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

Schedule No. 2800
Page 1 of 2

Agency Frederick Community College

Division/Unit Operations/Facilities Planning

Item	Description		Retention
No.	'		
1	Construction Documents – submittals		Scan to Maryland State Archives Standards, then destroy paper. Retain digital version for ten years, then destroy.
2	Design Documents – drawings and specs		Scan to Maryland State Archives Standards, then retain paper and digital version for ten years, then destroy paper version. Retain digital version for forty years, then destroy.
3	Design Submission – progress submissions		Scan to Maryland State Archives Standards, then destroy paper. Retain digital version for three years, then destroy.
4	Co-sponsorship request/agreement/scheduling		Scan to Maryland State Archives Standards, then destroy paper. Retain digital version for three years, then destroy.
5	Facilities Inventory		Scan to Maryland State Archives Standards, then destroy paper. Retain digital version for ten years, then destroy.
6	Use of Facility request/agreement/scheduling		Scan to Maryland State Archives Standards, then destroy paper. Retain digital version for three years, then destroy.
7	Facilities Master Plan	7 ·	Scan to Maryland State Archives Standards, then destroy paper. Retain digital version for ten years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 2 of 2

Agency

Division/Unit

Frederick Community College		Operations/Facilities Planning			
Item No.	Description	1	Retention		
8	Part I and Part II Facility Progran	n request	Scan to Maryland State Archives Standards, then destroy paper. Retain digital version for ten years, then destroy.		
9	Quarterly Cash Flow – Maryland Commission (MHEC)	Higher Education	Scan to Maryland State Archives Standards, then destroy paper. Retain digital version for two years, then destroy.		
		!			
Schedule Ap	proved by Department, Agency,	Schedule Authorized b	y State Archivist		
or Division F Date ///2	Representative.	Date	-18		
Signature C Typed Name	John Anzinger	Signature / /w	Bol		
Title <u>Dir</u>	rector of Facilities Planning		-		

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS MAN	F GENERAL SERVICES AGEMENT DIVISION O ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		ARYLAND 20794) 799-1930	Page 1 of 10
1 DEPARTMENT/AGENCY	2 DIVISION	I	3 UNIT
Frederick Community College	Operations		Facilities Planning
			·
DEFINITION - Record Series - A group of related reand disposition purposes	ecords stored electronic	ally and used as a unit for ref	erence as well as retention
4 ELECTRONIC RECORD SERIES TITE Construction Documents - submittals	LE		5 EARLIEST YEAR/LATEST YEAR 2010 TO 2017
5 INPUT - Identify source of information			ify the use/s of information generated by system
Scan original paper documents to Maryl standards into the Facilities Planning Sh			ollege employees and selected vendors for erifying building parts/equipment, finishes,
standards into the Pacificles Planning Si	ared I drive	etc.	errying bunding parts/equipment, finishes,
8 ELECTRONIC RECORD SERIES DESCRIPT	ION - Briefly describ	e the information/docume	nts/forms contained in a series. Include
purpose and function of the system. Construction Documents – submittals - This includes a	dministrative and proce	dural requirements for contra	act closeout, including, but not limited to, the
following:	r		,
 Substantial Completion Final Completion 			
3. Warranties			:
 Record Documents Operation and Maintenance data and ma 	anuale		
6. Training of Owner's personnel	anuais		
7. Spare Parts and Attic Stock Material			
9 POLICY ON ACCESS AND USE – Explain or	attach copy if establi	ished in writing.	-formation Electronic manuals are consusted
All information is available to College employees by folders and access to each folder is granted to			
Facilities Planning.	omproyees und vende	is of 11 anough approva.	ey and extension of experiments and 2 houses of
10 UPDATING CYCLES OR CONDITIONS A		VISING INFORMATION	IN THE SYSTEM .
No revisions are made to the actual records scann	ed into the file.		
11 SPECIFY THE LOCATION AND MEDIA O			xplain the progression established to
ensure the record's retention and usability thro			
Construction Documents – submittals are scanned own folder.	d into the shared 'I' di	rive and are identified by t	ne Building Name. Each record is kept in its
own folder.			
12 RECOMMENDED RETENTION			
Scan to Maryland State Archives Standards, then			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE 240-629-7858	NUMBER	15 DATE 3/9/2017
Director of Facilities Planning			
16 TITLE OF PREPARER	,		
John Anzinger			

