

Schedule No.: 2576

Page No.: Cover Sheet

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency Office of the Attorney General

<u>Item No.</u>	<u>Description</u>	<u>Retention</u>
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Schedule Approved by Department,
Agency or Division Representative

Schedule Authorized by
Hall of Records Commission

7/9/2019
Date

Brendley Puri
Signature
Director of Administration

8.30.19
Date

Timothy D. Boh
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State Archivist

Schedule No.: 2576

RECORDS RETENTION AND DISPOSAL SCHEDULE

for the

OFFICE OF THE ATTORNEY GENERAL

Table of Contents

	Page
Introduction	i
Selection Criteria	ii
No. Record Series	Page
1. Civil Litigation	1
2. Criminal Prosecutions	1
3. Criminal Appellate and Habeas Corpus Litigation	2
4. Settlement	3
5. Administrative Proceedings	3
6. Administrative Tribunals	4
7. Agreements	4
8. Investigations	5
9. Opinions of the Attorney General	5
10. Letters of Advice	6
11. Correspondence	6
12. Legislation	6
13. Regulations	7
14. Financial Transactions	7
15. Bonds	8
16. Real Property Transactions	8
17. Consumer Protection	8
18. Securities	9
19. Tobacco Enforcement Unit	12
20. The Attorney General's Papers	13
21. Publications	13
22. Open Meetings Compliance Board	13
23. Public Information Compliance Board	13 14
24. Accounting Records	15
25. Personnel	17
26. Computer Information	19

Schedule No.: 2576

Introduction

This schedule has been developed by the Office of the Attorney General and sets forth retention and destruction policies of OAG records. Questions or comments should be directed to:

Office of the Attorney General
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Baltimore, Maryland 21202
(410) 576-7938

Further guidance on records management procedures is available online through the Maryland State Archives Records Management Guidance page at <https://msa.maryland.gov/recordsmanagement>.

Selection Criteria

Cases or files meeting the following criteria should be selected for permanent retention and forwarded to the Maryland State Archives.

1. A case litigated in the Supreme Court of the United States.
2. A case in which the final judgment or settlement was in excess of \$1 million.
3. A lawsuit that was certified by a court as a class action.
4. A capital case.
5. Any case or file considered to be of archival value for the history of the State of Maryland.
6. A case where legal precedent is set and OAG is the record custodian.

1. Civil Litigation

This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts.

- A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges.

Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.

Retention: Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.

- B. This series includes Torts and Unemployment insurance litigation documents.

Contents of a typical file may include: pleadings, briefs, correspondence, settlement, costs, witness depositions, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.

Retention: Retain in office 3 years after file is closed. Transfer to the State Records Center: (1) if the matter is a tort matter involves a juvenile and the juvenile has not brought suit or settled, transfer file to the State Records Center for an additional 18 years, to provide for the age of majority period, then destroy; (2) in all other cases, transfer file to the State Records Center for an additional 5 years, then destroy.

2. Criminal Prosecutions

This section applies to criminal proceedings filed in state and federal courts on behalf of the state by the Office of the Attorney General.

This series includes, but is not limited to: crimes by state employees, fraud against the state, public corruption, theft, securities fraud, procurement fraud, mortgage fraud, tax evasion, tax preparer fraud, health occupations violations, embezzlement,

fraud by health care providers and equipment suppliers receiving Medicaid funds, patient abuse and neglect crimes, violations of the Maryland Antitrust Act and environmental statutes, insurance fraud, human trafficking, firearms violations, narcotics trafficking, violent crimes and all crimes for which the Attorney General has authority to investigate and prosecute.

Contents of a typical file may include: charging documents; trial summons; pleadings; correspondence; grand jury subpoenas and evidence; tax returns; credit reports; police reports; transcripts; memoranda; medical records; state, local and federal agency records and reports; bank records, business ledgers and other business records; personnel records; phone records; recordings and/or transcripts of interviews; and attorney work product which should be labeled as such.

Retention:

(A) Case files resulting in a conviction: Scan to Maryland State Archives standards, then return paper tax returns to Comptroller's Office no less than 30 days or more than 180 days after final disposition. Retain the remainder of the file until the expiration of the sentence, including any incarceration and period of parole and/or probation, then screen files to identify those meeting selection criteria defined on page ii. After screening, transfer files meeting selection criteria to the Maryland State Archives in electronic and paper formats. Destroy paper files according to OAG destruction policy. Retain electronic files not meeting selection criteria for 5 years or until administrative value ceases, whichever comes last, then destroy.

(B) Case files not resulting in a conviction: Scan to Maryland State Archives standards, then return paper tax returns to Comptroller's Office no less than 30 days or more than 180 days after final disposition. Return original documents to the source that provided them within 180 days of disposition. Destroy paper files according to OAG destruction policy. Retain electronic files for 5 years or until administrative value ceases, whichever comes last, then destroy.

3. Criminal Appellate and Habeas Corpus Litigation

This series consists of criminal proceedings in the state appellate courts and the review of state criminal convictions in the federal courts.

A. Direct Appeal Files - Contents of a typical file may include: court opinions, appellate briefs, pleadings, docket entries, transcripts, correspondence, etc.

Retention: Retain for 5 years after Term assigned by the Court of Special Appeals then scan documents according to Maryland State Archives standards and destroy

paper according to OAG Destruction Policy. Retain images until death of inmate or 50 years, whichever comes first, then destroy.

B. Misc Files - Contents of a typical file may include: pleadings, correspondence, etc., not corresponding to a current or closed appeal.

Retention: Retain for 5 years after Term assigned by the Court of Special Appeals, then scan to Maryland State Archives standards and destroy paper according to OAG Destruction Policy. Retain images until death of inmate or 50 years, whichever comes first, then destroy according to OAG Destruction Policy.

C. Capital Cases: contents of a typical case may include: court opinions, appellate briefs, pleadings, filings, docket entries, transcripts, correspondence, etc.

Retention: Retain in office for 5 years after direct appeal and all collateral appeals have concluded, then forward to Archives for permanent retention pursuant to Selection Criteria Number 4 on page ii.

4. Settlement

This series consists of the files of the Chief of Litigation relating to the terminations of lawsuits by agreement with the approval of the Board of Public Works. The Chief of Litigation, or his delegate, has authority to approve agreements to settle certain civil lawsuits brought against the state, a state agency, or a state officer, subject to further approval of the Board of Public Works. This series covers the files of the Chief of Litigation, or his delegate, that document the process by which such approvals are sought, considered, and granted or denied.

Contents of a typical file may include: Settlement Agreements, correspondence, notes, drafts, etc.

Retention: Retain in office for 10 years after file is closed. Transfer to the State Records Center and retain for an additional 15 years, then destroy.

5. Administrative Proceedings

This series consists of proceedings before administrative agencies performing quasi-judicial duties (*i.e.*, any proceeding in which an administrative agency is acting as a fact-finder in resolving an issue presented to it; Assistant Attorneys General may act as counsel to the administrative agency or as advocates in such proceedings).

This series includes, but is not limited to: all administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasijudicial capacity. Also included are Minority Business Enterprises

administrative proceedings, and proceedings where companies have been debarred from doing business with, or in, the State of Maryland.

Contents of a typical file may include: pleadings, Proposed Findings of Fact, Conclusions of Law, indictments, correspondence, transcripts, administrative law judges' decisions, documents, research, notes, etc.

Retention: Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.

6. Administrative Tribunals

This series consists of proceedings when an assistant attorney general acts as a final decision maker under the Administrative Procedure Act.

Contents of a typical file may include: pleadings, decisions, correspondence, exhibits, documents, notes, etc.

Retention: Retain final orders until pertinent statute is superseded or discontinued, whichever is sooner. Retain remainder file in office for 5 years after file is closed. Screen files to identify those meeting selection criteria. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all other files to the State Records Center to be retained for an additional 10 years, then destroy.

7. Agreements

This series consists of preparation, review and/or approval of agreements on behalf of the state, state agencies, and/or state officials.

This series includes, but is not limited to: agreements, interagency agreements, those between country clubs and the Department of Assessments and Taxation for preferential tax treatment, etc.

Contents of a typical file may include: agreements, correspondence, documents, notes, etc.

Retention: Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 15 years, then destroy.

8. Investigations

A. Investigations Not Resulting in Prosecution. This section includes investigations where records are obtained through the grand jury and are therefore confidential. See Courts & Judicial Proceedings Article, §8-213 et seq.

Contents of a typical file may include: correspondence; grand jury subpoenas and evidence; tax returns; credit reports; police reports; transcripts; memoranda; medical records; state, local and federal agency records and reports; bank records, business ledgers and other business records; personnel records; phone records; recordings and/or transcripts of interviews; and attorney work product which should be labeled as such.

Retention: Scan to Maryland State Archives standards and retain file electronically. Return all original documents and tax returns no less than 7 days nor more than 2 years after termination of investigation. Shred or incinerate, according to OAG Destruction Procedures, balance of file. Retain electronic files for 5 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.

B. Consensual Monitoring/Electronic Surveillance. This series consists of audio tapes of consensually monitored conversations and video tapes of police surveillance used in criminal prosecutions.

Retention: Retain in office in a locked room for 10 years pursuant to Courts and Judicial Proceedings Article, §10-408, then destroy, according to OAG Destruction Procedures. If the wiretap materials were used as evidence in a case which resulted in a conviction, retain for the longer of ten years or the duration of the sentence, plus five years then destroy according to OAG Destruction Procedures.

9. Opinions of the Attorney General

This series consists of published opinions issued by the Attorney General pursuant to requests from state officials, agencies, etc. for clarification of legal matters.

Contents of a typical file may include: opinion request, research, memoranda, drafts and final opinion, etc.

Retention: Transfer copy of Official Opinions of Attorney General to the Maryland State Archives upon publication. Retain official opinion file in office for 7 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.

10. Letters of Advice

This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc.

Contents of a typical file may include: the request for advice, research, memoranda, drafts and letter of advice.

Retention: Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.

11. Correspondence

A. General Correspondence (office wide)

This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda.

Contents of a typical file may include: letters, memoranda, requests for information, etc.

