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

Schedule No. 2861

Page of 1

Division/Unit Frederick Community College Information Technology/Information Technology

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|--|---|--|---------------|--|--|--|--|
| Item No. | Descript | ion | Retention | | | | |
| 1 | Project Proposals for Consulting Serve Proposal/Request for Quotes/Request associated documentation, received for consulting agreements and deliverable | Scan to Maryland State Archive standards. After scanning, retain paper and image versions while the project is ongoing and for 1 year after the completion of the project, then destroy. | | | | | |
| 2 | Software/Hardware Installation and O Software and Hardware purchases of outline the configuration, setup and n and/or equipment. If the only available then this documentation is retained. | Retain while the software/ hardware is in use, then destroy. If scanned, scan to Maryland State Archives standards, then destroy paper originals. Retain images while the software/hardware is in use, then destroy. | | | | | |
| 3 | Audit Documentation – FCC internal that we maintain annotated/signed do date and time that an audit requireme | Scan to Maryland State Archive standards. After scanning, retain paper and image versions for 6 years, then destroy. | | | | | |
| 4 | Transfer of Billing Responsibilities – Verizon Wireless when an employee assigned cell phone number to a pers | Retain until the transfer is complete, then destroy. | | | | | |
| 5 | IT Internal Process Documentation – steps associated with specific IT task | Retain while the associated process is in use, then destroy. Digital versions will be destroyed on the same schedule. | | | | | |
| Schedule A | oproved by Department, Agency, | Schedule Authorized by Sta | ate Archivist | | | | |
| or Division F | Representative. | 2.7. | 14 | | | | |
| Date | 08/21/2017 | Date | 10 | | | | |
| Signature | JUL - | (im | 18 Rd~ | | | | |
| Typed Nam | e <u>Joseph McCormick</u> | Signature | - | | | | |
| Title Chief | Information Officer | | | | | | |