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP, MARYLAND 20794 (410) 799-1930	Page 2 of 20
1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Operations	3 UNIT Facilities Planning
DEFINITION- Record Series - A group of related reco	ords stored electronically and used as a unit for re	ference as well as retention and disposition purposes
4 ELECTRONIC RECORD SERIES TITL Design Documents	Æ	5 EARLIEST YEAR/LATEST YEAR
		1970 TO 2017
5 INPUT - Identify source of information Original paper documents are scanned to Archives standards into the Facilities Pla Drive, then paper records are retained for destroyed and digital version records are years.	Maryland State Referenced by Inning Shared 'I' r 10 years, then	lentify the use/s of information generated by system y College employee staff

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Design Documents – drawings and specs

Schematic Design Phase Services

During the first phase – schematic design – an architect consults with the owner to determine project goals and requirements. Often this determines the program for the project. During schematic design, an architect commonly develops study drawings, documents, or other media that illustrate the concepts of the design and include spatial relationships, scale, and form for the owner to review. Schematic design also is the research phase of the project, when zoning requirements or jurisdictional restrictions are discovered and addressed. This phase produces a final schematic design, to which the owner agrees after consultation and discussions with the architect. Costs are estimated based on overall project volume. The design then moves forward to the design development phase. Deliverables: Schematic design often produces a site plan, floor plan(s), sections, an elevation, and other illustrative materials; computer images, renderings, or models. Typically the drawings include overall dimensions, and a construction cost is estimated. Note: The contract may actually spell out what is to be delivered.

Design Development Phase Services

Design Development (DD) services use the initial design documents from the schematic phase and take them one step further. This phase lays out mechanical, electrical, plumbing, structural, and architectural details. Typically referred to as DD, the phase results in drawings that often specify design elements such as material types and location of windows and doors. The level of detail provided in the DD phase is determined by the owner's request and the project requirements. The DD phase often ends with a formal presentation to, and approval by, the owner. Deliverables: Design development often produces floor plans, sections, and elevations with full dimensions. These drawings typically include door and window details and outline material specifications.

Construction Document Phase

The next phase is construction documents (CDs). Once the owner and architect are satisfied with the documents produced during DD, the architect moves forward and produces drawings with greater detail. These drawings typically include specifications for construction details and materials. Once CDs are satisfactorily produced, the architect sends them to contractors for pricing or bidding, if part of the contract. The level of detail in CDs may vary depending on the owner's preference. If the set is not 100 percent complete, this is noted on the CD set when it is sent out for bid. This phase results in the contractors' final estimate of project costs. To learn more about the most common ways owners select a contractor, see Best Practice 05.03.01, "Qualifications-Based vs. Low-Bid Contractor Selection." Deliverables: The construction document phase produces a set of drawings that include all pertinent information required for the contractor to price and build the project.

All information is confidential and may only be ac granted by IT through approval by the Chief of Op	ccessed by Operations staff. Records are separ	ated by folders and access to each folder is
10 UPDATING CYCLES OR CONDITIONS AN No revisions are made to the actual records scanne ongoing basis.		
11 SPECIFY THE LOCATION AND MEDIA OF ensure the record's retention and usability thro Design Documents – are scanned into the Facility kept in its own folder.		
12 RECOMMENDED RETENTION Scan to Maryland State Archives standards, the version for forty years then destroy.	en retain paper and digital version for ten years	, then destroy paper version. Retain digital
13 TYPED OR PRINTED NAME OF PREPARER Director of Facilities Planning	14 TELEPHONE NUMBER 240-629-7858	15 DATE 3/9/2017
16 TITLE OF PREPARER John Anzinger		
DGS 550-6 (rev. 10/12)	, .	