Retention: Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.

12. Legislation

A. Preparation and Enactment

This series consists of materials regarding the preparation and enactment of laws.

Contents of a typical file may include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc.

Retention: Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.

B. Legislation - Bill Review

This series consists of correspondence from the Attorney General to the Governor relating to the Office of Attorney General's review for legal sufficiency and constitutionality of legislation passed by the Maryland General Assembly.

Retention: Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.

13. Regulations

This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective.

Contents of a typical file may include: proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, etc.

Retention: Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.

14. Financial Transactions

This series consists of OAG-generated materials relative to the approval of contracts, bonds and/or promissory notes, leases, lease/purchase agreements, loans, grant agreements, and inter-agency or intergovernmental agreements involving the transfer of funds, etc.

Contents of a typical file may include copies of documents such as: contracts, bonds and/or promissory notes, leases, loan agreements, grant agreements; and correspondence, drafts, notes, etc.

Retention: Retain in office 5 years after term of document expires or until administrative value ceases, whichever comes last. Transfer to the State Records Center for an additional 5 years, then destroy.

15. Bonds

This series consists of OAG-generated materials relative to bonds and bond counsel.

Contents of a typical file may include: draft bond, draft offering documents and/or bond purchase agreements, feasibility studies, financial analysis reports, agreements, related opinions and advice letters, bond issue documentation, bond counsel contracts, correspondence, memos, research, etc.

Retention: Retain in office 7 years after last principal and interest payment on bonds are made, or until administrative value ceases, whichever comes last then transfer to State Records Center for an additional 7 years, then destroy.

16. Real Property Transactions

This series consists of OAG-generated materials relative to the review and approval of the purchase, sale, transfer, condemnation or donation of real property and Design/Build Projects.

A. Transactions. Real Property Purchases, Sales, Transfers, Condemnations, or Donations. Contents of a typical file may include: deeds, contracts of assignment, appraisal reports, surveys, Board of Public Works agenda items, proposals, related correspondence, etc.

Retention: Retain in office 5 years or until administrative value ceases, whichever comes last. Transfer to the Maryland State Archives for permanent retention.

B. Design/Build Projects. Contents of a typical file may include: deeds, contracts of assignment, appraisal reports, surveys, Board of Public Works agenda items, proposals, related correspondence, etc.

Retention: Retain in office for 2 years or until administrative value ceases, whichever comes last. Transfer to the State Records Center and retain for an additional 10 years after the state takes possession of the building, then destroy.

17. Consumer Protection

A. Registrations

This series consists of registration and renewal files for registration programs administered by the Consumer Protection Division.

Contents of a typical file may include: registration forms, correspondence, copies of bonds, letters of credit, notes, etc.

Retention: Retain initial registration applications in office for 5 years after applicant's registration ceases then destroy according to OAG Destruction Procedures. Retain other documents in office for 5 years or until administrative value ceases, whichever comes last then destroy according to OAG Destruction Procedures

B. Consumer Complaints and Arbitrations

This series consists of complaints filed by consumers against businesses with either the Complaint Handling Unit or the Health Education and Advocacy Unit of the Consumer Protection Division. Also included are case files regarding arbitration.

Contents of a typical file may include: complaint, correspondence, documents, notes, etc.

Retention: Retain in office for 5 years, then destroy according to OAG Destruction Procedures.

C. Restitution Files

This series consists of files and documentation relative to the claims process and the distribution to consumers of restitution procured by the Consumer Protection Division.

Contents of a typical file may include: claim, correspondence, documents, notes, etc.

Retention: Retain in office for 5 years after file closing or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.

18. Securities

This series consists of regulatory filings for entities and individuals as well as files for inquiries, investigations, and enforcement actions, all of which are within the jurisdiction of the Securities Division under the Maryland Securities Act, the Maryland Franchise and Disclosure Law, and the Maryland Business Opportunity Sales Act. These regulatory statutes, respectively, require, among other things, the registration, exemption or notice filing of entities and individuals involved in selling securities, franchises, and business opportunities.

A. Securities Registration and Notice Files

Contents of a typical file may include: registration applications, prospectuses, correspondence.

Retention: Retain in office for period of registration effectiveness or possible renewal. Transfer to the State Records Center for an additional 5 years, then destroy according to OAG destruction policy.

B. Exempt Securities

These are compliance filings of our required forms that relate to offerings of securities similar to 18A, but for exemption instead of registration filings. The submitted forms vary in size from one page to multiple pages. Contents of a typical file may include: Form D, and Form MLOE (filings required to coordinate with federal SEC Regulation D offerings), and correspondence.

Retention: Retain in office for 2 years. Transfer to State Records Center for an additional 5 years, then destroy according to OAG destruction policy.

C. ERS – Enforcement Records System Files

Contents of a typical file may include: records of inquiries, investigations, regulatory compliance reviews and enforcement actions, including administrative and court actions instituted by the Division.

1. Inquiry and Investigative Files - Contents of a typical file may include: records of complaints and inquiries and the Division's response, investigative documentation including subpoena responses, complainant/victim data, financial information, pleadings, etc.

2. Broker-Dealer Registrations - Contents of a typical file may include: materials relative to broker-dealer registrations, renewal and status in Maryland.

3. Investment Adviser / Broker Dealer Compliance Files - Contents of a typical file may include: records of administrative actions brought by the Division to obtain compliance by registered persons with the broker-dealer and investment adviser provisions of the Maryland Securities Act.

Retention: Retain in office for 2 years. Scan ~~pleadings~~ pleadings portion of the file according to Maryland State Archives standards. Retain image copy permanently and transfer annually to the Maryland State Archives for permanent retention. After scanning, transfer physical file (including scanned pleadings and the remainder of the case file) to State Records Center for an additional 20 years and then destroy according to OAG destruction policy.

D. Investment Adviser Registrations

Contents of a typical file may include: materials pertaining to investment adviser and investment adviser representative registration in Maryland.

Retention: Retain current records in office during period of registration or possible re-registration. Transfer to the State Records Center for an additional 8 years, then destroy according to OAG destruction policy.

E. Issuer Agent Registrations

Contents of a typical file may include: materials relating to issuer agent, a category of regulated individuals who sell securities in Maryland on behalf of certain issuers, registration, renewal and status in Maryland.

Retention: Retain current records in office during period of registration or possible re-registration. Transfer to the State Records Center for an additional 5 years, then destroy according to OAG destruction policy.

F. Franchisor Quarterly Sales Reports

Contents of a typical file may include: sales reports submitted by various franchisors that offer and/or sell franchises in Maryland.

Retention: Retain in office for 1 year. Transfer to State Record Center for an additional 6 years, then destroy according to OAG destruction policy.

G. Franchise Registrations

Contents of a typical file may include: materials relating to the registration, renewal and status of franchise offerings, which are offered and/or sold in Maryland.

Retention: Retain in office for 1 year. Transfer to the State Records Center for an additional 6 years, then destroy according to OAG destruction policy.

H. No Action Letters and Interpretive Opinions

These are correspondence files containing requests for guidance on the applicability of the Maryland Securities Act to particular transactions. Contents of a typical file may include: no action letters and interpretive opinions with respect to the Maryland Securities Act and Maryland Franchise registration and disclosure law.

Retention: Retain in office for 2 years, or for duration of regulatory period, whichever is later, then scan according to Maryland State Archives standards and retain permanently. Transfer record copy of the scan annually to the Maryland State Archives for permanent retention. Retain original in office until administrative value ceases then destroy according to OAG destruction policy.

L. Business Opportunity Filings

These are required filings under the Maryland Business Opportunities Sales Act that contain the filer's application and related correspondence. Contents of a typical file may include: materials relative to the filing of business opportunity offerings under the Maryland Business Opportunities Sales Act.

Retention: Retain in office for 1 year. Transfer to the State Records Center for an additional 6 years, then destroy according to OAG destruction policy.

19. Tobacco Enforcement Unit

This series includes, but is not limited to, litigation and other enforcement activities related to tobacco manufacturers, including both the participating manufacturers (PMs) in the tobacco Master Settlement Agreement (MSA) and those not participating in the MSA (NPMs), and related enforcement, correspondence and documents related to distributors of tobacco products.

Contents of such files may include: (a) litigation materials involving either PMs or NPMs, including pleadings, briefs, correspondence, settlement, costs, witness depositions, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.; (b) statutory and regulatory enforcement, including certification forms and attachments, correspondence, cigarette packaging, computations and tabulations related to Maryland tobacco product sales, and materials related to promulgation of regulations; (c) legislative materials, including memoranda, notes, drafts, testimony, and correspondence; (d) records of employees working on any of (a)-(c) above, including dates of employment, chronology files, and basic compensation information; (e) documents and materials obtained from the Office of the Comptroller related to (a)-(d) above; and (f) electronic mail correspondence of employees in the unit.

Retention: Retain in office 15 years after the file for is closed. Screen files to identify those meeting selection criteria defined on page ii for historical significance/permanent retention and transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.

20. The Attorney General's Papers

A. Official Papers

This series consists of official acts of the Attorney General and includes correspondence, speeches, records related to significant events, studies, task force/committee reports, press releases, photographs, audio/video tapes, calendars, etc.

Retention: Transfer every four years or at end of AG final term in office, whichever comes later, to the Maryland State Archives for permanent retention.

B. Personal Papers

This series consists of materials accumulated by the Attorney General that do not qualify as State records. These materials may be considered personal papers if they relate only to the Attorney General's personal or political affairs. Examples include diaries, journals, personal notes; papers relative to political activities, speeches, or professional affiliations.

Retention: The Attorney General may choose any method of administration and disposition for these papers. Personal papers maintained in the office should be filed separately from state records in order to facilitate the application of laws that apply only to state records. The Attorney General is encouraged to offer the personal papers with historical value to the Maryland State Archives Special Collections Department.

21. Publications

This series consists of printed matter published by the agency for distribution to the public.

Retention: Transfer three printed copies or one printed copy and one electronic copy of each publication to the Maryland State Archives for permanent retention. Retain surplus in office until administrative value ceases, then destroy according to OAG Destruction Procedures.