DGS 550-1

| | | · | | | AGENCY RECORDS INVENTORY | |
|--|--|-----------------------|--|----------------|--|--|
| · · · · · · · · · · · · · · · · · · · | | | RTMENT OF GENERAL SERVICES | | AGENCI RECORDS INVENTORT | |
| | | | RDS MANAGEMENT DIVISION | | , | |
| | | | Waterloo Road, P.O. Box 275 | | PAGE OF | |
| | Jessup, Maryland 20794 410-799-1930 | | | | | |
| Department/Agency | 2. Divisio | n | | | 3. Unit | |
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| Frederick Community College | | ion Technolog | • • • | | Information Technology | |
| DEFINITION: RECORD SERIES: A group of related purposes. | l records n | ormally filed a | ind used as a | unit for ref | erence as well as retention and disposition | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | | | |
| Project Proposals for Consulting Services | | | 2014 toPresent | | | |
| 6. Record Series Description (Briefly describe the ty | pes of info | ormation/docu | ments/forms fo | ound in the | series. Include the purpose or function of the | |
| series.) | | | | | | |
| | | * | * | | | |
| Project Proposals for Consulting Services – RFP/F | RFQ/RFI a | and associated | l documentati | on, receive | ed from vendors that outlines consulting | |
| agreements and deliverables. | | | | | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | es Sequence | 9. Volume | | |
| | | | | _1_ | | |
| ☑ Letter Size ☐ Microfilm | | Alphabetica | l | Number | | |
| ☐ Legal Size ☐ Computer Tape | | ☐ Numerical ☐ File Dr | | ☐ File Dra | awer(s) | |
| ☐ Audio Tane ☐ Flormy Dick | | 1 _ 1 = | | 1 = | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| Audio Tape Floppy Disk | | | Other (specify) | | | |
| ☐ Bound Book ☐ Video Tape | | | eographical | | · · · · · · · · · · · · · · · · · · · | |
| │ | | | 1 | | Accumulation | |
| | | | ., | 1_ Number | · | |
| | | | | 157 str. p | | |
| · | | | | File Dra | * * | |
| | | I = | | | ter Tape(s) | |
| | | | | Other (| specify) | |
| 11. File is Used | | | 12. File Becom | ne Inactive Af | tor | |
| 11. File is oseu | | | 12. File Becom | ies mactive Ai | iei | |
| ☐ Daily ☐ Weekly ☐ Monthly ☒ Annu | ıally | | Number | | fonth(s) | |
| · · | | | 6 Years | | | |
| | | | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) File cabinets located within the workspace of each IT Director/Mana | ager – 1 st Floc | or Gambrill Hall | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No | | | |
| | | Tes 🔲 No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | 16. Audit Requirements | | | | | |
| Yes 🛛 No | | | None ☐ State ☐ Federal ☒ Independent | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recommended Retention | | | |
| ☐ Yes 🖾 No | | | Scan to Maryland State Archive standards. After scanning, retain | | | |
| • | | | paper and image versions while the project is ongoing and for 1 year | | | |
| | | | | | of the project, then destroy | |
| 19. Name and Title of Preparer 20. Teleph | | | ne Number | 21. Date | | |
| Joseph McCormick, Chief Information Officer | | 301.846.25 | 48 | 01/03/18 | 1 | |
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|--|-----------------|-----------------|--|----------------------|--|--|
| '' | | | SENERAL SERVICES | | | |
| | | | GEMENT DIVISION oad, P.O. Box 275 | | , , | |
| with Records Retention Schedule (DGS 550-1) | | • | 215 | PAGE OF | | |
| | | | yland 20794 19-1930 | | | |
| 1. Department/Agency 2. Division | | | n | | 3. Unit | |
| | | | | | | |
| Frederick Community College | I | | on Technology (IT) | | Information Technology | |
| DEFINITION: RECORD SERIES: A group of related purposes. | d records r | ormally filed a | and used as a | unit for ref | erence as well as retention and disposition | |
| 4. Record Series Title | | | | 5. Earlie | st Year/Latest Year | |
| Software/Hardware Installation and Operation Docu | umentation | 4 | 2014 toPresent , | | | |
| 6. Record Series Description (Briefly describe the t | ypes of info | ormation/docu | ments/forms f | ound in the | series. Include the purpose or function of the | |
| series.) | | | • | | · | |
| Software/Hardware Installation and Operation Do | | | | | | |
| configuration, setup and maintenance of the appli documentation is retained | cation and | or equipmen | i. If the only | avallable (| copy is in a printed format then this | |
| | | | | | | |
| | | 1 | | Т | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | es Sequence | 9. Volume 1 | 9. Volume | |
| ☑ Letter Size ☐ Microfilm | | Alphabetica | d | Number | | |
| Legal Size Computer Tape | | ☐ Numerical | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) | |
| Audio Tape | | | | Computer Tape(s) | | |
| ☐ Bound Book ☐ Video Tape ☐ Geographi | | al | Other (| specify) | | |
| | | | | | 10. Annual Accumulation | |
| Other (specify)_Scanned | Other (specify) | | 1 | | | |
| | | | | | | |
| · | | | ⊠ File □ | | | |
| | | I = | | | ter Tape(s) | |
| | | | | Other (| specify) | |
| 11. File is Used | | | 12. File Becomes Inactive After | | | |
| | | | | | | |
| │ □ Daily □ Weekly □ Monthly ☒ Anni | ually | | Number | □ N | Month(s) ☑ Year(s) | |
| | | | 6 Years | | | |
| 13. Current Location(s) (Bldg., Floor, Room) File cabinets located within the workspace of each IT Director/Manager – 1st Floor Gambrill Hall | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requirements | | | |
| 15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) Yes No . | | | | | | |
| 47. In an Indian Content and Office and Indian Indian Indian | | | None ☐ State ☐ Federal ☒ Independent | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No | | | 18. Recommended Retention | | | |
| | | | Retain while the software/ hardware is in use, then destroy. If scanned, scan to Maryland State Archives standards, then destroy | | | |
| | | | paper originals. Retain images while the software/hardware is in u | | | |
| | | | then destro | | · | |
| 40 Nove and Title 4 December 1 | | | Non Nurshar | 24 Data | | |
| 19. Name and Title of Preparer 20. Teleph Joseph McCormick, Chief Information Officer 301.846.25 | | | | 21. Date 01/03/18 | | |
| 301.64 | | 301.846.25 | | 01/03/10 | , | |

