Schedule No. 2835

Page 1 of 5

Agency	Division/Un	it						
Department	of General Services Real Es	Real Estate						
Item	Description	Retention						
No. 1.	LEASE FILES: Case files dealing with the leasing of various properties (offices, warehouses, parking, farm land, and general land use) for the State of Maryland. They may contain, but are not limited to copies and/or the originals of agreements, correspondence, exercised options and renewals, escalation/de-escalation calculations and staff notes.	Non-Permanent: Retain in office for five (5) years after termination of lease, then destroy both the file and associated indexing data.						
	•••							
Schedule App Division Rep Date Signature Typed Name	November 15, 2017 Date 1-3-19							

Schedule No. 2835
Page 2 of 5

Agency
Department of General Services

Division/Unit Real Estate

Item		1
	Description	Retention
No.	LAND A COLUCTION RECORDS	
2.	LAND ACQUISITION RECORDS: Case files dealing with the acquisition and disposal of real property for all State Agencies (with the exception of the MDOT/State Highway Administration, University of Maryland Systems And the Department of Natural Resources), rights-of-way for public utilities, etc., preservation and scenic easements, property transfers between State agencies, property transfers between State agencies and Counties, and the disposition of excess property. They may contain, but are not limited to copies and/or originals of plats, correspondence, appraisals, agreement of sale contracts, deeds, condemnation papers, right-of-way and easement agreements, leases & staff notes.	Permanent: Containing complete file history Retain in office for three (3) years after settlement then transfer to State Archives.
2A.	ABEYANCE FILES: Case files that have stalled in negotiations awaiting an Agency's decision/determination whether or not to move Forward.	Non-Permanent: Retain files determined to be in Abeyance in office for two (2) years after this determination is made. Transfer files to Records Center for an additional five (5) years, then destroy

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

Schedule No. 2835
Page 3 of 5

Supercedes Schedules 1485, 2265, 22,66 & 2349

AgencyDepartment of General Services

Division/Unit
Real Estate

Item	Description	Retention		
No.	Description	Retention		
3.	MD AGRICULTURAL LAND PRESERVATION FOUNDATION PROGRAM: This program's primary purpose is to preserve sufficient agricultural land to maintain a viable local base of food and fiber production for the present and future citizens of Maryland Files contain copies of applications to sell, original appraisals, reviewer's appraisal analysis, original appraiser's contracts, Department Procurement Review Board Items, Board of Public Works items, original title copies, copies of deeds of easement and correspondence.	Permanent: Containing complete file history. Retain in office for three (3) years, then transfer to State Archives		
4.	ORIGINAL FILE DOCUMENTS: Files contain original deeds, preservation and scenic easements, property transactions, title insurance policies, property transfers between State agencies and condemnation papers. They may contain, but are not limited to plats and/or copies or original settlement sheets, insurance policy endorsements and copies of deeds of easements.	Permanent: Original Documents pulled from Items 2 and 3 to create Item 4. Retain in the Office for six (6) months, then transfer to State Archives.		

Schedi	ule .	No.	2835	
Page	4	of	5	

Agency

Department of General Services

Division/Unit
Real Estate

Item	Description	Retention	
No. 5.	APPRAISAL RECORDS: Copies of appraisals and/or appraisal revaluation impact and appraisals that pre comparisons.	Non-Permanent: Electronic valuations and appraisal reviews. Retain for five(5) years, then destroy the file and associated indexing data.	
	p		·
	I		

Schea	uie .	NO.	2835	
Page	5	of	5	

Agency
Department of General Services

Division/Unit Real Estate

Item No.	Description	Retention
6.	SUBJECT FILES: Project Records Subject arrangement of original incoming letters, copies of outgoing letters, interoffice memoranda, reports, studies, email copies, copies of court documents, environmental evaluations, survey copies, working papers for budget and annual reports, resumes, and various materials relating to the Office of Real Esta Projects.	Non-Permanent: Retain for one year, and until no longer needed for current business, then destroy, with the following exception: offer to the Maryland State Archives any files believed to have historical value after no longer needed for current business.