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		Page 4 of 10
DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Operations		3 UNIT Facilities Planning
DEFINITION - Record Series - A group of rela	ted records stored elec	tronically and used as a unit f	or reference as well as retention
4 ELECTRONIC RECORD SERIES TITI Design Submission – progress submission			5 EARLIEST YEAR/LATEST YEAR 2010 TO 2017
5 INPUT - Identify source of information Paper record are scanned to Maryland St standards to the Facilities Planning share destroyed and the digital version is retain	ate Archives of 'I' drive then ned for three years.	Referenced by C	
8 ELECTRONIC RECORD SERIES DESCRIPT purpose and function of the system. Design Submission – progress submissions	TION - Briefly descr	ibe the information/docum	ents/forms contained in a series. Include
Design Review Submissions Schematic Design (SD), Design Development (Diprojects hall be submitted to the Department of G Services. The DGS may require a 50% Construct	eneral Services for r	eview in accordance with t	he DGS Procedure Manual for Professional
9 POLICY ON ACCESS AND USE – Explain All information is confidential and may only be a granted by IT through approval by the Chief of O	ccessed by Operation perations.	ns staff. Records are separ	·
10 UPDATING CYCLES OR CONDITIONS AN No revisions are made to the actual records scann ongoing basis.			
11 SPECIFY THE LOCATION AND MEDIA Of ensure the record's retention and usability through Design Submission Documents – submittals are submittals are submittals are submittals are submittals.	oughout the record's	authorized life cycle.	
12 RECOMMENDED RETENTION Scan to Maryland State Archives standards, the	en destroy paper. Ro	etain digital version for thro	ee years, then destroy.
13 TYPED OR PRINTED NAME OF PREPARER Director of Facilities Planning	14 TELEPHONE 240-629-7858		15 DATE 3/9/2017
16 TITLE OF PREPARER John Anzinger			

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WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP, MARYLAND 20794 (410) 799-1930		Page 5 0f 10	
1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Operations		3 UNIT Facilities Planning	
DEFINITION - Record Series - A group of related real and disposition purposes	ecords stored electronic	ally and used as a unit for refe	erence as well as retention	
4 ELECTRONIC RECORD SERIES TITI Co-Sponsorship – request/agreement/sch			5 EARLIEST YEAR/LATEST YEAR	
			2015 TO 2017	
5 INPUT - Identify source of information to be entered Paper records are scanned to Maryland State Archives standards to the Facilities Planning shared drive OUTPUT - Identify the use/s of information generated by system Referenced by College employees staff Referenced by College employees staff				
8 ELECTRONIC RECORD SERIES DESCRIPT purpose and function of the system. Co-Sponsorship – request/agreement/scheduling The Co-Sponsorship request/agreement/schedulin organization for an event deemed to be beneficial	g form is used by an	FCC staff member to requ		
9 POLICY ON ACCESS AND USE – Explain or All information is confidential and may only be a granted by IT through approval by the Chief of O	ccessed by Operation		ated by folders and access to each folder is	
10 UPDATING CYCLES OR CONDITIONS AT No revisions are made to the actual records scann		VISING INFORMATION	IN THE SYSTEM	
11 SPECIFY THE LOCATION AND MEDIA Of ensure the record's retention and usability thro Co-Sponsorship request/agreement/scheduling for	oughout the record's a	uthorized life cycle.		
12 RECOMMENDED RETENTION Scan to Maryland State Archives standards, to	hen destroy paper. R	etain digital version for the	ree years, then destroy.	
13 TYPED OR PRINTED NAME OF PREPARER Director of Facilities Planning	14 TELEPHONE 240-629-7858		15 DATE 3/9/2017	
16 TITLE OF PREPARER John Anzinger				