22. Open Meetings Compliance Board

This series consists of records held by OAG for the State Open Meetings Law Compliance Board, also known as the Open Meetings Compliance Board ("Board"). The Board is established by § 3-201 of the General Provisions Article. The OAG provides its staff, id., § 3-203, and maintains its records.

A. This series includes opinions issued by the Compliance Board. Opinions are maintained electronically and posted online.

Retention: Retain permanently; transfer to Maryland State Archives every 5 years.

B. This series includes complaint files (formerly treated as general correspondence under Series 11). A typical file contains correspondence, opinion drafts and print-outs, and other working papers.

Retention: Retain for 2 years after issuance of the opinion on the complaint and then destroy according to OAG Destruction Procedures.

C. This series includes Board agendas, minutes, and annual reports.

Retention: Retain permanently; transfer to Maryland State Archives every 5 years.

D. This series includes correspondence to the General Assembly on legislation.

Retention: Retain permanently; transfer to Maryland State Archives every 5 years.

E. This series includes correspondence not described in items B and D.

Retention: Retain for 90 days or until administrative value ceases, whichever occurs later, then destroy according to OAG Destruction Procedures.

23. Public Information Compliance Board

This series consists of records held by OAG for the State Public Information Act Compliance Board, also known as the Public Information Act Compliance Board ("Board"). The Board is established by § 4-1A-01 of the General Provisions Article. The OAG provides its staff and maintains its records. *Id.* at § 4-1A-03. Files under this series are subject to Selection Criteria number 5.

A. This series includes opinions issued by the Board. Opinions are maintained electronically and posted online.

Retention: Retain permanently; transfer to Maryland State Archives every 5 years.

B. This series includes complaint files. A typical file contains a complaint, custodian response, attachments, correspondence, electronic mail, opinion drafts and print-outs, meeting and conference notices, and other working papers.

Retention: Retain for 2 years after issuance of the opinion on the complaint and then destroy according to OAG Destruction Procedures.

C. This series includes Board agendas, minutes, and annual reports.

Retention: Retain permanently; transfer to Maryland State Archives every 5 years.

D. This series includes correspondence to the General Assembly regarding legislation that affects the operations of the Board.

Retention: Retain permanently; transfer to Maryland State Archives every 5 years.

E. This series includes correspondence not described in items B and D.

Retention: Retain for 90 days or until administrative value ceases, whichever occurs later, then destroy according to OAG Destruction Procedures.

24. Accounting Records

A. General Accounting Records

Certificates of Deposit and Bank Deposit Slips
Distribution of Charges
Memorandum of Adjustments
Monthly Reports of State Funds Collected and Deposited

Retention: Retain for 3 years and until all audit requirements have been fulfilled or administrative value ceases, whichever comes last; then destroy according to OAG Destruction Procedures.

B. Special Accounting Records

1. Reports of audits conducted by the Legislative Auditors

Retention: Retain for 10 years or administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.

2. Reports of audits conducted by persons or agencies other than the Legislative Auditors.

Retention: Retain permanently. Transfer every 5 years to the Maryland State Archives.

C. Budget and Fiscal Planning Records

Budget Estimates
Budget Schedule Amendment
Materials and Supplies Physical Inventory
Report of Fixed Assets

Report of Materials and Supplies
Request for Position Action

Retention: Retain for 3 years and until all audit requirements have been fulfilled or administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.

D. Payroll Accounting Records

Payroll and Check Register
Payroll Exceptions Time Report
Payroll Transmittals
Payroll Warrants

Retention: Retain for 3 years and until all audit requirements have been fulfilled or administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.

E. Miscellaneous Accounting Records

Bank Books, Statements and Deposit Receipts
Budget Papers and Work Sheets
Canceled Checks, Check Copies and Check Stubs
Delivery Orders and Receipts
Gas Withdrawal Tickets and Mileage Reports
Memorandum Receipt and Property Condemnation Reports
Paid Bills and Invoices
Paid Bonds and Coupons
Periodic Financial Reports to Local/State Agencies
Receipt Copies and Stubs
Receiving Reports
Reconciliation and Trial Balance Sheets
Renewable Licenses
Requisitions and Purchase Orders
Time Sheets
Withholding/Tax Forms and Statements, Local, State & Federal

Retention: Retain for 3 years and until all audit requirements have been fulfilled or administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.

F. Purchasing Records-Commodities and Services

Actual Emergency and Repairs Report
Agency Interoffice Requisitions
Automation Management Reports
Bid Tabulation Records
Contract Amendments
Credit Memorandum
Inventory Dispositions
Invitation for Bids
Invoices/Expenditure Transfer Authorizations
Issue Tickets or Receipts
Materials/Supplies Specifications
Monthly Expenditure Printouts
Out of Schedule Requisition for Supplies
Packing Slips, Shipping Tickets, Bills of Lading
Purchase Order
Purchasing Register
Receiving Reports
Report of Delivery/Partial Delivery
Request for Proposals
Requisition Forms, Miscellaneous
Requisition for Supplies
Warehouse Requisitions

Retention: Retain for 5 years and until all audit requirements have been fulfilled or administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.

G. Contracts Awarded

This series consists of services contracts entered into on behalf of the Office of the Attorney General.

Retention: Retain original contract for the life of the contract plus 2 years and until all audit requirements have been fulfilled or administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.

25. Personnel

A. Personnel Records

Upon selection for employment, a personnel folder may contain: Application
Appointment Letter

Correspondence Relating to New Appointment
Personnel Payroll Form
Personnel Position Action Request
Personnel Recruitment Screening Report
Personnel Transaction Form
Retirement Form
During continued employment, the folder may contain:
Change of Address Forms
Clearance File
Charges for Removal
Commendations
Contractual Employment
Counseling Sessions
Disciplinary Actions
Efficiency Ratings
EOE Statistical-Reports
General Correspondence
Grievance Actions
Health Insurance Benefits Forms
Leave Forms
Orientation Program
Position History
Probation
Promotions
Resumes
Suggestion File
Summer Employment
Suspension Actions
Training
The final documents in the folders are:
Personnel Payroll Form
Letter of Resignation
Retirement
Transfer
Dismissal

Retention: Retain in office 3 years after termination of employment or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.

B. Workers' Compensation First Report of Injury Reports

Retention: Retain for 5 years or administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.

26. Computer Information

A. E-Mail/Calendar Retention

E-mail accounts cannot and should not be used for permanent storage of files and information. Staff should print messages that need to be retained and file them with the appropriate file for long-term storage. Using archiving is not acceptable as permanent or long term storage because there is no guarantee of its readability in the future as software changes.

E-mail and Calendar items are kept until they are moved to "Junk" folder or the "Deleted Items" folders. Items within those two folders will delete after 30 days.

B. Server Backups

All electronically stored files and databases are backed-up nightly and then replicated automatically to an offsite storage vault. This section refers only to safety duplicates, no original records included.

Retention Schedule #2576

Office of the Attorney General

Table of Contents (sections are listed in order as they appear on the schedule)

- 1) Administration - Fiscal/Personnel
- 2) Antitrust
- 3) Budget & Management, Department of
- 4) Civil Litigation Division
- 5) Commerce, Department of
- 6) Comptroller
- 7) Comptroller - Compliance Unit
- 8) Consumer Protection Division
- 9) Contract Litigation
- 10) Correctional Litigation
- 11) Criminal Appeals Division
- 12) Criminal Division - Environmental Crimes Unit
- 13) Criminal Division - Insurance Fraud Division
- 14) Education, Department of
- 15) Educational Affairs
- 16) Energy Administration (MEA) and Power Plant Research Program (PPRP)
- 17) Environment, Department of
- 18) General Assembly
- 19) Health, Department of
- 20) Health Benefit Exchange, Maryland
- 21) Health Decisions Policy
- 22) Higher Education Commission, Maryland
- 23) Highway Administration, State
- 24) Housing & Community Development, Department of
- 25) Human Resources, Department of
- 26) Information Technology, Department of
- 27) Insurance Administration, Maryland (MIA)
- 28) Juvenile Services, Department of
- 29) Lottery and Gaming Control Agency, Maryland (MLGCA)
- 30) Open Government
- 31) Natural Resources, Department of
- 32) Planning, Department of
- 33) Police, Maryland State
- 34) Port Administration, Maryland
- 35) Professional Development and Planning
- 36) Retirement Agency, Maryland State
- 37) Secretary of State, Office of the
- 38) Securities Division
- 39) Technology Development Corporation, Maryland (TEDCO)
- 40) Transportation, Department of

- 41) Transportation, Department of - Maryland Aviation Administration
- 42) Transportation Authority, Maryland - Legal
- 43) Treasurer's Office, State
- 44) Workers' Compensation Commission - General Counsel

Retention Schedule #2576

Office of the Attorney General

Administration - Fiscal/Personnel

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Administration		3. Unit Fiscal/Personnel	
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 24.A. General Accounting Records				5. Earliest Year/Latest Year _____ 2012 _____ to _____ 2017 _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Certificates of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Reports of State Funds Collected and Deposited					
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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ 25 _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ Boxes _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After. _____ 3 _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 17 th Floor			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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 3 years and until all audit requirements have been fulfilled OR administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures		
19. Name and Title of Preparer Janet Stratton		20. Telephone Number 410-576-7938		21. Date October 30, 2017	

4

4

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Administration		3. Unit Fiscal/Personnel	
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 24.B. Special Accounting Records				5. Earliest Year/Latest Year 1995 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 1. Reports of audits conducted by the Legislative Auditors					
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 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 less than 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 3 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 17 th Floor			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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 1. Retain for 10 years or administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.		
19. Name and Title of Preparer Janet Stratton		20. Telephone Number 410-576-7938		21. Date October 30, 2017	