						
landardian Tura a Print a constant	DEDARTHEN	DEDARTHENT OF OFNERAL OFRICES			AGENCY RECORDS INVENTORY	
Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES					
each new or revised record series. Forward with					Schedule No. 2835 Items: 1 and 1A	
· · · · · · · · · · · · · · · · · · ·		Waterloo Road, P.O. Box 275		275	PAGE 1 OF 6	
	Jessu	ıp, Marylan				
Department/Agency	2. Division	410-799-1930	· · · · · · · · · · · · · · · · · · ·	-	3. Unit	
GENERAL SERVICES		L ESTATE			3. Offic	
GENERAL SERVICES	KEA	LESIAIE	•			
DEFINITION: RECORD SERIES: A group of related r	ecords normally	iled and us	ed as a ur	nit for refe	rence as well as retention and disposition purposes.	
Record Series Title				5. Earli	est Year/Latest Year	
LEASE FILES				198	5 to Current	
Record Series Description (Briefly describe the type	es of information/	documents	forms fou	nd in the	series. Include the purpose or function of the series.). The	
function of these files is to maintain records on the Sta	ate's leasing acti	vities betwe	en State a	agencies,	commercial and government landlords. Leasehold	
agreements are in place for offices, warehouse space	, boat slips, stora	ige areas a	nd other r	ental nee	ds.	
7. Record Series Format(s) List all	8. Rec	ord Series Seq	uence	9. Volume	9	
	;	·		_10 .		
X Letter Size Microfilm	☐ Alp	habetical		Number		
X Legal Size Computer Tape	x Nu	merical		_	Drawer(s)	
Audio Tape		ronological			film Reel(s) outer Tape(s)	
Control of the Contro		onological			(specify)	
☐ Bound Book ☐ Video Tape	☐ Ge	ographical			,	
Olher (specify)	l now	_		10. Annu 1	al Accumulation	
		(,,	Number			
			•	X File [Drawer(s) film Reel(s)	
			I =		outer Tape(s)	
			Other (specify)		(specify)	
11. File is Used		II 40 51			- Entropy Control	
71. File is Osed		- 11	Becomes Ina .ease Term	clive After		
☐ Daily ☐ Weekly ☐ Monthly x Annually		Number		☐ Month	a(s) Year(s)	
		1				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Re	cord Series	Duplicated Elsewhere? (If yes, specify agency or office.)	
300 W. PRESTON ST. Rm: 601			0	res x No		
BALTIMORE, MD 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audi	t Requireme	nis	
☐ Yes x No				•	·	
•				lone x Stati	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requ	rirements		18. Re	commen	ded Retention	
✓Yes □ No:			li		Retain in office for five (5) Years after termination of the	
Sales Force - A Real Estate Property Management Software.			ll .	,	roy both the file and associated indexing data.	
Input file data on computer file. Accessed by Broker Contractors and DGS. Lease Management Staff for input and updates.			lcase,	uien uest		
	T		<u> </u>	04.5		
19. Name and Title of Preparer	1	elephone N	umber	21. Da		
Jocelyn G. Mance	410	'67-4302		Novem	ber, 2017	
Administrator	1			ı	•	

