



<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>8</u></p>
<p>1. Department/Agency  Frederick Community College</p>	<p>2. Division  Institutional Effectiveness</p>	<p>3. Unit  Marketing</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  College Catalog</p>		<p>5. Earliest Year/Latest Year  <u>1987 to 2017</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.) College catalogs are published annually for each Academic Year. The document is the official publication of the College that includes published information about College programs, courses, policies, procedures, staff, faculty.</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 checked="" 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  <u>2017</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation  <u>1</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>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  <u>12</u>  Number    <input checked="" type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  Annapolis Hall, 2<sup>nd</sup> Floor A202</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>Scan to Maryland State Archive standard. Retain for 25 years, then destroy paper and electronic record.</p>	
<p>19. Name and Title of Preparer  Michael Baisey, Director of Marketing</p>	<p>20. Telephone Number  301-624-2892</p>	<p>21. Date  03/20/2017</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-789-1830</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>8</u></p>
<p>1. Department/Agency  Frederick Community College</p>	<p>2. Division  Institutional Effectiveness</p>	<p>3. Unit  Marketing</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  Course Schedules</p>	<p>5. Earliest Year/Latest Year  1997 to 2017</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.)  Course schedules to provide a calendar of offerings. They are published each semester for:  1) Credit  2) CE/WD - Continuing Education/Workforce Development  3) ILR – Institute for Learning in Retirement  4) Kids on Campus</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 checked="" 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  'Program', Year, Semester  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation  <u>12</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 type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>6</u>  Number    <input checked="" type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  Annapolis Hall, 2<sup>nd</sup> Floor A202</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  Scan to Maryland State Archive standard. Retain for 20 years, then destroy paper and electronic record.</p>	
<p>19. Name and Title of Preparer  Michael Baisey, Director of Marketing</p>	<p>20. Telephone  Number  301-624-2892</p>	<p>21. Date  03/20/2017</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 3 OF 8</p>
<p>1. Department/Agency Frederick Community College</p>	<p>2. Division Institutional Effectiveness</p>	<p>3. Unit Marketing</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 Event Programs</p>	<p>5. Earliest Year/Latest Year 2007 to 2017</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.) Official programs for College events including: commencements, pinnings, investitures, convocations, rewards &amp; recognition events.</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 checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Year, Event, Document Name Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation 12 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 type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 6 Number    <input checked="" type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Annapolis Hall, 2nd Floor A202</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 Scan to Maryland State Archive standard. Retain for 20 years, then destroy paper and electronic record.</p>	
<p>19. Name and Title of Preparer Michael Baisey, Director of Marketing</p>	<p>20. Telephone Number 301-624-2892</p>	<p>21. Date 03/20/2017</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 4 OF 8</p>
<p>1. Department/Agency Frederick Community College</p>	<p>2. Division Institutional Effectiveness</p>	<p>3. Unit Marketing</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 Strategic Plan Documents</p>	<p>5. Earliest Year/Latest Year 2007 to 2017</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.) Official published files of Strategic Plan documents and supporting content.</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 checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Year, Event, Document Name Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation 12 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 type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 6 Number    <input checked="" type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Annapolis Hall, 2<sup>nd</sup> Floor A202</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 Scan to Maryland State Archives standards. Retain for 20 years, then destroy paper originals and transfer digital version to the Maryland State Archives.</p>	
<p>19. Name and Title of Preparer Michael Baisey, Director of Marketing</p>	<p>20. Telephone Number 301-624-2892</p>	<p>21. Date 03/20/2017</p>

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
		Page <u>5</u> of <u>8</u>

<b>1 DEPARTMENT/AGENCY:</b> Frederick Community College	<b>2 DIVISION:</b> Institutional Effectiveness	<b>3 UNIT:</b> Marketing
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**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>4 ELECTRONIC RECORD SERIES TITLE:</b> College Catalog	<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>2007 TO 2017</u>
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<b>6 INPUT -</b> College-wide publication PDF upload	<b>7 OUTPUT –</b> Official publication of college offerings and information, PDF for web viewing.
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**8 ELECTRONIC RECORD SERIES DESCRIPTION:** College catalogs are published annually for each Academic Year.

**9 POLICY ON ACCESS AND USE:** The publication is a public document, available on the Frederick.edu website and in limited print quantities.

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM:** The content of the publication is revised annually to reflect changes within the College, including: programs, courses, policies, procedures, faculty, staff, and other. The document is published in April, and an addendum is published each June. Document content and revision follows the specifications of COMAR 13B.02.02.22 "Catalog and Official Publications"

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.**  
Both the native InDesign file and the electronic PDF version of the College Catalog are archived on the Marketing Department shared network drive.