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Administration		3. Unit Fiscal/Personnel	
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 24.C. Budget & Fiscal Planning Records				5. Earliest Year/Latest Year 2012 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Budget Estimates Budget Schedule Amendment Materials and Supplies Physical Inventory Report of Fixed Assets Report of Materials and Supplies Request for Position Action					
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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 3 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) 5 ft. Filing shelves	
				10. Annual Accumulation 2 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ cubic ft _____	
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 3 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 17 th Floor			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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 3 years and until all audit requirements have been fulfilled or administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures		
19. Name and Title of Preparer Janet Stratton		20. Telephone Number 410-576-7938		21. Date October 30, 2017	

6

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Administration		3. Unit Fiscal/Personnel	
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 24.D. Payroll Accounting Records				5. Earliest Year/Latest Year 2012 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants					
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 type="checkbox"/> Other (specify) _____		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 15 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes _____	
				10. Annual Accumulation 2 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 3 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 17 th Floor			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Personal Information Protection Act, Md. Code Com. Law §14-3501.			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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 3 years and until all audit requirements have been fulfilled or administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.		
19. Name and Title of Preparer Janet Stratton		20. Telephone Number 410-576-7938		21. Date October 30, 2017	

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Administration		3. Unit Fiscal/Personnel	
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 24. E. Miscellaneous Accounting Records				5. Earliest Year/Latest Year 2009 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Bank Books, Statements and Deposit Receipts Budget Papers and Work Sheets Canceled Checks, Check Copies and Check Stubs Delivery Orders and Receipts Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt and Property Condemnation Reports Paid Bills and Invoices Paid Bonds and Coupons Periodic Financial Reports to Local/State Agencies Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets Renewable Licenses Requisitions and Purchase Orders Time Sheets Withholding/Tax Forms and Statements, Local, State & Federal					
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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Number _____ <input checked="" type="checkbox"/> File Drawer(s) 12 <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes 43	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After 3 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 17 th Floor		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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Personal Information Protection Act, Md. Code Com. Law §14-3501.		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal* <input type="checkbox"/> Independent *where Federal Grant funds are involved			
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 for 3 years and until all audit requirements have been fulfilled or administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.			
19. Name and Title of Preparer Janet Stratton		20. Telephone Number 410-576-7938		21. Date October 30, 2017	

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 _____ OF _____			
1. Department/Agency Office of the Attorney General		2. Division Administration		3. Unit Fiscal/Personnel			
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 24. F. Purchasing Records – Commodities and Services			5. Earliest Year/Latest Year _____ 2009 _____ to _____ 2017 _____				
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <table style="width:100%; border:none;"> <tr> <td style="width:50%; border:none;"> Actual Emergency and Repairs Report Automation Management Reports Contract Amendments Inventory Dispositions Invoices/Expenditure Transfer Authorizations Materials/Supplies Specifications Out of Schedule Requisition for Supplies Purchase Order Receiving Reports Request for Proposals Requisition for Supplies </td> <td style="width:50%; border:none;"> Agency Interoffice Requisitions Bid Tabulation Records Credit Memorandum Invitation for Bids Issue Tickets or Receipts Monthly Expenditure Printouts Packing Slips, Shipping Tickets, Bills of Lading Purchasing Register Report of Delivery/Partial Delivery Requisition Forms, Miscellaneous Warehouse Requisitions </td> </tr> </table>						Actual Emergency and Repairs Report Automation Management Reports Contract Amendments Inventory Dispositions Invoices/Expenditure Transfer Authorizations Materials/Supplies Specifications Out of Schedule Requisition for Supplies Purchase Order Receiving Reports Request for Proposals Requisition for Supplies	Agency Interoffice Requisitions Bid Tabulation Records Credit Memorandum Invitation for Bids Issue Tickets or Receipts Monthly Expenditure Printouts Packing Slips, Shipping Tickets, Bills of Lading Purchasing Register Report of Delivery/Partial Delivery Requisition Forms, Miscellaneous Warehouse Requisitions
Actual Emergency and Repairs Report Automation Management Reports Contract Amendments Inventory Dispositions Invoices/Expenditure Transfer Authorizations Materials/Supplies Specifications Out of Schedule Requisition for Supplies Purchase Order Receiving Reports Request for Proposals Requisition for Supplies	Agency Interoffice Requisitions Bid Tabulation Records Credit Memorandum Invitation for Bids Issue Tickets or Receipts Monthly Expenditure Printouts Packing Slips, Shipping Tickets, Bills of Lading Purchasing Register Report of Delivery/Partial Delivery Requisition Forms, Miscellaneous Warehouse Requisitions						
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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Number _____ <input checked="" type="checkbox"/> File Drawer(s) 3 <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ Boxes _____ 15 _____			
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _____ 5 _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)				
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 17 th Floor			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Personal Information Protection Act, Md. Code Com. Law §14-3501.			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal * <input type="checkbox"/> Independent *where Federal Grant funds are involved				
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 for 5 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.				
19. Name and Title of Preparer Janet Stratton		20. Telephone Number 410-576-7938		21. Date October 30, 2017			

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Administration		3. Unit Fiscal/Personnel	
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 24. G. Contracts Awarded				5. Earliest Year/Latest Year _____ 2009 _____ to _____ 2017 _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of services contracts entered into on behalf of the Office of the Attorney General.					
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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ 10 _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ Boxes _____	
				10. Annual Accumulation _____ 2-3 _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ Boxes _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _____ 2 _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) After end of contract term		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 17 th Floor			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Personal Information Protection Act, Md. Code Com. Law §14-3501,			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal * <input type="checkbox"/> Independent *where Federal Grant funds are involved		
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 original contract for the life of the contract plus 2 years and until all audit requirements have been fulfilled or administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.		
19. Name and Title of Preparer Janet Stratton		20. Telephone Number 410-576-7938		21. Date October 30, 2017	

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Administration		3. Unit Fiscal/Personnel	
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 25. A. Personnel Records				5. Earliest Year/Latest Year ? to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Upon selection for employment, a personnel folder may contain: Application Correspondence Relating to New Appointment Personnel Position Action Request Personnel Transaction Form During continued employment, the folder may contain: Change of Address Forms Charges for Removal Contractual Employment Disciplinary Actions EOE Statistical-Reports Grievance Actions Leave Forms Position History Promotions Suggestion File Suspension Actions The final documents in the folders are: Personnel Payroll Form Retirement Dismissal Appointment Letter Personnel Payroll Form Personnel Recruitment Screening Report Retirement Form Clearance File Commendations Counseling Sessions Efficiency Ratings General Correspondence Health Insurance Benefits Forms Orientation Program Probation Resumes Summer Employment Training Letter of Resignation Transfer					
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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Number _____ <input checked="" type="checkbox"/> File Drawer(s) 32 <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ Boxes 30 _____ 10. Annual Accumulation Number 5 <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number 3 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) after employment ends		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 17 th Floor			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Personal Information Protection Act, Md. Code Com. Law §14-3501, HIPPA 45 CFR Part 160 and Part 164, Subparts A and E			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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 3 years after termination of employment or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.		
19. Name and Title of Preparer Janet Stratton		20. Telephone Number 410-576-7938		21. Date October 30, 2017	

11

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Administration		3. Unit Fiscal/Personnel	
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 25. B. Workers Compensation First Report of Injury				5. Earliest Year/Latest Year _____ 2012 _____ to _____ 2017 _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Workers Compensation First Report of Injury					
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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ Boxes _____	
				10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ 5 _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 17 th Floor			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 checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No Personal Information Protection Act, Md. Code Com. Law §14-3501, HIPPA 45 CFR Part 160 and Part 164, Subparts A and E			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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 5 years or administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures		
19. Name and Title of Preparer Janet Stratton		20. Telephone Number 410-576-7938		21. Date October 30, 2017	

Retention Schedule #2576

Office of the Attorney General

Antitrust

.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>7</u>	
1. Department/Agency OAG		2. Division ANTITRUST		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 Civil Litigation (1)			5. Earliest Year/Latest Year 1993 to 2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts. A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> XX 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>HARD DRIVE</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>ALL</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>50</u> SHELVES _____ 10. Annual Accumulation <u>30</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ SHELVES _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 10 <u>Case or injunction ends</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 16th and 19th floor			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 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 BY CASE NAME AND MATTER TRACKER AND FOX PRO			18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.		
19. Name and Title of Preparer KAREN WADDING, MANAGEMENT ASSOCIATE		20. Telephone Number 410-576-6488		21. Date 04/26/17	

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>2</u> OF <u>7</u>
1. Department/Agency OAG	2. Division ANTITRUST	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 Administrative Proceedings (5)		5. Earliest Year/Latest Year 1993 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of proceedings before administrative agencies performing quasi-judicial duties (i.e., any proceeding in which an administrative agency is acting as a fact-finder in resolving an issue presented to it; Assistant Attorneys General may act as counsel to the administrative agency or as advocates in such proceedings). This series includes, but is not limited to: all administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasi-judicial capacity. Also included are Minority Business Enterprises administrative proceedings, and proceedings where companies have been debarred from doing business with, or in, the State of Maryland. Contents of a typical file may include: pleadings, Proposed Findings of Fact, Conclusions of Law, indictments, correspondence, transcripts, administrative law judges' decisions, documents, research, notes, etc.			
7. Record Series Format(s) List all <input checked="" type="checkbox"/> XX Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> XX 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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)	
		9. Volume <u>54</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) SHELVES	
		10. Annual Accumulation <u>10</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) SHELVES	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After 10 <u>20</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 16 th and 19 th floor		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 checked="" type="checkbox"/> None <input 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 MATTER TRACKER AND FOX PRO		18. Recommended Retention Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.	
19. Name and Title of Preparer KAREN WADDING, MANAGEMENT ASSOCIATE		20. Telephone Number 410-576-6488	21. Date 04/26/17