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			SION	Schedule No. 2835	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	Items 2 and 2A PAGE 2 OF 6	
	Jessup, Maryland 20794					
			99-1930			
Department/Agency	2. Divisio				3. Unit	
GENERAL SERVICES	REAL E	STATE				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	unit for re	I eference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
T1565: LAND ACQUISION/DISPOSAL RECORDS	S AND ABI	EYANCE FILE	S	<u>1975</u>	to Current	
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.) The function of this series is to maintain a p	permanent	record of trai	nsactions cove	ering acqui	sition and disposal of real property for and by the	
State of Maryland. This will include copies of deeds	s, easeme	nts, plats, sun	veys, environn	nental stud	lies and other instruments recorded in various	
Land Records throughout the State of MD along wi	th the files	detailing a tr	ansaction. Ap	praisals ar	nd appraisals reviews are included to establish fair	
market value for the purpose of negotiation. Files i	nitiated by	an Agency a	nd then stalls	either for c	costs, negotiations or Agency determination will be	
placed in Abeyance.						
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
✓ Letter Size		✓ Alphabetical		5 . Number		
✓ Legal Size		✓ Numerical		x File Dr	· · ·	
☐ Audio Tape ✓ USB Flash Drive		☐ Chronologi	cal	Computer Tape(s)		
✓Bound Book		☐ Geographic	1	Other (specify)		
Video Tape		Geographik	zai	10. Annual Accumulation		
Other (specify)		Other (spec	cify)	<u>1</u> .		
				Number .		
		•		x File Drawer(s)		
				Microfilm Reel(s)		
·				Computer Tape(s) Other (specify)		
11. File is Used			12. File Becom			
x Daily Weekly Monthly Annu	ıally		Agency Detern Number		rroject Aonth(s) ☐ Year(s)	
	,		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	.	1 1051(4)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ited Elsewhere? (If yes, specify agency or office.)	
300 W. PRESTON ST. RM: 601			Yes x No			
BALTIMORE, MD 21201			16. Audit Regu			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes x No			16. Addit Requ	urements	·	
_	•		☐ None >	State 🔲	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recom	monded B	Vatantian	
. ✓ Yes						
Boonds managed in annual track Delegated in the control of the con					in office for three years after settlement of	
Records managed in spreadsheet. Relevant indexing data is output Transfer Inventory as a location aid.	ui onto		•		to Archives.	
· · · · · · · · · · · · · · · · · · ·			1		Permanent – Retain in office two years then	
	1			1	enter for five years and then destroy.	
19. Name and Title of Preparer		·	one Number	21. Date		
JOCELYN G. MANCE	410 767-4302		02	NOVEMBER, 2017		

