

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
Supercedes Schedules 1485, 2265, 2266 & 2349**

Schedule No. 2835

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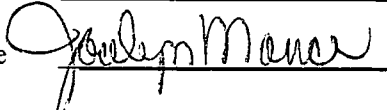
Agency
Department of General Services

Division/Unit
Real Estate

Item No.	Description	Retention
1.	<p><u>LEASE FILES:</u> 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.</p>	<p>Non-Permanent: Retain in office for five (5) years after termination of lease, then destroy both the file and associated indexing data.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date November 15, 2017

Signature 

Typed Name Jocelyn Mance

Title Administrator

Schedule Authorized by State Archivist

Date 1-3-18

Signature 

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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Agency Department of General Services		Division/Unit Real Estate
Item No.	Description	Retention
2.	<p><u>LAND ACQUISITION RECORDS :</u> 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.</p>	<p>Permanent: Containing complete file history Retain in office for three (3) years after settlement then transfer to State Archives.</p>
2A.	<p><u>ABEYANCE FILES:</u> Case files that have stalled in negotiations awaiting an Agency's decision/determination whether or not to move Forward.</p>	<p>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</p>

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Agency Department of General Services	Division/Unit Real Estate
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Item No.	Description	Retention
3.	<p><u>MD AGRICULTURAL LAND PRESERVATION FOUNDATION PROGRAM:</u> 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.</p>	<p>Permanent: Containing complete file history. Retain in office for three (3) years, then transfer to State Archives</p>
4.	<p><u>ORIGINAL FILE DOCUMENTS:</u> 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.</p>	<p>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.</p>

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RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Agency
Department of General Services

Division/Unit
Real Estate

Item No.	Description	Retention
5.	<u>APPRAISAL RECORDS:</u> Copies of appraisals and/or appraisal reviews having significant valuation impact and appraisals that present valuation comparisons.	Non-Permanent: Electronic valuations and appraisal reviews. Retain for five(5) years, then destroy the file and associated indexing data.

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Agency
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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 Estate 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.

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 Schedule No. 2835 Items: 1 and 1A PAGE <u>1</u> OF <u>6</u>	
1. Department/Agency GENERAL SERVICES		2. Division REAL ESTATE		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title LEASE FILES			5. Earliest Year/Latest Year 1985 to Current		
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 function of these files is to maintain records on the State's leasing activities between State agencies, commercial and government landlords. Leasehold agreements are in place for offices, warehouse space, boat slips, storage areas and other rental needs.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume - 10 - Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After End of Lease Term Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 300 W. PRESTON ST. Rm: 601 BALTIMORE, MD			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No : Sales Force - A Real Estate Property Management Software. Input file data on computer file. Accessed by Broker Contractors and DGS Lease Management Staff for input and updates.			18. Recommended Retention LEASE FILES: Retain in office for five (5) Years after termination of the lease, then destroy both the file and associated indexing data.		
19. Name and Title of Preparer Jocelyn G. Mance Administrator		20. Telephone Number 410 767-4302		21. Date November, 2017	