15

<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>PAGE <u>3</u> OF <u>7</u></p>	
<p>1. Department/Agency OAG</p>		<p>2. Division ANTITRUST</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 Investigations (8C)</p>				<p>5. Earliest Year/Latest Year 1972 to 2017</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.) <u>Telephone/Letter Logs</u>. This series consists of telephone/letter logs used to record miscellaneous complaints and referrals from third parties to the Criminal Investigations Division. A typical telephone/letter log may consist of correspondence, memoranda and handwritten notes.</p>					
<p>7. Record Series Format(s) List all</p> <p>XX Letter Size <input type="checkbox"/> Microfilm</p> <p>XX 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>X Other (specify) <u>HARD DRIVE</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p>x Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>211</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>x Other (specify) <u>SHELVES</u></p>	
				<p>10. Annual Accumulation <u>10</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>x Other (specify) <u>SHELVES</u></p>	
<p>11. File is Used</p> <p>XX <input type="checkbox"/> daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After 10 <u>5-10</u> Number <input type="checkbox"/> Month(s) X Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 16th and 19th floor</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes X No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) XX <input type="checkbox"/> Yes <input type="checkbox"/> No Some files are subject to Proactive Orders or § 11-205(f)</p>			<p>16. Audit Requirements</p> <p>XX <input 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 X Yes <input type="checkbox"/> No MATTER TRACKER AND FOX PRO</p>			<p>18. Recommended Retention Scan any paper records to Maryland State Archives standards, then destroy paper originals according to OAG Destruction Procedures. Retain scans and born-digital content in the Tellog system for 5 years or until administrative value ceases, whichever comes last, then destroy</p>		
<p>19. Name and Title of Preparer KAREN WADDING, MANAGEMENT ASSOCIATE</p>		<p>20. Telephone Number 410-576-6488</p>		<p>21. Date 04/26/2017</p>	

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>4</u> OF <u>7</u>	
1. Department/Agency OAG		2. Division ANTITRUST		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 General Correspondence (17)				5. Earliest Year/Latest Year _1985_ to _2017_	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.					
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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _11_ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>SHELVES</u>	
				10. Annual Accumulation _1_ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>SHELVES</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _5_ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 19th floor			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some files are subject to Proactive Orders or § 11-205(f)			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 MATTER TRACKER AND FOX PRO			18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.		
19. Name and Title of Preparer KAREN WADDING, MANAGEMENT ASSOCIATE		20. Telephone Number 410-576-6488		21. Date 04/26/17	

<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>PAGE <u>5</u> OF <u>7</u></p>	
<p>1. Department/Agency OAG</p>		<p>2. Division ANTITRUST</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 LEGISLATION (12)</p>				<p>5. Earliest Year/Latest Year 1987 to 2017</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.) This series consists of materials regarding the preparation and enactment of laws. Contents of a typical file may include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc.</p>					
<p>7. Record Series Format(s) List all</p> <p>XX Letter Size <input type="checkbox"/> Microfilm</p> <p>XX 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 type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume 11 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) SHELVES _____</p> <p>10. Annual Accumulation 1 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) SHELVES _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p>10 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>200 St. Paul Place, 19th floor AND 16th FLOOR</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Some files are subject to Proactive Orders or § 11-205(f)</p>			<p>16. Audit Requirements</p> <p><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</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>MATTER TRACKER AND FOX PRO</p>			<p>18. Recommended Retention</p> <p>Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>KAREN WADDING, MANAGEMENT ASSOCIATE</p>		<p>20. Telephone Number</p> <p>410-576-6488</p>		<p>21. Date</p> <p>04/26/2017</p>	

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>7</u>	
1. Department/Agency OAG		2. Division ANTITRUST		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 REGULATIONS (13)				5. Earliest Year/Latest Year <u>1987</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective. Contents of a typical file may include: proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, etc.					
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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>13</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>SHELVES</u>	
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 <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 19th floor AND 16TH FLOOR			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 checked="" type="checkbox"/> None <input 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 MATTER TRACKER AND FOX PRO			18. Recommended Retention Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG destruction Procedures.		
19. Name and Title of Preparer KAREN WADDING, MANAGEMENT ASSOCIATE		20. Telephone Number 410-576-6488		21. Date 04/26/2017	

Retention Schedule #2576

Office of the Attorney General

Budget & Management, Department of

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Department of Budget & Management		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 Civil Litigation, 1A				5. Earliest Year/Latest Year 2012 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts.					
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume	
<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) _____		<input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		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			12. File Becomes Inactive After		
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			4 Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
300 W. Preston Street, Room 307 and/or 407, Baltimore 45 Calvert Street, Annapolis			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No OAG (Civil Litigation), DBM (CCU, OPSB)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Certain information may be restricted based on HIPPA			<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			18. Recommended Retention		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.		
19. Name and Title of Preparer		20. Telephone Number		21. Date	
Michael Scott Friedman Deputy Counsel/AAG		410-767-1239		November 15, 2017	

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Department of Budget & Management		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 Administrative Proceedings, 5				5. Earliest Year/Latest Year 2012 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of proceedings before administrative agencies performing quasi-judicial duties (i.e., any proceeding in which an administrative agency is acting as a fact-finder in resolving an issue presented to it; Assistant Attorneys General may act as counsel to the administrative agency or as advocates in such proceedings).					
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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 2 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		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) _____			
13. Current Location(s) (Bldg., Floor, Room) 300 W. Preston Street, Room 307 and/or 407, Baltimore		12. File Becomes Inactive After 1 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Certain information may be restricted based on HIPPA		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No DBM (CCU, OPSB)			
17. Is an Index System used? If yes, explain briefly and describe requirements <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			
19. Name and Title of Preparer Michael Scott Friedman Deputy Counsel/AAG		20. Telephone Number 410-767-1239		21. Date November 15, 2017	
18. Recommended Retention Retain file in office for 5 years after file is closed. Screen files to identify those meeting selection criteria. Retain final orders until pertinent statute is superseded or discontinued, whichever is sooner. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all other files to the State Records Center to be retained for an additional 10 years, then destroy.					

22

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Department of Budget & Management		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 Letters of Advice, 10				5. Earliest Year/Latest Year 2011 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc.					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input 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) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		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) _____			
13. Current Location(s) (Bldg., Floor, Room) 300 W. Preston Street, Room 307 and/or 407, Baltimore 45 Calvert Street, Annapolis		12. File Becomes Inactive After 1 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No Certain information may be restricted based on HIPPA		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No DBM (Secretary, CCU, OPSB, etc.)			
17. Is an Index System used? If yes, explain briefly and describe requirements <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			
19. Name and Title of Preparer Michael Scott Friedman Deputy Counsel/AAG		20. Telephone Number 410-767-1239		21. Date November 15, 2017	
18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.					

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Department of Budget & Management		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 Correspondence, General Correspondence, 11.A.				5. Earliest Year/Latest Year 2012 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda.					
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 type="checkbox"/> Other (specify) _____		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 2 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		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) _____			
13. Current Location(s) (Bldg., Floor, Room) 300 W. Preston Street, Room 307 and/or 407, Baltimore 45 Calvert Street, Annapolis		12. File Becomes Inactive After 3 Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No Certain information may be restricted based on HIPPA		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
19. Name and Title of Preparer Michael Scott Friedman Deputy Counsel/AAG		20. Telephone Number 410-767-1239		18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value. 21. Date November 15, 2017	

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Department of Budget & Management		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 Legislation, Preparation and Enactment, 12.A.				5. Earliest Year/Latest Year 2012 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of materials regarding the preparation and enactment of laws.					
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 type="checkbox"/> Other (specify) _____		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 2 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 1 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 300 W. Preston Street, Room 307 and/or 407, Baltimore 45 Calvert Street, Annapolis			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.		
19. Name and Title of Preparer Michael Scott Friedman Deputy Counsel/AAG		20. Telephone Number 410-767-1239		21. Date November 15, 2017	

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Department of Budget & Management		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 Regulations, 13				5. Earliest Year/Latest Year 2012 to 2018	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective.					
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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 2 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		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) _____			
13. Current Location(s) (Bldg., Floor, Room) 300 W. Preston Street, Room 307 and/or 407, Baltimore 45 Calvert Street, Annapolis		12. File Becomes Inactive After 1 Number <input type="checkbox"/> Month(s) 1 Year(s)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
19. Name and Title of Preparer Michael Scott Friedman Deputy Counsel/AAG		20. Telephone Number 410-767-1239		21. Date November 15, 2017	
18. Recommended Retention Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.					

26

Retention Schedule #2576

Office of the Attorney General

Civil Litigation Division

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Civil Litigation Division		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 Litigation Matters <i>Civil Litigation (1)</i>				5. Earliest Year/Latest Year _____ 2000 _____ to _____ 2017 _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts.					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ 1350 cubic feet _____ Number <input 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 checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 20 th Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some is duplicated in electronic storage		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 Matter Tracker - AAG			18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii of Schedule 2576. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy		
19. Name and Title of Preparer Mary Scanlan, Office Manager		20. Telephone Number (410) 576-6325		21. Date April 14, 2017	

DGS 550-4 (Rev. 1/93)

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		ELECTRONIC RECORDS INVENTORY Page _____ of _____	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Civil Litigation Division		3 UNIT	
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 RECORD SERIES TITLE Litigation Matters <i>Civil Litigation (1)</i>				5 EARLIEST YEAR/LATEST YEAR 2000 TO 2017	
6 INPUT - Identify source of information to be entered			7 OUTPUT - Identify the use/s of information generated by system		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Policies on access and use of electronic records are the same as hard files.					
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 throughout the record's authorized life cycle. Server					
12 RECOMMENDED RETENTION Electronic records are maintained the same as paper documents. Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii of Schedule 2576. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Mary Scanlan		14 TELEPHONE NUMBER (410) 576-6325		15 DATE April 14, 2017	
16 TITLE OF PREPARER Office Manager					
DGS 550-6 (rev. 10/12)					

Retention Schedule #2576

Office of the Attorney General

Commerce, Department of

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 410-798-1930		AGENCY RECORDS INVENTORY PAGE 1 OF 1	
1. Department/Agency Office of the Attorney General		2. Division Department of Commerce		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 5. Administrative Proceedings			5. Earliest Year/Latest Year 2014 to 2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of proceedings before administrative agencies performing quasi-judicial duties (i.e., any proceeding in which an administrative agency is acting as a fact-finder in resolving an issue presented to it; Assistant Attorneys General may act as counsel to the administrative agency or as advocates in such proceedings). This series includes, but is not limited to: all administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasijudicial capacity. Also included are Minority Business Enterprises administrative proceedings, and proceedings where companies have been debarred from doing business with, or in, the State of Maryland. Contents of a typical file may include: pleadings, Proposed Findings of Fact, Conclusions of Law, indictments, correspondence, transcripts, administrative law judges' decisions, documents, research, notes, etc.					
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) portions may be also saved electronically		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 2 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) some portions also saved electronically	
				10. Annual Accumulation varies Number <input 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 checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 15 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) World Trade Center, Room 534			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No clients may have copies		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No files are locked up; some info secured electronically			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.		
19. Name and Title of Preparer Barbara Curnin Kountz, Assistant Attorney General		20. Telephone Number 410.767.6456		21. Date 4/13/17	