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			SION	AGENCY RECORDS INVENTORY Schedule No. 2835 Item No. 3 PAGE 3 OF 6
1. Department/Agency	2. Divisio	n			3. Unit
GENERAL SERVICES		REAL ESTA	TE		
·					
DEFINITION: RECORD SERIES: A group of related r	ecords no	rmally filed ar	nd used as a u	unit for refe	erence as well as retention and disposition
purposes.		,			
4. Record Series Title				5. Earlie	st Year/Latest Year
`	ON FOUN	ATION DDGG	SD AAA	4000	to Comment
T-2339 MD AGRICULTURAL LAND PRESERVATI	ON FOUN	ATION PROC	SKAW	1900	to Current.
6. Record Series Description (Briefly describe the typ	es of inforr	mation/docum	ents/forms fo	und in the	series. Include the purpose or function of the
• • • • • • • • • • • • • • • • • • • •					· · ·
series.): The function of the MD Agricultural Land Pre	eservation	Program is to	purcnase ag	ricultural e	asements to forever restrict development of prime
farmland and woodland within the State of Maryland.	Case files	contains cop	ies of Applica	tions to Se	II, Original Appraisals, reviewer's Appraisal
Analysis, original Appraiser's Contracts, Board of Pul	blic Works	items, origina	al title copies.	Also, conf	ains copies of deeds of easement, title insurance
• • •			· ·		
policies, correspondence and additional documents to	o cover the				** * * * * * * * * * * * * * * * * * * *
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	
				<u>15 .</u>	
✓ Letter Size		Alphabetica	l	Number	
d and Sine Computer Taxa				. 5% Over 15 (2)	
✓Legal Size		 Numerical 		x File Drawer(s) Microfilm Reel(s)	
Charle Torre C Sterry Birt					
☐ Audio Tape ☐ Floppy Disk		☐ Chronologic	aı		ter Tape(s)
✓Bound Book		. 🗖 Caaraabia	-1	Other (specify)	
· Video Tape		Geographic	aı	10. Annual Accumulation	
Other (specify)		Other (spec	:64		Accumulation
Girlor (Specify)		Other (apec		<u>6</u> .	
				Number	
				x File Dra	awar(e)
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			Other (s		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
				Cirici (specify)
11. File is Used			12. File Becom	aa laastius Af	
11. File is Useu			Completion of		
x Daily Weekly Monthly Annuali	l.,		Number		Month(s) Year(s)
A Daily C Workly Michility C Allitedit	ıy.		Number		ionin(s) [real(s)
			:		·
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
300 W PRESTON ST., RM: 601			☐ Yes	x No	· ·
BALTIMORE, MD 21201		!	_		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Regi	uirements	
☐ Yes X No			,		
_	•		□ None :	x State \square	Federal Independent
		1]		<u> </u>
17. Is an Index System used? If yes, explain briefly and describe req	uirements		18. Recom	mended 5	Patention
✓ Yes □ No					
Records managed in spreadsheet. Relevant indexing data is output of	onto Transfer	Inventory	Files a	re perman	ent -retain in office for three years then transfer to
as a locating aid.		<i>'</i>	Archiv	ves.	
		20 T-1	l	· · · · · · · · · · · · · · · · · · ·	
19. Name and Title of Preparer		20. Telepho		21. Date	
JOCELYN G. MANCE, ADMINISTRATOR		410 767-43	02	NOVEM	BER, 2017
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Instructions –Type or Print a separate form for	DEPARTMENT OF C	SENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	, RECORDS MANAG			Schedule No. 2835	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Re			Item No. 4	
(2 2 2 2 3 3)		yland 20794		PAGE 4 OF 6.	
	•	9-1930			
Department/Agency	2. Division			3. Unit	
GENERAL SERVICES	REAL ESTA	ATE			
				,	
DEFINITION: RECORD SERIES: A group of related	records normally filed	and used as a	a unit for re	ference as well as retention and disposition	
purposes.				referred as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
T-2039 ORIGINAL FILE DOCUMENTS			_19	180 to Current.	
6. Record Series Description (Briefly describe the ty				· · ·	
series.). The function of this series is to maintain a					
real property for and by the State of Maryland. This				· - 1	
results of property and or real property project trans-	actions. These records	do not repres	ent the his	tory of the file.	
7. Record Series Format(s) List all	8. Record Serie	s Sequence	9. Volume _3		
	x Alphabetical		Number		
✓ Letter Size			_		
✓ Legal Size ☐ Computer Tape	x Numerical		☐ File Dra	· · ·	
· Cogul olzo	☐ Chronologi	cal	Compu	· ·	
☐ Audio Tape ☐ Floppy Disk	_		x Other (sp	pecify) Storage Box 15" x 12" x 9 7/8"	
☐ Bound Book ☐ Video Tape	Geographic	al		Accumulation	
	Other (spec	cify)	2 . Number		
Other (specify)			_		
. '.			File Dra	· ·	
	•		☐ Microfilm Reel(s) ☐ Computer Tape(s)		
			x Other (specify) Storage Box 15" x 12" x 9 7/8"		
11. File is Used	<u> </u>	12. File Becom	es Inactive Af	ter	
		Completion of			
x Daily	ally	Number	□ v	Month(s) Year(s)	
· ·	•				
	N-1-1-1				
13. Current Location(s) (Bldg., Floor, Room) 300 W PRESTON ST., RM: 601		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
BALTIMORE, MD 21201		☐ Yes	x No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	uirements		
Yes x No				Section Date to	
· ,		☐ None >	k State 🔲	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recom	mended R	etention	
Yes ∐ No .	•	Records ar	e permane	nt – retain in the office for six months after receipt	
Records managed in spreadsheet. Relevant indexing data is output	t onto .	from the Tit	le Compar	ny and/or Courts System, then transfer to Archives.	
Transfer Inventory as a location aid.		<u> </u>	r		
19. Name and Title of Preparer	· · · · · · · · · · · · · · · · · · ·	one Number	21. Date		
JOCELYN G. MANCE, ADMINISTRATOR	410 767-43	02	NOVEM	BER, 2017	
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each new or revised record series. Forward RE with Records Retention Schedule (DGS 550-1) 7 1. Department/Agency 2. Div	410-79	GEMENT DIV	ISION	AGENCY RECORDS INVENTORY Schedule No. 2835 Ilems 2 and 5 PAGE 5 OF 6 3. Unit
				·
DEFINITION: RECORD SERIES: A group of related record purposes.	ds normally filed	and used as a	a unit for re	ference as well as retention and disposition
4. Record Series Title			5. Earlie	st Year/Latest Year
APPRAISAL RECORDS			İ	to <u>Current.</u>
6. Record Series Description (Briefly describe the types of	information/doc	uments/forms	found in th	e series. Include the purpose or function of the
series.) The function of these records are an adherence to	Maryland Appra	isers Commis	sion Regu	lations. A certified appraiser is to retain, a
minimum of five years, a copy of his/her valuations, either	appraisal review	or staff appra	isal in acc	ordance with the required Standards under the
Appraisal General Certification of the Maryland Commission	on of Real Estate	Appraisers a	nd Home I	nspectors.
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume	
Latter Size D. Minneller	. Alababattani		250 .	·
Letter Size Microfilm	✓ Alphabetical		Number	
Legal Size Computer Tape	✓ Numerical		☐ File Dra	· ' '
Audio Tape Floppy Disk	Chronologi	cal	Computer Tape(s)	
☐ Bound Book ☐ Video Tape	☐ Geographic	cal	✓ Other (specify): Computer File	
✓ Other (specify)_ Computer File	Other (spec	cify)	10. Annual 100	Accumulation
			Number	
			File Dra	awer(s)
ч			☐ Microfilm Reel(s)	
			Computer Tape(s) ✓ Other (specify): Computer File	
		П	<u> </u>	
11. File is Used		12. File Becom	ies Inactive A	ter .
x Daily Weekly Monthly Annually	-	Number		nonth(s) ✓ Year(s)
13. Current Location(s) (Bldg., Floor, Room)		44 % Bassed 6	, 	14.51
300 W. PRESTON ST. RM: 601		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes x No .		
BALTIMORE, MD 21201 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	uirements	
Yes x No				
		✓ None 📋	State F	ederal 🔲 Independent
17. Is an Index System used? If yes, explain briefly and describe requireme	nate			
✓ Yes No	ms	18. Recom		
	•	ll .		g the Maryland Appraisers Commission's
Records managed in a spreadsheet format		•		ppraisals, appraisals and appraisals reviews
	· ·	11	1	to be maintained five years then destroy.
19. Name and Title of Preparer	· ·	one Number	21. Date	
JOCELYN G. MANCE	410 767-43	302	Novemb	er, 2017
ADMINISTRATOR			1	,