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERVES FORWARD	RECORDS MAN	F GENERAL SERVICES AGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		Page G of 10		
1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Operations		3 UNIT Facilities Planning		
DEFINITION – Record Series - A group of rela	ted records stored elect	ronically and used as a unit fo	or reference as well as retention		
4 ELECTRONIC RECORD SERIES TITI Facilities Inventory	Æ		5 EARLIEST YEAR/LATEST YEAR		
		OT IMPLIES	2010 TO 2017		
5 INPUT - Identify source of information to be entered Paper document is scanned to Maryland State Archives standards to Facilities Planning shared 'I' drive then paper version is destroyed and digital version is retained for ten years. 6 OUTPUT - Identify the use/s of information generated by sys Referenced by College staff					
8 ELECTRONIC RECORD SERIES DESCRIPT purpose and function of the system. Facilities Inventory	ION - Briefly describ	e the information/docume	nts/forms contained in a series. Include		
The Maryland Higher Education Commission (M preparation of both the operating and capital budg new construction, renovations of existing facilities. April 1 of each year. The facilities inventory syst building-by-building basis. This information is us inventory should include any space which the inst campus.	gets. This information s, and a variety of othe em is used to report a sed to produce summ	n is used extensively to just her items. The facilities in het-assignable square feet (ary data for each campus a	ventory must be submitted to MHEC by (NASF) and gross square feet (GSF) on a and segment. The facilities reported in the		
9 POLICY ON ACCESS AND USE – Explain or Records are separated by folders and access to ea Operations.			f through approval by the Chief of		
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13 TYPED OR PRINTED NAME OF PREPARER Director of Facilities Planning	14 TELEPHONE 240-629-7858	NUMBER	15 DATE 3/9/2017		
16 TITLE OF PREPARER John Anzinger					
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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MAN 7275 WATERLO JESSUP, M	PF GENERAL SERVICES NAGEMENT DIVISION O ROAD, P.O. BOX 275 NARYLAND 20794 D) 799-1930	ELECTRONIC RECORDS INVENTORY Page of 10
COMAR 14.18.02 1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Operations		3 UNIT Facilities Planning
DEFINITION – Record Series - A group of rela	ated records stored elec	tronically and used as a unit fo	or reference as well as retention
4 ELECTRONIC RECORD SERIES TITI Use of Facility – request/agreement/sche			5 EARLIEST YEAR/LATEST YEAR
5 INPUT - Identify source of information Scan original paper document to Marylar standards into the Facilities Planning Sha then destroy. Retain digital version for the	nd State Archives ared 'I' Drive,	6 OUTPUT - Identi Referenced by C	2015 TO 2017 ify the use/s of information generated by system college staff
8 ELECTRONIC RECORD SERIES DESCRIPT purpose and function of the system. Use of Facility – request/agreement/scheduling The Use of Facilities request/agreement/schedulin College who wish to utilize space on campus.	ION - Briefly descri		·
9 POLICY ON ACCESS AND USE – Explain or All information is confidential and may only be a granted by IT through approval by the Chief of O	ccessed by Operation		ated by folders and access to each folder is
10 UPDATING CYCLES OR CONDITIONS AT No revisions are made to the actual records scann ongoing basis.			
11 SPECIFY THE LOCATION AND MEDIA Of ensure the record's retention and usability through Use of Facility – request/agreement/scheduling do Name. Each record is kept in its own folder.	oughout the record's	authorized life cycle.	
12 RECOMMENDED RETENTION Scan to Maryland State Archives standards, to	hen destroy paper. F	Retain digital versions three	; years, then destroy.
13 TYPED OR PRINTED NAME OF PREPARER Director of Facilities Planning	14 TELEPHONE 240-629-7858		15 DATE 3/9/2017
16 TITLE OF PREPARER John Anzinger			