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 2 OF 2	
1. Department/Agency Office of the Attorney General		2. Division Department of Commerce		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 1. Civil Litigation			5. Earliest Year/Latest Year 2014 to 2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of material maintained by other State entities, including the courts. Description of A on previous page. B. This series includes Torts and Unemployment Insurance litigation documents. Contents of a typical file may include: pleadings, briefs, correspondence, settlement, costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.					
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) portions may also be saved electronically		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 5 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) portions may also be saved electronically	
				10. Annual Accumulation varies Number <input 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 checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 23/8 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) World Trade Center, Room 534			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No clients may have copies		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention A. Retain in office 5 years after file is closed. Transfer to the State Records Center: (1) if the matter is a tort matter, involves a juvenile and the juvenile has not brought suit or settled, transfer file to the State Records Center for an additional 18 years, to provide for the age of majority period, then destroy; (2) in all other cases, transfer file to the State Records Center for an additional 5 years, then destroy.		
19. Name and Title of Preparer Barbara Curnin Kountz, Assistant Attorney General		20. Telephone Number 410.767.6456		21. Date 4/13/17	

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 1 OF 1	
1. Department/Agency Office of the Attorney General		2. Division Department of Commerce		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 12. Legislation Series A				5. Earliest Year/Latest Year 1990 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Preparation and Enactment. This series consists of materials regarding the preparation and enactment of laws. Contents of a typical file may include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc.					
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 type="checkbox"/> Other (specify) portions may also be saved electronically		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) bill number		9. Volume Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) space as needed 10. Annual Accumulation varies Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) varies	
11. File is Used <input checked="" type="checkbox"/> Daily during session <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually otherwise, as needed			12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) or after administrative value ceases		
13. Current Location(s) (Bldg., Floor, Room) World Trade Center, Room 535, Room 538 and some also electronically saved			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No client has copies		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.		
19. Name and Title of Preparer Barbara Curnin Kountz, Assistant Attorney General		20. Telephone Number 410.767.6456		21. Date 4/13/17	

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 1 OF 1	
1. Department/Agency Office of the Attorney General		2. Division Department of Commerce		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 7. Agreements				5. Earliest Year/Latest Year 2000 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of preparation, review and/or approval of agreements on behalf of the state, state agencies, and/or state officials. This series includes, but is not limited to: agreements, interagency agreements, those between country clubs and the Department of Assessments and Taxation for preferential tax treatment, etc. Contents of a typical file may include: agreements, correspondence, documents, notes, etc.					
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 type="checkbox"/> Other (specify) may also be stored electronically		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ Number <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) may also be stored electronically	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After 20 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) World Trade Center, Room 538		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Client may also have copies.			
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 15 years, then destroy.			
19. Name and Title of Preparer Barbara Curnin Kountz, Assistant Attorney General		20. Telephone Number 410.767.6456		21. Date 4/13/17	

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 1 OF 1	
1. Department/Agency Office of the Attorney General		2. Division Department of Commerce		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 11. General Correspondence (office wide)				5. Earliest Year/Latest Year 2010 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.					
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) portions may also be stored electronically		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) by topic or client		9. Volume _____ Number <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) portions may also be stored electronically	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 2 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) or until administrative value ceases		
13. Current Location(s) (Bldg., Floor, Room) World Trade Center, Room 535 or on computer system			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No attorney/client privilege or PIA confidential information			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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.		
19. Name and Title of Preparer Barbara Curnin Kountz, Assistant Attorney General		20. Telephone Number 410.767.6456		21. Date 4/13/17	

<p><u>Instructions</u> –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>PAGE 1 OF 1</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Department of Commerce</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 10. Letters of Advice</p>			<p>5. Earliest Year/Latest Year 2000 to 2017</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.) This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc. Contents of a typical file may include: the request for advice, research, memoranda, drafts and letters of advice.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) may also be stored electronically</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) by topic of advice</p>		<p>9. Volume</p> <p>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) may also be stored electronically</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p>5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) or until administrative value ceases</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) World Trade Center, Room 535 and on OAG computer system</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.</p>			
<p>19. Name and Title of Preparer Barbara Curnin Kountz, Assistant Attorney General</p>		<p>20. Telephone Number 410.767.6456</p>		<p>21. Date 4/13/17</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>PAGE 1 OF 1</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Department of Commerce</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 15. Bonds</p>				<p>5. Earliest Year/Latest Year 1990 to 2017</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.) This series consists of OAG-generated materials relative to bonds and bond counsel. Contents of a typical file may include: draft bond, draft offering documents and/or bond purchase agreements, feasibility studies, financial analysis reports, agreements, related opinions and advice letters, bond issue documentation, bond counsel contracts, correspondence, memos, research, 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 type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) some portions may also be stored electronically</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) numbered by client's Portfol system</p>		<p>9. Volume 8 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>X Other (specify) portions may also be stored electronically</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After Bond is paid off. Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) World Trade Center, Room 538</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Portions of file with client.</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Portion of file subject to PIA (confidential information).</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal (if tax-exempt bond) <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 Use client's Portfol system.</p>			<p>18. Recommended Retention Retain in office 7 years after last principal and interest payment on bonds are made, or until administrative value ceases, whichever comes last, then transfer to State Records Center for an additional 7 years, then destroy.</p>		
<p>19. Name and Title of Preparer Barbara Curnin Kountz, Assistant Attorney General</p>		<p>20. Telephone Number 410.767.6456</p>		<p>21. Date 4/13/17</p>	

<p><u>Instructions</u> –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>PAGE 1 OF 1</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Department of Commerce</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 14. Financial Transactions</p>			<p>5. Earliest Year/Latest Year 1990 to 2017</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.) This series consists of OAG-generated materials relative to the approval of contracts, bonds and/or promissory notes, leases, lease/purchase agreements, loans, grant agreements, and inter-agency or intergovernmental agreements involving the transfer of funds, etc. Contents of a typical file may include copies of documents such as: contracts, bonds and/or promissory notes, leases, loan agreements, grant agreements; and correspondence, drafts, notes, 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 type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) portions may also be stored electronically</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) numbered using client's Portfol system</p>		<p>9. Volume 102 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 checked="" type="checkbox"/> Other (specify) some also stored electronically</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After Loan is paid off Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) World Trade Center, Room 538</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No client has copies of some documents</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some information subject to PIA restrictions (confidential information)</p>			<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal (if federal funds used) <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 Use client's Portfol system</p>			<p>18. Recommended Retention Retain in office 5 years after term of document expires or until administrative value ceases, whichever comes last. Transfer to the State Records Center for an additional five years, then destroy.</p>		
<p>19. Name and Title of Preparer Barbara Curnin Kountz, Assistant Attorney General</p>		<p>20. Telephone Number 410.767.6456</p>		<p>21. Date 4/13/17</p>	

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 1 OF 1	
1. Department/Agency Office of the Attorney General		2. Division Department of Commerce		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 13. Regulations			5. Earliest Year/Latest Year _____ to 2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective. Contents of a typical file may include: proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, etc.					
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 type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) by COMAR numbering		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) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) World Trade Center, Room 533			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No clients may have some copies		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.		
19. Name and Title of Preparer Barbara Curnin Kountz, Assistant Attorney General		20. Telephone Number 410.767.6456		21. Date 4/13/17	

89

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 1 OF 2	
1. Department/Agency Office of the Attorney General		2. Division Department of Commerce		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 1. Civil Litigation			5. Earliest Year/Latest Year 2014 to 2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of material maintained by other State entities, including the courts. A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc. Description of B on following page.					
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) portions may also be saved electronically		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 5 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) portions may also be saved electronically	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 20 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) World Trade Center, Room 534			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No clients may have copies		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention B. Retain in office 3 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.		
19. Name and Title of Preparer Barbara Curnin Kountz, Assistant Attorney General		20. Telephone Number 410.767.6456		21. Date 4/13/17	

<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>PAGE 1 OF 1</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Department of Commerce</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 8. Investigations (not resulting in prosecution)</p>			<p>5. Earliest Year/Latest Year 2014 to 2017</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.) This series includes investigations where records obtained through the grand jury are confidential. See Courts & Judicial Proceedings Article, Section 8-213 et seq. Contents of a typical file may include: correspondence; grand jury subpoenas and evidence; tax returns; credit reports; police reports; transcripts; memoranda; medical records; state, local and federal agency records and reports; bank records, business ledgers and other business records; personnel records; phone records; recordings and/or transcripts of interviews; and attorney work product which should be labeled as such.</p>					
<p>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 type="checkbox"/> Other (specify) portions may also be stored electronically</p>		<p>8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume 2 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) may also be stored electronically</p>	
		<p>10. Annual Accumulation varies Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>			
<p>11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) or until administrative value ceases</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) World Trade Center, Room 534</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 files locked and limited access to duplicate electronic files</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Scan to Maryland State Archives standards and retain file electronically. Return all original documents and tax returns no less than 7 days nor more than 2 years after termination of investigation. Shred or incinerate, according to OAG Destruction Procedures, balance of file. Retain electronic files for 5 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Barbara Curnin Kountz, Assistant Attorney General</p>		<p>20. Telephone Number 410.767.6456</p>		<p>21. Date 4/13/17</p>	