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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 SER\ RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930			ISION	AGENCY RECORDS INVENTORY Schedule No. 2835 Item 6 PAGE 6 OF 6	
Department/Agency	2. Division				3. Unit	
GENERAL SERVICES	REAL ESTATE					
GENERAL SERVICES	REAL ESTATE				·	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.						
	ormany med a	5. Earliest Year/Latest Year				
4. Record Series Title						
SUBJECT FILES: Project Records			1990		to <u>Current</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.) The purpose of these files is to maintain an ongoing record of everyday activity pertaining to a project's history. The type of documentation is in various forms: Correspondence, surveys, court documents, telephone logs, emails, reports, memoranda, etc.						
7. Record Series Format(s) List all	8. Record Series Sequence		9. Volume			
✓ Letter Size	✓ Alphabetical		10 . Number			
		, apriocation		Number		
✓ Legal Size	✓ Numerical		✓ File Drawer(s)			
			☐ Microfilm Reel(s)			
☐ Audio Tape ✓ USB Flash Drive		☐ Chronological		Computer Tape(s)		
_			✓ Other (specify) Storage Boxes 15"x13"x9 7/8"			
✓Bound Book		Geographical		40.5		
Other (specify)		Other (specify)		10. Annual Accumulation 2 .		
				Number		
	•					
				✓ File Drawer(s)		
				Microfilm	Reel(s)	
				Computer Tape(s)		
				✓ Other (spe	ecify) Storage Boxes 15"x13"x9 7/8"	
		1	I	L		
11. File is Used			12. File Becom		•	
x Daily 🔲 Weekly 📗 Monthly 🔲 Annually			Records having no Administrative or Legal Significance Number			
	,					
13. Current Location(s) (Bldg., Floor, Room) 300 W. PRESTON ST. RM: 601			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
BALTIMORE, MD 21201			Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			. 16. Audit Requirements			
Yes x No			. 10. Addit Negulierine its			
			✓ None			
·						
				19.0 Table.		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
✓ Yes			SUBJECT FILES retain for one year and until no longer needed for current			
Transfer Inventory as a location aid.			business, then destroy with the following exception: offer to MD State Archives any			
• · · · · · · · · · · · · · · · · · · ·			files believed to have historical value after no longer needed for current business.			
10. Name and Title of Property			L			
19. Name and Title of Preparer 20. Teleph			one	21. Date		
JOCELYN G. MANCE N		Number	Number		NOVEMBER, 2017	

410 767-4302

ADMINISTRATOR