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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS MAN 7275 WATERLO	GENERAL SERVICES AGEMENT DIVISION O ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		ARYLAND 20794 9 799-1930	Page ${f 0}$ of ${f \ell}{f 0}$
1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Operations		3 UNIT Facilities Planning
DEFINITION - Record Series - A group of related re and disposition purposes	cords stored electronic	ally and used as a unit for ref	erence as well as retention
4 ELECTRONIC RECORD SERIES TITL Facilities Master Plan	ĿΕ		5 EARLIEST YEAR/LATEST YEAR 2010 TO 2017
5 INPUT - Identify source of information Original paper documents are scanned to State Archives standards to the Facilities 'I' drive	the Maryland	6 OUTPUT - Ident Referenced by C	ify the use/s of information generated by system College staff
8 ELECTRONIC RECORD SERIES DESCRIPT purpose and function of the system. Facilities Master Plan	ION - Briefly describ	e the information/docume	nts/forms contained in a series. Include
Each community college must develop a Facilities very large community colleges may prepare separ required. The foundation of the plan is the collect development of recommendations to meet these nidentify, evaluate, and address the conditions that programming to guide the physical development of well. Community college personnel or outside co Procedures, Regulation 02 Facilities Master Plan. Master Plan. These plans shall be updated every to occur in role and mission statements or in other plans oner. Facilities Master Plans, new or updated, rupdates showing population data are due January	ate plans. However, ion, projection, and a seeds over a 10-year paffect the college's facility insultants may develor for the complete text ien years after the suban elements that have nust be submitted to 1 of each year in white	an additional report summalysis of data, the identification. The collection of capital program. This will ies. Institutions should cop the plans. Refer to CON of the regulation. Institution institution and the original estimates important facilities important acapital improvement.	narizing and linking the separate plans is fication of facility needs, and the data should be consistent and systematic to lead to the development of sound capital onsider developing 20-year land use plans as MAR, Title 13B, Chapter 4 Construction ions should regularly review their Facilities plan. However, whenever major changes lications, the submittal should be made MDP by February 1 of each year. Annual
9 POLICY ON ACCESS AND USE – Explain or All information is confidential and may only be acgranted by IT through approval by the Chief of Open	ccessed by Operation		ated by folders and access to each folder is
10 UPDATING CYCLES OR CONDITIONS AN No revisions are made to the actual records scanne ongoing basis.			ll l
11 SPECIFY THE LOCATION AND MEDIA OF ensure the record's retention and usability throf Facilities Master Plan Documents – are scanned in own folder. 12 RECOMMENDED RETENTION	ughout the record's a nto the shared 'I' driv	uthorized life cycle. e and are identified by the	e document year. Each record is kept in its
Scan to Maryland State Archives Standards, th	ien destroy paper. Re	tain the digital version for	ten years, then destroy.
13 TYPED OR PRINTED NAME OF PREPARER Director of Facilities Planning	14 TELEPHONE 240-629-7858	NUMBER	15 DATE 3/9/2017
16 TITLE OF PREPARER John Anzinger			

SEPARAT: ELECTRO WITH RECORDS	CTIONS – TYPE OR PRINT A TE FORM FOR EACH NEW/REVISED ONIC RECORD SERIES. FORWARD S RETENTION SCHEDULE (DGS 550-1)	RECORDS MAN 7275 WATERLOO JESSUP, MA	GENERAL SERVICES AGEMENT DIVISION DROAD, P.O. BOX 275 ARYLAND 20794 0 799-1930	ELECTRONIC RECORDS INVENTORY Page 9 of 10
	DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Operations		3 UNIT Facilities Planning
DEFINITIO	ON — Record Series - A group of related re and disposition purposes	cords stored electronic	ally and used as a unit for ref	Perence as well as retention
	ELECTRONIC RECORD SERIES TITI Part I and Part II Facility Program Reque			5 EARLIEST YEAR/LATEST YEAR 2000 TO 2017
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Part I – Pr deficiencie Identifies improvem improvem Part II – E design. Id Provides t projects, P requireme 9 POLICY All inform granted by	the project site. Provides the parameter the project site. Provides the parameter the program. Serves as the focus of revient program. Establishes the site boundaries for the prodentifies applicable construction codes, of the basis for a detailed cost estimate for Part II also: Details the required space a cents, and general performance standards Y ON ACCESS AND USE — Explain or nation is confidential and may only be any IT through approval by the Chief of Operation.	ate agency in developing existing conditions is for developing a project. Delineates arclesign standards, and use in the State capitallocations in the facil for each space. Presentation of the project by attach copy if establic decessed by Operation perations.	ing solutions to operation and trends to assist in establiminary cost estimate and the State agencies involved intectural, engineering, and permits, as well as method budget and capital imprity, based on functional results graphically the desires shed in writing.	al and service problems as well as facilities ablishing the project justification and scope. It is a request for funding in the State capital and in the preparation of the State capital and planning objectives to be considered during and sand practices required by the user. It is overment program. With respect to building equirements. Describes the functional use, and functional relationships between spaces.
				IN THE SYSTEM rs or addendums can to add to the files on an
ensure Part I and record is k 12 RECO Scan to	kept in its own folder. OMMENDED RETENTION o Maryland State Archives Standards, th	ughout the record's a scanned into the Fac en destroy paper. Re	uthorized life cycle. lities Planning 'I' drive a tain digital version ten ye	nd are identified by the Project Name. Each ars, then destroy.
PREP Direct	ED OR PRINTED NAME OF PARER etor of Facilities Planning EEOF PREPARER	14 TELEPHONE 240-629-7858	NUMBER	15 DATE 3/9/2017