Retention Schedule #2576

Office of the Attorney General

Comptroller

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>12</u>	
1. Department/Agency Offices of the Attorney General Treasury Bldg., Rm. 303 80 Calvert St., Annapolis, MD 21401		2. Division Comptroller		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 I. Civil Litigation (1)			5. Earliest Year/Latest Year 1978 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.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts. A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc. B. This series includes Torts and Unemployment insurance litigation documents. Contents of a typical file may include: pleadings, briefs, correspondence, settlement, costs, witness depositions, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.					
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 checked="" 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>CD</u>		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Record Series</u>		9. Volume <u>16</u> Number <input checked="" type="checkbox"/> File Drawer(s) (Lateral) filed alphabetical <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>195 Record Storage Boxes in basement</u>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>1</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <u>ONCE CLOSED</u>			
13. Current Location(s) (Bldg., Floor, Room) Louis L. Goldstein Treasury Building, Room 303 and Basement		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Partially duplicative by the courts and/or Comptroller's Office and/or Baltimore City Liquor Board.</u>			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Tax-Gen. § 13-202; Gen. Prov. §§ 4-311, 4-331, 4-333, 4-334, 4-335, 4-336, 4-344, and 4-345; Cts. & Jud. Proc. § 9-108; Md. Rules 2-402(d) and 19-301.6</u>		16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 <u>List of closed files with box number</u>		18. Recommended Retention A. Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy. B. Retain in office 3 years after file is closed. Transfer to the State Records Center: (1) if the matter is a tort matter involves a juvenile and the juvenile has not brought suit or settled, transfer file to the State Records Center for an additional 18 years, to provide for the age of majority period, then destroy; (2) in all other cases, transfer file to the State Records Center for an additional 5 years, then destroy.			
19. Name and Title of Preparer Brian L. Oliner, Assistant Attorney Principal Counsel to the Comptroller		20. Telephone Number 410-260-7808		21. Date April 25, 2017	

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>2</u> OF <u>12</u>	
1. Department/Agency Offices of the Attorney General Louis L. Goldstein Treasury Building, Room 303 80 Calvert St., Annapolis, MD 21401		2. Division Comptroller		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 2. Criminal Prosecutions (2)			5. Earliest Year/Latest Year <u>2014 to Present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This section applies to criminal proceedings filed in state and federal courts on behalf of the State by the Office of the Attorney General. This series includes, but is not limited to: crimes by state employees, fraud against the state, public corruption, theft, securities fraud, procurement fraud, mortgage fraud, tax evasion, tax preparer fraud, health occupations violations, embezzlement, fraud by health care providers and equipment suppliers receiving Medicaid funds, patient abuse and neglect crimes, violations of the Maryland Antitrust Act and environmental statutes, insurance fraud, human trafficking, firearms violations, narcotics trafficking, violent crimes and all crimes for which the Attorney General has authority to investigate and prosecute. Contents of a typical file may include: charging documents; trial summons; pleadings; correspondence; grand jury subpoenas and evidence; tax returns; credit reports; police reports; transcripts; memoranda; medical records; state, local and federal agency records and reports; bank records, business ledgers and other business records; personnel records; phone records; recordings and/or transcripts of interviews; and attorney work product which should be labeled as such.					
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 checked="" type="checkbox"/> Other (specify) <u>CD</u>		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Record Series</u>		9. Volume <u>4</u> Number <input type="checkbox"/> File Drawer(s) (Alphabetically) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Record Storage Boxes in Attorneys' Offices</u>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>1</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <u>ONCE CLOSED</u>			
13. Current Location(s) (Bldg., Floor, Room) Louis L. Goldstein Treasury Building, Room 303, and basement		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Partially duplicative by the courts and Comptroller's Office</u>			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Tax-Gen. § 13-202; Gen. Prov. §§ 4-311, 4-331, 4-333, 4-334, 4-335, 4-336, 4-344, and 4-345; Cts. & Jud. Proc. § 9-108; Md. Rules 2-402(d) and 19-301.6</u>		16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 <u>List of closed files with box number</u>		18. Recommended Retention (A) Case files resulting in a conviction: Scan to Maryland State Archives, then return paper tax returns to Comptroller's Office no less than 30 days or more than 180 days after final disposition. Retain the remainder of the file until the expiration of the sentence, including any incarceration and period of parole and/or probation, then screen files to identify those meeting selection criteria defined on page ii. After screening, transfer files meeting selection criteria to the Maryland State Archives in electronic and paper formats. Destroy paper files according to OAG destruction policy. Retain electronic files not meeting selection criteria for 5 years or until administrative value ceases, whichever comes last, then destroy. (B) Case files not resulting in a conviction: Scan to Maryland State Archives, then return paper tax returns to Comptroller's Office no less than 30 days or more than 180 days after final disposition. Return original documents to the source that provided them within 180 days of disposition. Destroy paper files according to OAG destruction policy. Retain electronic files for 5 years or until administrative value ceases, whichever comes last, then destroy.			
19. Name and Title of Preparer Brian L. Oliner, Assistant Attorney General and Principal Counsel to the Comptroller		20. Telephone Number 410-260-7808		21. Date April 25, 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</p> <p>PAGE <u>3</u> OF <u>12</u></p>	
<p>1. Department/Agency Offices of the Attorney General Louis L. Goldstein Treasury Building, Room 303 80 Calvert St., Annapolis, MD 21401</p>	<p>2. Division Comptroller</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 5. Administrative Proceedings</p>		<p>5. Earliest Year/Latest Year 1978 to Present</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.) This series consists of proceedings before administrative agencies performing quasi- judicial duties (<i>i.e.</i>, any proceeding in which an administrative agency is acting as a fact- finder in resolving an issue presented to it; Assistant Attorneys General may act as counsel to the administrative agency or as advocates in such proceedings). This series includes, but is not limited to: all administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasijudicial capacity. Also included are Minority Business Enterprises administrative proceedings, and proceedings where companies have been debarred from doing business with, or in, the State of Maryland. Contents of a typical file may include: pleadings, Proposed Findings of Fact, Conclusions of Law, indictments, correspondence, transcripts, administrative law judges' decisions, documents, research, notes, 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 type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>CD</u></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 checked="" type="checkbox"/> Other (specify) <u>Record Series</u></p>	<p>9. Volume <u>11</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) (Alphabetically)</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>113 boxes in basement</u></p> <hr/> <p>10. Annual Accumulation <u>10</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>Record Storage Boxes in Basement</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>1</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <u>ONCE CLOSED</u></p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Louis L. Goldstein Treasury Building, Room 303, and basement</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Partially duplicated by Maryland Tax Court, Office of Administrative Hearings, Comptroller's Office, and/or Baltimore City Liquor Board</u></p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Tax-Gen. § 13-202; Gen. Prov. §§ 4-311, 4-331, 4-333, 4-334, 4-335, 4-336, 4-344, and 4-345; Cts. & Jud. Proc. § 9-108; Md. Rules 2-402(d) and 19-301.6</u></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 <u>List of closed files with box number</u></p>	<p>18. Recommended Retention Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.</p>		
<p>19. Name and Title of Preparer Brian L. Oliner, Assistant Attorney General and Principal Counsel to the Comptroller</p>	<p>20. Telephone Number 410-260-7808</p>	<p>21. Date April 25, 2017</p>	

<p><u>Instructions</u> - 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>PAGE 4 OF 12</p>	
<p>1. Department/Agency Offices of the Attorney General Louis L. Goldstein Treasury Building, Room 303 80 Calvert St., Annapolis, MD 21401</p>		<p>2. Division Comptroller</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 (7) Agreements</p>				<p>5. Earliest Year/Latest Year 1978 to Present</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.) This series consists of preparation, review and/or approval of agreements on behalf of the state, state agencies, and/or state officials.</p> <p>This series includes, but is not limited to: agreements, interagency agreements, those between country clubs and the Department of Assessments and Taxation for preferential tax treatment, etc.</p> <p>Contents of a typical file may include: agreements, correspondence, documents, notes, 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 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 checked="" type="checkbox"/> Other (specify) Record Series</p>		<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) (standard) (Alphabetical)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) 3 Record Storage Boxes in Basement</p> <p>10. Annual Accumulation <u>1/2</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) Record Storage box</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>1</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) ONCE CLOSED</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Louis L. Goldstein Treasury Building, Room 303, and basement</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Comptroller's Office</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Cts. & Jud. Proc. § 9-108; Md. Rule 19-301.6; Gen. Prov. § 4-344</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 List of closed files with box number</p>			<p>18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 15 years, then destroy.</p>		
<p>19. Name and Title of Preparer Brian L. Oliner, Assistant Attorney General and Principal Counsel to the Comptroller</p>		<p>20. Telephone Number 410-260-7808</p>		<p>21. Date April 25, 2017</p>	

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 5 OF 12	
1. Department/Agency Offices of the Attorney General Louis L. Goldstein Treasury Building, Room 303 80 Calvert St., Annapolis, MD 21401		2. Division Comptroller		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 (8) Investigations				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.) A. <u>Investigations Not Resulting in Prosecution</u> . This section includes investigations where records obtained through the grand jury are confidential. See Courts & Judicial Proceedings Article, §8-213 et seq. Contents of a typical file may include: correspondence; grand jury subpoenas and evidence; tax returns; credit reports; police reports; transcripts; memoranda; medical records; state, local and federal agency records and reports; bank records, business ledgers and other business records; personnel records; phone records; recordings and/or transcripts of interviews; and attorney work product which should be labeled as such. B. <u>Consensual Monitoring/Electronic Surveillance</u> . This series consists of audio tapes of consensually monitored conversations and video tapes of police surveillance used in criminal prosecutions. C. <u>Telephone/Letter Logs</u> . This series consists of telephone/letter logs used to record miscellaneous complaints and referrals from third parties to the Criminal Investigations Division. A typical telephone/letter log may consist of correspondence, memoranda and handwritten notes.					
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 checked="" type="checkbox"/> Other (specify) CD		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Record Series Title</u>		9. Volume <u>1/2</u> Number <input checked="" type="checkbox"/> File Drawer(s) (standard) (Alphabetical) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation <u>1/2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Record Storage box in Basement</u>		12. File Becomes Inactive After <u>1</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s). ONCE CLOSED	
13. Current Location(s) (Bldg., Floor, Room) Louis L. Goldstein Treasury Building, Room 303, and basement		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Partially duplicative by Comptroller's Office and/or Baltimore City Liquor Board</u>			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Tax-Gen. § 13-202; Gen. Prov. §§ 4-311, 4-331, 4-333, 4-334, 4-335, 4-336, 4-344, and 4-345; Cts. & Jud. Proc. § 9-108; Md. Rules 2-402(d) and 19-301.6</u>		16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 <u>List of closed files with box number</u>		18. Recommended Retention A. Scan to Maryland State Archives standards and retain file electronically. Return all original documents and tax returns no less than 7 days nor more than 2 years after termination of investigation. Shred or incinerate, according to OAG Destruction Procedures, balance of file. Retain electronic files for 5 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures. B. Retain in office in a locked room for 10 years pursuant to Courts and Judicial Proceedings Article, §10-408, then destroy, according to OAG Destruction Procedures. If the wiretap materials were used as evidence in a case which resulted in a conviction, retain for the longer of ten years or the duration of the sentence plus five years then destroy according to OAG Destruction Procedures. C. Scan any paper records to Maryland State Archives standards, then destroy paper originals according to OAG Destruction Procedures. Retain scans and born-digital content in the Tellog system for 5 years or until administrative value ceases, whichever comes last, then destroy.			
19. Name and Title of Preparer Brian L. Oliner, Assistant Attorney General and Principal Counsel to the Comptroller		20. Telephone Number 410-260-7808		21. Date April 25, 2017	

