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

Schedule No. 2760 1

Office of Military and Federal Affairs

Page

of 1

Agency Department of Commerce Division/Unit

Item Description Retention No. 1. Federal Grant Files Retain in office for Five (5) years. Transfer to the State Records Center for three (3) File contains grant applications to Federal Government, grant additional years and then letters, correspondence and reports. destroy. Maryland Military Installation Council Meeting Information 2 Retain in office for five (5) years; then transfer to Maryland Files includes quarterly Council meetings information such as State Archives for permanent agendas, summaries, reports and minutes. retention. Retain for one (1) year, then screen annually and destroy **General Information Files** 3. material that is no longer needed for current business Subject arrangement of original incoming letters, copies of with the following exception: outgoing letters, memoranda, bulletins, reports, and other Transfer to the Maryland State miscellaneous paper relating to non-company grants. Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continued administrative, fiscal, legal, or

Schedule Approved by Department, Agency, or Division Representative. Date 5/25/2016				
Signature	In How			
Typed Name	BGen Michael Hayes			
Title	Managing Director			

Schedule Authorized by State Archivist

Date

historical value.

DGS 550-1

							
Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES				AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275				PAGE 1 OF 3		
,	Jessup, Maryland 20794				PAGE OF		
	410-799-1930						
Department/Agency	2. Division				3. Unit		
DEPARTMENT OF COMMERCE	Office of Military and Federal Affairs –			-	·		
	Schedule 2760						
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	 ' .		····	5. Earlie	st Year/Latest Year		
Federal Grant files			!	to			
	,				·		
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in th	ne series. Include the purpose or function of the		
series: File contains grant applications to Federal	- 1				·		
		_	•				
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume			
	1	بر ا					
xX Letter Size		x Alphabetical		Number			
Legal Size Computer Tape	i	Numerical		∑ File Dr	awer(s)		
				Microfilm Reel(s)			
☐ Audio Tape ☐ Floppy Disk	•	Chronologi	cal	1 = 1	ıler Tape(s) (specify)		
☐ Bound Book ☐ Video Tape	☐ Geographical						
5 00 (7)	•	, ,		10. Annua	Accumulation		
Other (specify)		Other (specify)		Number			
	'			, , , , , , , , , , , , , , , , , , , ,			
				☐ File D	• •		
·	1 .				☐ Microfilm Reel(s) ☐ Computer Tabe(s)		
	•			Other			
	· · ·	<u> </u>					
11. File is Used	1		12, File Becon	nes Inactive A	fler in house		
	inually '		Number		Month(s) Year(s)		
XAs and when needed	;	•			3 yrs - Keccher		
					Month(s) Year(s) 3 yrs - In house Year(s) 3 yrs - Records Center Then destroy		
13. Current Location(s) (8ldg., Floor, Room)	•		II		ated Elsewhere? (If yes, specify agency or office.)		
401 E, Pratt Street, 17th floor, Baltimore, MD 21202			☐ Yes	x∏ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	- :		16. Audit Req	uirements			
☐ Yes XÓ No							
				☐ None ☐ State ☐ Federal ☐ Independent			
·							
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended f	Retention		
☐ Yes X☐ No					re years. Transfer to the State Records Center for		
				three additional years and then destroy.			
19. Name and Title of Preparer		20 Telephi	one Number	21. Date			
Fidelia Israel, Operations Coordinator	, 20. relepr						
- Issue foreign operations coordinates		1 710-707-23	<i>/</i> //	July 29,	2010		
<u></u>	<u>'</u>	l		<u></u>			

DGS 550-4 (Rev. 1/93)

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency DEPARTMENT OF COMMERCE DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Maryland Military Installation Council Meeting Information 6. Record Series Description (Briefly describe the teseries: Files includes quarterly Council meetings in	ORDS MANAC 5 Waterloo Ro Jessup, Mar 410-79 on Military and F e 2760 normally filed	uments/forms	st Year/Latest Year to e series. Include the purpose or function of the				
					<u>-</u>		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9, Volume			
Letter Size		Alphabetical		Number			
│ │	Numerical			ZÎ-Eile Dr	awer(s)		
			1 <u>*</u>		m Rezi(s)		
Audio Tape		Chronologi	ological Comp		ler Tape(s)		
☐ Bound Book ☐ Video Tape			rol	Other (specify)		
		☐ Geographic	,aı	10. Annual Accumulation			
Other (specify)	Other (spe						
				Number			
				A File Drawer(s)			
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			1 = 1		ter Tape(s)		
				Other (specify)			
11. File is Used			12. File Becom	es Inactive A	iter IN OFFICE 5 YEARS		
					then trancer cor		
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually As and when needed			Number Month(s) Year(s) Tranjer For				
ं.			12. File Becomes Inactive After IN Office 5 years Number Month(s) Year(s) then transfer for Permanent Retention				
13. Current Localion(s) (Bldg., Floor, Room) 401 E, Pratt Street, 17th floor, Baltimore, MD 21202			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
The state of the s							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements MA				
Yes XI No			None State Federal Independent				
17 Je an Inday System used 2 If use avalain helefu and desaribe consistences to				10. B			
17. Is an Index System used? If yes, explain briefly and describe requirements Yes No			18. Recommended Retention				
			Retain in Office for five years. Then transfer to Maryland State Archives				
				for permanent retention			
19. Name and Title of Preparer	20. Telephone No		one Number	ber 21. Date			
Fidelia Israel, Operations Coordinator 410-767-2		2304 July		July 29, 2016			

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Bound Book Video Tape	Geographical				specify)	
Other (specify)	Olher (specify)		10. Annual Accumulation Number			
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11. File is Used		·	12. File Becom	les Inactive A	Rer	
Daily Weekly Monthly And	nualiy ,		Number		Month(s)	
As and when needed			One year.			
13. Current Location(s) (Bidg., Floor, Room) 401 E, Pratt Street, 17th floor, Baltimore, MD 21202	į		14. Is Record Series Duplicated ∃lsewhere? (If yes, specify agency or office.) ☐ Yes x☐ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X☐ No	'		16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe on the index System used? If yes, explain briefly and describe on the index System used? If yes, explain briefly and describe on the index System used? If yes, explain briefly and describe of the index System used? If yes, explain briefly and describe of the index System used? If yes, explain briefly and describe of the index System used? If yes, explain briefly and describe of the index System used? If yes, explain briefly and describe of the index System used? If yes, explain briefly and describe of the index System used? If yes, explain briefly and describe of the index System used? If yes, explain briefly and describe of the index System used? If yes, explain briefly and describe of the index System used.	requirements	,	18. Recommended Retention Retain for one year, and Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continue administrative, fiscal, legal, or historical value.			
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Fidelia Israel, Operations Coordinator	410-767-2304		July 29,	2016		