<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 Schedule No. 2835 Items 2 and 2A PAGE <u>2</u> OF <u>6</u></p>
<p>1. Department/Agency GENERAL SERVICES</p>	<p>2. Division REAL ESTATE</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title T1565: LAND ACQUISITION/DISPOSAL RECORDS AND ABEYANCE FILES</p>	<p>5. Earliest Year/Latest Year <u>1975</u> to <u>Current</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.) The function of this series is to maintain a permanent record of transactions covering acquisition and disposal of real property for and by the State of Maryland. This will include copies of deeds, easements, plats, surveys, environmental studies and other instruments recorded in various Land Records throughout the State of MD along with the files detailing a transaction. Appraisals and appraisals reviews are included to establish fair market value for the purpose of negotiation. Files initiated by an Agency and then stalls either for costs, negotiations or Agency determination will be placed in Abeyance.</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 checked="" type="checkbox"/> USB Flash Drive</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 checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>5</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>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 checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After Agency Determines to end project Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 300 W. PRESTON ST. RM: 601 BALTIMORE, MD 21201</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Records managed in spreadsheet. Relevant indexing data is output onto Transfer Inventory as a location aid.</p>	<p>18. Recommended Retention Land Records: Retain in office for three years after settlement of disposal then transfer to Archives. Abeyance Files: Non-Permanent – Retain in office two years then transfer to Records Center for five years and then destroy.</p>	
<p>19. Name and Title of Preparer JOCELYN G. MANCE ADMINISTRATOR</p>	<p>20. Telephone Number 410 767-4302</p>	<p>21. Date NOVEMBER, 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 Schedule No. 2835 Item No. 3 PAGE <u>3</u> OF <u>6</u></p>
<p>1. Department/Agency GENERAL SERVICES</p>	<p>2. Division REAL ESTATE</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title T-2339 MD AGRICULTURAL LAND PRESERVATION FOUNDATION PROGRAM</p>	<p>5. Earliest Year/Latest Year <u>1980</u> to <u>Current</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.): The function of the MD Agricultural Land Preservation Program is to purchase agricultural easements to forever restrict development of prime farmland and woodland within the State of Maryland. Case files contains copies of Applications to Sell, Original Appraisals, reviewer's Appraisal Analysis, original Appraiser's Contracts, Board of Public Works items, original title copies. Also, contains copies of deeds of easement, title insurance policies, correspondence and additional documents to cover the details of case transactions.</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 type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>15</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>6</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 checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>Completion of settlement</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 300 W PRESTON ST., RM: 601 BALTIMORE, MD 21201</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Records managed in spreadsheet. Relevant indexing data is output onto Transfer Inventory as a locating aid.</p>	<p>18. Recommended Retention Files are permanent -retain in office for three years then transfer to Archives.</p>	
<p>19. Name and Title of Preparer JOCELYN G. MANCE, ADMINISTRATOR</p>	<p>20. Telephone Number 410 767-4302</p>	<p>21. Date NOVEMBER, 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>Schedule No. 2835 Item No. 4</p> <p>PAGE <u>4</u> OF <u>6</u></p>	
<p>1. Department/Agency GENERAL SERVICES</p>		<p>2. Division REAL ESTATE</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title T-2039 ORIGINAL FILE DOCUMENTS</p>				<p>5. Earliest Year/Latest Year <u>1980 to Current.</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.) The function of this series is to maintain a permanent record of the original core transaction documents covering acquisitions and disposal of real property for and by the State of Maryland. This will include original deeds, easements, court transactions and other documents representing the results of property and or real property project transactions. These records do not represent the history of the file.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>3</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Storage Box 15" x 12" x 9 7/8"</u></p>	
<p>10. Annual Accumulation <u>2</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Storage Box 15" x 12" x 9 7/8"</u></p>					
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>Completion of settlement</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 300 W PRESTON ST., RM: 601 BALTIMORE, MD 21201</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Records managed in spreadsheet. Relevant indexing data is output onto Transfer Inventory as a location aid.</p>			<p>18. Recommended Retention Records are permanent – retain in the office for six months after receipt from the Title Company and/or Courts System, then transfer to Archives.</p>		
<p>19. Name and Title of Preparer JOCELYN G. MANCE, ADMINISTRATOR</p>		<p>20. Telephone Number 410 767-4302</p>		<p>21. Date NOVEMBER, 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 Waterloc Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY Schedule No. 2835 Items 2 and 5 PAGE <u>5</u> OF <u>6</u></p>
<p>1. Department/Agency GENERAL SERVICES</p>	<p>2. Division REAL ESTATE</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title APPRAISAL RECORDS</p>	<p>5. Earliest Year/Latest Year <u>1975</u> to <u>Current</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.) The function of these records are an adherence to Maryland Appraisers Commission Regulations. A certified appraiser is to retain, a minimum of five years, a copy of his/her valuations, either appraisal review or staff appraisal in accordance with the required Standards under the Appraisal General Certification of the Maryland Commission of Real Estate Appraisers and Home Inspectors.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) Computer File</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>250</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify): Computer File</p> <hr/> <p>10. Annual Accumulation <u>100</u> Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify): Computer File</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 300 W. PRESTON ST. RM: 601 BALTIMORE, MD 21201</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Records managed in a spreadsheet format</p>	<p>18. Recommended Retention Non-Permanent: Using the Maryland Appraisers Commission's Regulation for Staff Appraisals, appraisals and appraisals reviews establishing valuation to be maintained five years then destroy.</p>	
<p>19. Name and Title of Preparer JOCELYN G. MANCE ADMINISTRATOR</p>	<p>20. Telephone Number 410 767-4302</p>	<p>21. Date November, 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 Schedule No. 2835 Item 6 PAGE <u>6</u> OF <u>6</u></p>
<p>1. Department/Agency GENERAL SERVICES</p>	<p>2. Division REAL ESTATE</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title SUBJECT FILES: Project Records</p>	<p>5. Earliest Year/Latest Year 1990 to Current</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.) 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.</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 checked="" type="checkbox"/> USB Flash Drive</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 checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>10</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Storage Boxes 15"x13"x9 7/8"</u></p> <p>10. Annual Accumulation <u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Storage Boxes 15"x13"x9 7/8"</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>Records having no Administrative or Legal Significance</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 300 W. PRESTON ST. RM: 601 BALTIMORE, MD 21201</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Records managed in spreadsheet. Relevant indexing data is output onto Transfer Inventory as a location aid.</p>	<p>18. Recommended Retention SUBJECT FILES retain for one year and until no longer needed for current 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.</p>	
<p>19. Name and Title of Preparer JOCELYN G. MANCE ADMINISTRATOR</p>	<p>20. Telephone Number 410 767-4302</p>	<p>21. Date NOVEMBER, 2017</p>