John Anzinger

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SEPARATE FORM FOR EACH NEW/REVISED RECORI			GENERAL SERVICES AGEMENT DIVISION ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY
WITH	RETENTION SCHEDULE (DGS 550-1)	JESSUP, MARYLAND 20794 (410) 799-1930		Page 10 0f 10
	EPARTMENT/AGENCY Ederick Community College	2 DIVISION Operations		3 UNIT Facilities Planning
DEFINITION	N - Record Series - A group of related re and disposition purposes	cords stored electronica	lly and used as a unit for ref	erence as well as retention
4 ELECTRONIC RECORD SERIES TITLE Quarterly Cash Flow - MHEC				5 EARLIEST YEAR/LATEST YEAR 2015 TO 2017
Or Ar	PUT - Identify source of information iginal paper documents scanned to Ma chives standards then paper document I digital version is retained for two yea	aryland State s are destroyed	6 OUTPUT - Ident Referenced by C	ify the use/s of information generated by system college staff
			e the information/docume	nts/forms contained in a series. Include
1	function of the system.	1014 - Differry describ	e the information/docume	ints/forms contained in a series. Include
Quarterly C	ash Flow – MHEC			
obligation b Treasurer. received bid	onds (GO bonds). State of Maryland With the approval of the Board of Pub	General Obligation B lic Works, the Treasu	ond issues are planned, proper arranges bond sales; proper	repares the State's Official Statement;
Projected Endeath six-months the payment P). CC Formore representative Quarter — Mont to exceed POLICY (All information granted by I	expenditures Report. The report forecannth period of the fiscal year. These post of the State share. Projected expenditures are submitted to the commission we of the community colleges at the error as 1, and 4 th Quarter – August 1. The different day of the month following ON ACCESS AND USE – Explain or tion is confidential and may only be as T through approval by the Chief of Or	equirements and the nates the amount of State of	umber of bond issues for the funds to be expended for sis of the Commission's in the Quarterly Cash Flow ommunity colleges. CC I are as follows: 1st Quarter submittal is established butted. Shed in writing. Is staff. Records are sepan	General Obligation Bonds. To assist the upcoming bond sales, MHEC submits a or community college capital projects during request for the issuance of bonds to support w/Status of Funded Projects Report (CC Form Form P must be completed by an authorized – November 1, 2 nd Quarter – February 1, 3 rd y the Commission in a memorandum, but is
Projected Executive Projected Executive Projected Executive Projected Projec	expenditures Report. The report forecannth period of the fiscal year. These post of the State share. Projected expenditures are submitted to the commission we of the community colleges at the error and 1, and 4 th Quarter – August 1. The different day of the month following ON ACCESS AND USE – Explain or the tion is confidential and may only be at T through approval by the Chief of On TING CYCLES OR CONDITIONS AND TIME TO THE CYCLES OR CYCLES OR CONDITIONS AND TIME TO THE CYCLES OR CONDITIONS AND TIME TO THE CYCLES OR CYCLE	equirements and the natists the amount of State	umber of bond issues for the funds to be expended for sis of the Commission's in the Quarterly Cash Flow ommunity colleges. CC I are as follows: 1st Quarter submittal is established butted. Shed in writing. Se staff. Records are separ	upcoming bond sales, MHEC submits a per community college capital projects during request for the issuance of bonds to support w/Status of Funded Projects Report (CC Form Form P must be completed by an authorized – November 1, 2 nd Quarter – February 1, 3 rd by the Commission in a memorandum, but is atted by folders and access to each folder is
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