846-2411		<b>15 DATE</b>  3-14-2017	
<b>16 TITLE OF PREPARER</b>  Director of Plant Operations					
DGS 550-6 (rev. 10/12)					

<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>1</u> OF <u>3</u>
1. Department/Agency  Frederick Community College	2. Division  Operations	3. Unit  Plant Operations
<b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>		
4. Record Series Title O&M Manuals	5. Earliest Year/Latest Year 1989 to present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Operations and Maintenance (O&M) manuals include documentation provided to the institution at the conclusion of new construction and renovation capital projects and includes the materials specifications as well as the operation and maintenance manuals for equipment included in the project.		
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 checked="" 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>1</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) _____  10. Annual Accumulation <u>varies</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>shelves</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  _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  Plant Operations (P) , 2 <sup>nd</sup> floor hallway	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No New projects include an electronic copy	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  Retain in plant until expired/revised plus 3 years, then destroy.	
19. Name and Title of Preparer  Greg Solberg, Director of Plant Operations	20. Telephone Number  301-846-2411	21. Date  3-14-2017

<b>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</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>  Page 3 of 3	
<b>1 DEPARTMENT/AGENCY</b>  Frederick Community College		<b>2 DIVISION</b>  Operations		<b>3 UNIT</b>  Plant Operations	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b>  Service Tickets				<b>5 EARLIEST YEAR/LATEST YEAR</b>  2016 TO present	
<b>6 INPUT - Identify source of information to be entered</b>  Service Ticket requests generated by end users through the (CMMS) Computer Maintenance Management System. Actions, time and completion status is generated by service technicians.			<b>7 OUTPUT - Identify the use/s of information generated by system</b>  Plant administrative staff are able to view individual service tickets as well as view and/or download various data points and details.		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b>  Service tickets - requests generated by end users. PM tickets - Auto-generated on a predetermined frequency. Action completed and time used.					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b>  CMMS System administrator and supervisors (determined/approved by the Chief of Operations) have access to analytical components. Technicians have access to individual work requests as identified by the order #.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>  The data set is kept intact from the date of the initial contract.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.</b>  The data set resides in the CMMS service provider's data servers.					
<b>12 RECOMMENDED RETENTION</b>  Retain 3 years, then destroy.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b>  Greg Solberg		<b>14 TELEPHONE NUMBER</b>  301-846-2411		<b>15 DATE</b>  3-14-2017	
<b>16 TITLE OF PREPARER</b>  Director of Plant Operations					
DGS 550-6 (rev. 10/12)					