| Instructions –Type or Print a separate form for | DEPAR | RTMENT OF GENERAL SERVICES | | RVICES | AGENCY RECORDS INVENTORY | |
|--|---------------------------------------|---------------------------------------|---|--------------------|--|--|
| | | | ORDS MANAGEMENT DIVISION | | | |
| | | | terloo Road, P.O. Box 275 | | 5 | |
| With Records Retention Schedule (BSS 330-1) | · | | ryland 20794 | | PAGE_3 OF | |
| | | 410-79 | | | | |
| Department/Agency | 2. Divisio | ion | | | 3. Unit | |
| | | | | | | |
| Frederick Community College | 1 | tion Technology (IT) | | | Information Technology | |
| DEFINITION: RECORD SERIES: A group of related purposes. | d records n | ormally filed a | nd used as a | unit for ref | erence as well as retention and disposition | |
| 4. Record Series Title | | 5. Earlie: | | 5. Earlie | st Year/Latest Year | |
| Audit Documentation | | • | | 20 | 2014 toPresent | |
| 6. Record Series Description (Briefly describe the ty | pes of info | rmation/docu | ments/forms fo | ound in the | series. Include the purpose or function of the | |
| series.) | | | • | | · | |
| Audit Documentation – FCC's internal and extern | | | | | | |
| time that an audit requirement was completed FCO document the date and time that an audit requirem | | | | | | |
| 1 | | , , , , , , , , , , , , , , , , , , , | | - - , | | |
| 7. Record Series Format(s) List all | | 8. Record Serie | s Sequence | 9. Volume | ľ | |
| | | ☐ Alphabetica | l . | <u>1</u> Number | 1_ Number | |
| | | | | | | |
| Legal Size Computer Tape | | | | | ⊠ File Drawer(s) ☐ Microfilm Reel(s) | |
| ☐ Audio Tape ☐ Floppy Disk | | | | _ | Computer Tape(s) | |
| ☐ Bound Book ☐ Video Tape | . Other | | Other (| specify) | | |
| Sound Book Wideo Tape | 1 = · · · — | | 10. Annual | Accumulation | | |
| ☑ Other (specify)_Scanned | Other (specify) | | 1_ | | | |
| · | | | Number | | | |
| · | | | ☐ File Dra | awer(s) | | |
| | | · 1 = | | Microfit | • | |
| | | l — | | | ter Tape(s) specify) | |
| | | | | Curer (| specify) | |
| 11. File is Used | · · · · · · · · · · · · · · · · · · · | <u> </u> | 12. File Becomes Inactive After | | | |
| ☐ Daily ☐ Weekly ☐ Monthly ☒ Annu | ually | | Number ☐ Month(s) ☑ Year(s) | | nonth(s) 🛛 Year(s) | |
| , | | | 6 Years | • | | |
| | | | 0 Teals | | | |
| 13. Current Location(s) (Bldg., Floor, Room) File cabinets located within the workspace of each IT Director/Mani | agor 1 ⁸¹ Elac | v Combrill Hall | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | | |
| File Cabillets located within the workspace of each if Director/Walk | , Gambilli Hall | ☐ Yes ☑ No | | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | , | 16. Audit Requirements | | | | |
| Yes 🛛 No | | | None Citate Cifetani Minterestant | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | None State Federal ⊠ Independent | | | |
| Yes No | | | 18. Recommended Retention Scan to Maryland State Archive standards. After scanning, retain paper and | | | |
| | | | image versions for | | * · · · · · | |
| | | | | - | | |
| 19. Name and Title of Preparer 20. Teleph | | | none Number 21. Date | | | |
| Joseph McCormick, Chief Information Officer 301.846.25 | | | 48 | 01/03/20 | 018 | |
| | | | | | | |

| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED | RECORDS M | OF GENERAL SERVICES ANAGEMENT DIVISION | ELECTRONIC RECORDS INVENTORY | | | | | |
|--|---|--|---|--|--|--|--|--|
| ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02 | JESSUP, | OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930 | Page 4 of6 | | | | | |
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | | | | | |
| Frederick Community College | Institutional Effo | ectiveness | Information Technology | | | | | |
| DEFINITION – Record Series - A group of rela | unit for reference as well as retention | | | | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE | 5 EARLIEST YEAR/LATEST YEAR | | | | | | | |
| Transfer of Billing Responsibilities | | | 2017 to Present | | | | | |
| 6 INPUT - Identify source of information to | | | se/s of information generated by system | | | | | |
| Data is populated on a Verizon supplied docu scanned to be uploaded to the Verizon billing | unications Administrator | | | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCR | | ly describe the information ained in a series. Include p | /documents/forms ourpose and function of the system. | | | | | |
| Transfer of Billing Responsibilities – This form is required by Verizon Wireless when an employee wishes to transfer a College assigned cell phone number to a personal cell phone | | | | | | | | |
| 9 POLICY ON ACCESS AND USE — Explain or attach copy if established in writing. | | | | | | | | |
| No policy established in writing. | | | | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM | | | | | | | | |
| Document is created when an employee wishes to transfer a College assigned cell phone number to a personal cell phone. There is only one document per staff member for each assigned number to be transferred. | | | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. | | | | | | | | |
| Electronic data file. Scanned to PC and then uploaded to Verizon | | | | | | | | |
| 12 RECOMMENDED RETENTION Retain until the transfer is complete, then destroy. | | | | | | | | |
| 13 TYPED OR PRINTED NAME OF PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | | | | |
| Adam Reno | 301.846.2560 | | 08/21/2017 | | | | | |
| 16 TITLE OF PREPARER | | | | | | | | |
| Executive Director of Enterprise Appli | cations | | | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | | | | |

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|--|--|--|------------------------------|--|--|--|--|
| INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD | RECORDS M | OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 | ELECTRONIC RECORDS INVENTORY | | | | |
| WITH RECORDS RETENTION SCHEDULE | JESSUP, | MARYLAND 20794 | Page 5 of 6 | | | | |
| (DGS 550-1) COMAR 14.18.02 | (4 | 10) 799-1930 | 1 age 01 01 | | | | |
| | | | | | | | |
| 1 DEPARTMENT/AGENCY | 2 DIVISION | | 3 UNIT | | | | |
| Frederick Community College | Information Te | chnology (11) | Information Technology | | | | |
| DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes | | | | | | | |
| 4 ELECTRONIC PECOPO CERIES TITLE | | | E FARILECT VEAR ATECT VEAR | | | | |
| 4 ELECTRONIC RECORD SERIES TITLE IT Internal Process Documentation | | | 5 EARLIEST YEAR/LATEST YEAR | | | | |
| Transcended to the state of t | | | 2017 to Present | | | | |
| | | | | | | | |
| 6 INPUT - Identify source of information to | | use/s of information generated by system | | | | | |
| | | IT- Network & Telecomm | unications Administrator | | | | |
| | | | | | | | |
| 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms | | | | | | | |
| contained in a series. Include purpose and function of the system. | | | | | | | |
| IT Internal Process Documentation – Documents the processing steps associated with specific IT tasks. | | | | | | | |
| | | | | | | | |
| 9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. | | | | | | | |
| No policy established in writing. | | | | | | | |
| to policy occasioned in mining. | | | | | | | |
| | | | | | | | |
| 10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM | | | | | | | |
| | | | | | | | |
| 11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to | | | | | | | |
| ensure the record's retention and usability | ensure the record's retention and usability throughout the record's authorized life cycle. | | | | | | |
| | | | | | | | |
| 12 RECOMMENDED RETENTION | | | | | | | |
| Retain while the associated process is in use, then destroy. Digital versions will be destroyed on the same schedule. | | | | | | | |
| 13 TYPED OR PRINTED NAME OF | 14 TELEPHO | NE NI IMPED | 15 DATE | | | | |
| PREPARER | 14 TELEPHO | NE NUMBER | 15 DATE | | | | |
| Adam Reno | 301.846.2560 | | 08/21/17 | | | | |
| 16 TITLE OF PREPARER | | | | | | | |
| Associate Chief Information Officer | | | | | | | |
| | | | | | | | |
| DGS 550-6 (rev. 10/12) | | | | | | | |

