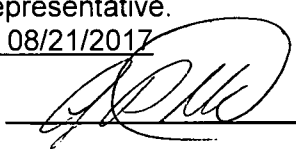


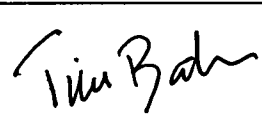
**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2861  
Page 1 of 1

<b>Agency</b> Frederick Community College	<b>Division/Unit</b> Information Technology/Information Technology
--	---

Item No.	Description	Retention
1	<u>Project Proposals for Consulting Services</u> – Request for Proposal/Request for Quotes/Requests for Information and associated documentation, received from vendors that outlines consulting agreements and deliverables.	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	<u>Software/Hardware Installation and Operation Documentation</u> – Software and Hardware purchases often include manuals that outline the configuration, setup and maintenance of the application and/or equipment. If the only available copy is in a printed format 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	<u>Audit Documentation</u> – FCC internal and external auditors require that we maintain annotated/signed documentation to document the date and time that an audit requirement was completed.	Scan to Maryland State Archive standards. After scanning, retain paper and image versions for 6 years, then destroy.
4	<u>Transfer of Billing Responsibilities</u> – This form is required by Verizon Wireless when an employee wishes to transfer a College assigned cell phone number to a personal cell phone	Retain until the transfer is complete, then destroy.
5	<u>IT Internal Process Documentation</u> – Documents the processing steps associated with specific IT tasks	Retain while the associated process is in use, then destroy. Digital versions will be destroyed on the same schedule.

Schedule Approved by Department, Agency, or Division Representative.  
 Date 08/21/2017  
 Signature   
 Typed Name Joseph McCormick  
 Title Chief Information Officer

Schedule Authorized by State Archivist  
 Date 2-2-18  
 Signature 

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  PAGE <u>1</u> OF <u>6</u>	
1. Department/Agency  Frederick Community College		2. Division  Information Technology (IT)		3. Unit  Information Technology	
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 Project Proposals for Consulting Services			5. Earliest Year/Latest Year ___2014___ to ___Present___		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <u>Project Proposals for Consulting Services</u> – RFP/RFQ/RFI and associated documentation, received from vendors that outlines consulting agreements and deliverables.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input 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 checked="" type="checkbox"/> Other (specify) <u>Scanned</u>		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> 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 <u>1</u> 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  _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)  6 Years		
13. Current Location(s) (Bldg., Floor, Room) File cabinets located within the workspace of each IT Director/Manager – 1 <sup>st</sup> Floor Gambrill Hall			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 type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 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		
19. Name and Title of Preparer Joseph McCormick, Chief Information Officer		20. Telephone Number 301.846.2548		21. Date 01/03/18	

<b>Instructions</b> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>2</u> OF <u>6</u>	
1. Department/Agency  Frederick Community College		2. Division  Information Technology (IT)		3. Unit  Information Technology	
<b>DEFINITION: RECORD SERIES:</b> 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 Software/Hardware Installation and Operation Documentation				5. Earliest Year/Latest Year ___2014___ to ___Present___	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>Software/Hardware Installation and Operation Documentation</u> – Software and Hardware purchases often include manuals that outline the configuration, setup and maintenance of the application and/or equipment. If the only available copy is in a printed format then this documentation is retained					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input 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 checked="" type="checkbox"/> Other (specify) <u>Scanned</u>		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume ___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) _____	
				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  _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)  6 Years		
13. Current Location(s) (Bldg., Floor, Room) File cabinets located within the workspace of each IT Director/Manager – 1 <sup>st</sup> Floor Gambrill Hall			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 type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> 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 use, then destroy.		
19. Name and Title of Preparer Joseph McCormick, Chief Information Officer		20. Telephone Number 301.846.2548		21. Date 01/03/18	