**12 RECOMMENDED RETENTION**  
Scan to Maryland State Archive standard. Retain for 25 years, then destroy paper and electronic record.

<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Michael Baisey	<b>14 TELEPHONE NUMBER</b> 301-624-2892	<b>15 DATE</b> 03/20/2017
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<b>16 TITLE OF PREPARER</b> Director of Marketing
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<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 <u>6</u> of <u>8</u>	
<b>1 DEPARTMENT/AGENCY:</b> Frederick Community College		<b>2 DIVISION:</b> Institutional Effectiveness		<b>3 UNIT:</b> Marketing	
<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> Course Schedules				<b>5 EARLIEST YEAR/LATEST YEAR</b>  <u>2007 TO 2017</u>	
<b>6 INPUT -</b> College-wide publication, PDF upload			<b>7 OUTPUT –</b> Official publication of course schedules by semester.		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION:</b> Course schedules are published each semester for: 1) Credit 2) CE/WD – Continuing Education/Workforce Development 3) ILR – Institute for Learning in Retirement 4) Kids on Campus					
<b>9 POLICY ON ACCESS AND USE:</b> Publications are public documents, available on the Frederick.edu website and in limited print quantities. Archives have no access restrictions.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM:</b> The content of the publication is revised annually to reflect changes within the College, including: programs, courses, policies, procedures, faculty, staff, and other. Each course schedule is published approximately 3 months prior to the start of the semester.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Both the native InDesign file and the electronic PDF version of the course schedules are archived on the Marketing Department shared network drive.					
<b>12 RECOMMENDED RETENTION</b> Scan to Maryland State Archive standard. Retain for 20 years, then destroy paper and electronic record.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Michael Baisey		<b>14 TELEPHONE NUMBER</b> 301-624-2892		<b>15 DATE</b> 03/20/2017	
<b>16 TITLE OF PREPARER</b> Director of Marketing					
<b>DGS 550-6 (rev. 10/12)</b>					

<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 7 of 8
<b>1 DEPARTMENT/AGENCY:</b> Frederick Community College	<b>2 DIVISION:</b> Institutional Effectiveness	<b>3 UNIT:</b> Marketing
<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> Event Programs		<b>5 EARLIEST YEAR/LATEST YEAR</b>  <u>2007 TO 2017</u>
<b>6 INPUT -</b> College-wide publications, PDF upload	<b>7 OUTPUT –</b> Official programs for College events, and published files of Strategic Plan documents and supporting content.	
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION:</b> Programs for commencements, pinnings, investitures, convocations, rewards & recognition events.		
<b>9 POLICY ON ACCESS AND USE:</b> Publications are public-facing documents with no restrictions on access or use.		
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM:</b> The content of each publication is revised for each recurrence of the event, based on changes within the College including programs, courses, staff, faculty, date, theme, and other.		
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Both the native InDesign file and the electronic PDF version of the materials are archived on the Marketing Department shared network drive.		
<b>12 RECOMMENDED RETENTION</b> Scan to Maryland State Archive standard. Retain for 20 years, then destroy paper and electronic record.		
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Michael Baisey	<b>14 TELEPHONE NUMBER</b> 301-624-2892	<b>15 DATE</b> 03/20/2017
<b>16 TITLE OF PREPARER</b> Director of Marketing		
<b>DGS 550-6 (rev. 10/12)</b>		



<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 8 of 8	
<b>1 DEPARTMENT/AGENCY:</b> Frederick Community College		<b>2 DIVISION:</b> Institutional Effectiveness		<b>3 UNIT:</b> Marketing	
<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> Strategic Plans				<b>5 EARLIEST YEAR/LATEST YEAR</b>  <u>2007 TO 2017</u>	
<b>6 INPUT -</b> College-wide publications, PDF upload			<b>7 OUTPUT –</b> Official programs for College events, and published files of Strategic Plan documents and supporting content.		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION:</b> Published final versions of Strategic Plans, including Mission and Vision statements and annual priorities.					
<b>9 POLICY ON ACCESS AND USE:</b> Publications are public-facing documents with no restrictions on access or use.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM:</b> The content of each publication is revised for each recurrence of the event, based on changes within the College including programs, courses, staff, faculty, date, theme, and other.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Both the native InDesign file and the electronic PDF version of the materials are archived on the Marketing Department shared network drive.					
<b>12 RECOMMENDED RETENTION</b> Scan to Maryland State Archives standards. Retain for 20 years, then destroy paper originals and transfer digital version to the Maryland State Archives.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Michael Baisey		<b>14 TELEPHONE NUMBER</b> 301-624-2892		<b>15 DATE</b> 03/20/2017	
<b>16 TITLE OF PREPARER</b> Director of Marketing					
DGS 550-6 (rev. 10/12)					