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| Instructions –Type or Print a separate form for | DEPAR | DEPARTMENT OF GENERAL SERVICE | | RVICES | AGENCY RECORDS INVENTORY |
| · · · · · · · · · · · · · · · · · · · | | | RECORDS MANAGEMENT DIVISION | | |
| with Records Retention Schedule (DGS 550-1) | 727 | 7275 Waterloo Road, P.O. Box 275 | | 275 | PAGE 6 OF 6 |
| | Jessup, Maryland 20794 410-799-1930 | | | PAGEV OFV | |
| Department/Agency | 2. Divisio | ?. Division | | | 3. Unit |
| , | | | | | |
| Frederick Community College | | formation Technology (IT) | | | Information Technology |
| DEFINITION: RECORD SERIES: A group of related purposes. | l records n | ormally filed a | ınd used as a | unit for ref | erence as well as retention and disposition |
| 4. Record Series Title | | | | 5. Earlie | st Year/Latest Year |
| IT Internal Process Documentation | | 20 | | 20 | 17 toPresent |
| 6. Record Series Description (Briefly describe the ty | pes of info | rmation/docu | ments/forms for | ound in the | series. Include the purpose or function of the |
| series.) | | · | | | · |
| | | • | | | |
| IT Internal Process Documentation – Documents t | he process | sing steps ass | ociated with s | specific IT | tasks. |
| 7. Record Series Format(s) List all | | 8. Record Serie | es Sequence | 9. Volume | |
| ,, | | | | 5. Volume 1 | |
| □ Letter Size □ Microfilm | | Alphabetica | ıl , | Number | |
| Legal Size Computer Tape | | ☐ Numerical | | File Drawer(s) | |
| Audio Tape Floppy Disk | | . Chronological | | ☐ Microfilm Reel(s) ☐ Computer Tape(s) | |
| | • | | Other (specify) | | specify) |
| Bound Book Video Tape | | Geographic | 10. Annual Accumulation | | Accumulation |
| Other (specify)Scanned | | Other (specify) | | _1_ | |
| | | | Number | | |
| | · · | | | `⊠ File Dra | wer(s) |
| | | | | ☐ Microfilm Reel(s) | |
| | | , | | Computer Tape(s) Other (specify) | |
| | | | - Cutof (Specify) | | |
| 11. File is Used | | | 12. File Becomes Inactive After | | |
| ☐ Daily ☐ Weekly ☐ Monthly ☒ Annu | ially | | Number Month(s) Year(s) | | |
| , | | | 6 Years | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | | |
| File cabinets located within the workspace of each IT Director:/Manager – 1st Floor Gambrill Hall | | | ☐ Yes No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | | 16. Audit Requirements | | |
| ☐ Yes ☑ No | | | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | | | 18. Recommended Retention | | |
| ☐ Yes · | | | Retain while the IT internal process is in place, and then destroy. If | | |
| | | | scanned, scan to Maryland State Archives standards, and then destroy paper originals. Retain images while the IT internal process is in | | |
| | | | place, and then destroy. | | |
| 19. Name and Title of Preparer 20. Telepho | | | none Number 21. Date | | |
| Joseph McCormick, Chief Information Officer | 1 | 301.846.25 | 48 | 01/04/18 | ı |
| | | | | | |

DGS 550-4 (Rev. 1/93)