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  PAGE <u>3</u> OF <u>6</u>	
1. Department/Agency Frederick Community College		2. Division Information Technology (IT)		3. Unit Information Technology	
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 Audit Documentation			5. Earliest Year/Latest Year ____2014____ to ____Present____		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>Audit Documentation</u> – FCC’s internal and external auditors require that we maintain annotated/signed documentation to document the date and time that an audit requirement was completed FCC’s internal and external auditors require that we maintain annotated/signed documentation to document the date and time that an audit requirement was completed. (Retain for 6 years, then destroy)					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input 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 checked="" type="checkbox"/> Other (specify) <u>Scanned</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> 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 <u>1</u> 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 _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) 6 Years		
13. Current Location(s) (Bldg., Floor, Room) File cabinets located within the workspace of each IT Director/Manager – 1 <sup>st</sup> Floor Gambrill Hall			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 type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Scan to Maryland State Archive standards. After scanning, retain paper and image versions for 6 years, then destroy		
19. Name and Title of Preparer Joseph McCormick, Chief Information Officer		20. Telephone Number 301.846.2548		21. Date 01/03/2018	

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>  Page <u>4</u> of <u>6</u>	
<b>1 DEPARTMENT/AGENCY</b> Frederick Community College		<b>2 DIVISION</b> Institutional Effectiveness		<b>3 UNIT</b> Information Technology	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Transfer of Billing Responsibilities				<b>5 EARLIEST YEAR/LATEST YEAR</b>  2017 to Present	
<b>6 INPUT - Identify source of information to be entered</b> Data is populated on a Verizon supplied document and scanned to be uploaded to the Verizon billing department.			<b>7 OUTPUT - Identify the use/s of information generated by system</b> IT- Network & Telecommunications Administrator		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b>  <u>Transfer of Billing Responsibilities</u> – This form is required by Verizon Wireless when an employee wishes to transfer a College assigned cell phone number to a personal cell phone					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b>  No policy established in writing.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>  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.					
<b>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.</b>  Electronic data file. Scanned to PC and then uploaded to Verizon					
<b>12 RECOMMENDED RETENTION</b> Retain until the transfer is complete, then destroy.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Adam Reno		<b>14 TELEPHONE NUMBER</b> 301.846.2560		<b>15 DATE</b> 08/21/2017	
<b>16 TITLE OF PREPARER</b> Executive Director of Enterprise Applications					
DGS 550-6 (rev. 10/12)					

<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>  Page <u>5</u> of <u>6</u>	
<b>1 DEPARTMENT/AGENCY</b> Frederick Community College		<b>2 DIVISION</b> Information Technology (IT)		<b>3 UNIT</b> Information Technology	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> IT Internal Process Documentation				<b>5 EARLIEST YEAR/LATEST YEAR</b>  2017 to Present	
<b>6 INPUT - Identify source of information to be entered</b>			<b>7 OUTPUT - Identify the use/s of information generated by system</b> IT- Network & Telecommunications Administrator		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b>  <u>IT Internal Process Documentation</u> – Documents the processing steps associated with specific IT tasks.					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b>  No policy established in writing.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>					
<b>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.</b>					
<b>12 RECOMMENDED RETENTION</b> Retain while the associated process is in use, then destroy. Digital versions will be destroyed on the same schedule.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Adam Reno		<b>14 TELEPHONE NUMBER</b> 301.846.2560		<b>15 DATE</b> 08/21/17	
<b>16 TITLE OF PREPARER</b> Associate Chief Information Officer					
DGS 550-6 (rev. 10/12)					

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  PAGE <u>6</u> OF <u>6</u>	
1. Department/Agency  Frederick Community College		2. Division  Information Technology (IT)		3. Unit  Information Technology	
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 IT Internal Process Documentation			5. Earliest Year/Latest Year 2017 to Present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <u>IT Internal Process Documentation</u> – Documents the processing steps associated with specific IT tasks.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input 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 checked="" type="checkbox"/> Other (specify) <u>Scanned</u>		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> 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 <u>1</u> 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  Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)  6 Years		
13. Current Location(s) (Bldg., Floor, Room) File cabinets located within the workspace of each IT Director/Manager – 1 <sup>st</sup> Floor Gambrill Hall			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 type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 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 Joseph McCormick, Chief Information Officer		20. Telephone Number 301.846.2548		21. Date 01/04/18	