<p><u>Instructions</u> -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>PAGE <u>6</u> OF <u>12</u></p>	
<p>1. Department/Agency Offices of the Attorney General Louis L. Goldstein Treasury Building, Room 303 80 Calvert St., Annapolis, MD 21401</p>		<p>2. Division Comptroller</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 9. Opinions of the Attorney General</p>			<p>5. Earliest Year/Latest Year 1978 to Present</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.) This series consists of published opinions issued by the Attorney General pursuant to requests from state officials, agencies, etc. for clarification of legal matters.</p> <p>Contents of a typical file may include: opinion request, research, memoranda, drafts and final opinion, 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 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 checked="" type="checkbox"/> Other (specify) <u>Record Series</u></p>		<p>9. Volume</p> <p><u>1/2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) (Alphabetically)</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>3 Record Storage Boxes in Basement</u></p>	
<p>10. Annual Accumulation</p> <p><u>1/2</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>Record Storage Box</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</p> <p><u>1</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <u>ONCE CLOSED</u></p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Louis L. Goldstein Treasury Building, Room 303, and basement</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Other OAG Divisions</u></p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Md. Rule 19-301.6, Cts. & Jud. Proc. § 9-108</u></p>			<p>16. Audit Requirements</p> <p><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</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><u>List of closed files with box number</u></p>			<p>18. Recommended Retention</p> <p>Transfer copy of Official Opinions of Attorney General to the Maryland State Archives upon publication. Retain official opinion file in office for 7 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer</p> <p>Brian L. Oliner, Assistant Attorney General and Principal Counsel to the Comptroller</p>		<p>20. Telephone Number</p> <p>410-260-7808</p>		<p>21. Date</p> <p>April 25, 2017</p>	

<p><u>Instructions</u> -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>PAGE <u>7</u> OF <u>12</u></p>	
<p>1. Department/Agency Offices of the Attorney General Louis L. Goldstein Treasury Building, Room 303 80 Calvert St., Annapolis, MD 21401</p>		<p>2. Division Comptroller</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 10. Letters of Advise</p>			<p>5. Earliest Year/Latest Year 1978 to Present</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.) This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc. Contents of a typical file may include: the request for advice, research, memoranda, drafts and letter of advice.</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 checked="" type="checkbox"/> Other (specify) <u>Record Series</u></p>		<p>9. Volume <u>1/2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) (Alphabetically)</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>5 Record Storage Boxes in Basement</u></p> <p>10. Annual Accumulation <u>1/2</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>Record Storage Box</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>1</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <u>ONCE CLOSED</u></p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Louis L. Goldstein Treasury Building, Room 303, and basement</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Other OAG Divisions, Comptroller's Office and Baltimore City Liquor Board</u></p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Md. Rule 19-301.6; Cts. & Jud. Proc. § 9-108; Gen. Prov. § 4-334</u></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 <u>List of closed files with box number</u></p>			<p>18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Brian L. Oliner, Assistant Attorney General and Principal Counsel to the Comptroller</p>		<p>20. Telephone Number 410-260-7808</p>		<p>21. Date April 25, 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>PAGE 8 OF 12</p>	
<p>1. Department/Agency Offices of the Attorney General Louis L. Goldstein Treasury Building, Room 303 80 Calvert St., Annapolis, MD 21401</p>		<p>2. Division Comptroller</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 11. Correspondence</p>				<p>5. Earliest Year/Latest Year 1978 to Present</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.) A. General Correspondence (office wide)</p> <p>This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda.</p> <p>Contents of a typical file may include: letters, memoranda, requests for information, 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 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 checked="" type="checkbox"/> Other (specify) <u>Record Series</u></p>		<p>9. Volume</p> <p>17</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) (Alphabetically)</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>27 Record Storage Boxes in Basement</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</p> <p>1</p> <p>Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <u>ONCE CLOSED</u></p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Louis L. Goldstein Treasury Building, Room 303, and basement</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Other OAG Divisions, Comptroller's Office and Baltimore City Liquor Board</u></p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Tax-Gen. § 13-202; Gen. Prov. §§ 4-311, 4-331, 4-333, 4-334, 4-335, 4-336, 4-344, and 4-345; Cts. & Jud. Proc. § 9-108; Md. Rules 2-402(d) and 19-301.6</u></p>			<p>16. Audit Requirements</p> <p><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</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>List of closed files with box number</p>			<p>18. Recommended Retention</p> <p>Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.</p>		
<p>19. Name and Title of Preparer</p> <p>Brian L. Oliner, Assistant Attorney General and Principal Counsel to the Comptroller</p>			<p>20. Telephone Number</p> <p>410-260-7808</p>	<p>21. Date</p> <p>April 25, 2017</p>	

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 9 OF 12
1. Department/Agency Offices of the Attorney General Louis L. Goldstein Treasury Building, Room 303 80 Calvert St., Annapolis, MD 21401	2. Division Comptroller	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 12. Legislation		5. Earliest Year/Latest Year 1978 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.) A. Preparation and Enactment. This series consists of materials regarding the preparation and enactment of laws. Contents of a typical file may include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc. B. Legislation - First and Third Readers: Bill Watch. This series consists of all printed bills and materials regarding the Bill Watch process. Contents of this series may include: the printed First and Third Readers, hearing schedules, activity charts, letters, memoranda, etc.			
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 checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Record Series</u>	
		9. Volume <u>1/2</u> Number <input checked="" type="checkbox"/> File Drawer(s) (Alphabetically) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>8 Record Storage Boxes in Basement</u>	
		10. Annual Accumulation <u>1/2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Record Storage Box</u>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>1</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <u>ONCE CLOSED</u>	
13. Current Location(s) (Bldg., Floor, Room) Louis L. Goldstein Treasury Building, Room 303, and basement		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Other OAG Divisions and Comptroller's Office</u>	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Md. Rule 19-301.6</u>		16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 <u>List of closed files with box number</u>		18. Recommended Retention A. Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy. B. Retain in office for 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.	
19. Name and Title of Preparer Brian L. Oliner, Assistant Attorney General and Principal Counsel to the Comptroller		20. Telephone Number 410-260-7808	21. Date April 25, 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</p> <p>PAGE <u>10</u> OF <u>12</u></p>	
<p>1. Department/Agency Offices of the Attorney General Louis L. Goldstein Treasury Building, Room 303 80 Calvert St., Annapolis, MD 21401</p>		<p>2. Division Comptroller</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 13. Regulations</p>			<p>5. Earliest Year/Latest Year 1978 to Present</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.) This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective.</p> <p>Contents of a typical file may include: proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, 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 type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Sound 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 checked="" type="checkbox"/> Other (specify) Record Series</p>		<p>9. Volume <u>1/2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) (Alphabetically)</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>7 Record Storage Boxes in Basement</u></p> <p>10. Annual Accumulation <u>1/2</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>Record Storage Box</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>1</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <u>ONCE CLOSED</u></p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Louis L. Goldstein Treasury Building, Room 303, and basement</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Other OAG Divisions and Comptroller's Office</u></p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Md. Rule 19-301.6</u></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 <u>List of closed files with box number</u></p>			<p>18. Recommended Retention Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Brian L. Oliner, Assistant Attorney General and Principal Counsel to the Comptroller</p>		<p>20. Telephone Number 410-260-7808</p>		<p>21. Date April 25, 2017</p>	

52

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>11</u> OF <u>12</u>	
1. Department/Agency Offices of the Attorney General Louis L. Goldstein Treasury Building, Room 303 80 Calvert St., Annapolis, MD 21401		2. Division Comptroller		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 14. Financial Transactions			5. Earliest Year/Latest Year <u>1978</u> to <u>Present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of OAG-generated materials relative to the approval of contracts, bonds and/or promissory notes, leases, lease/purchase agreements, loans, grant agreements, and inter-agency or intergovernmental agreements involving the transfer of funds, etc. Contents of a typical file may include copies of documents such as: contracts, bonds and/or promissory notes, leases, loan agreements, grant agreements; and correspondence, drafts, notes, etc.					
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 checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Record Series</u>		9. Volume <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) (Alphabetically) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>3 Record Storage Boxes in Basement</u>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>1</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) <u>ONCE CLOSED</u>			
13. Current Location(s) (Bldg., Floor, Room) Louis L. Goldstein Treasury Building, Room 303, and basement		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Other OAG Divisions and Comptroller's Office</u>			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Md. Rule 19-301.6; Gen. Prov. §§ 4-335 and 4-336</u>		16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 <u>List of closed files with box number</u>		18. Recommended Retention Retain in office 5 years after term of document expires or until administrative value ceases, whichever comes last. Transfer to the State Records Center for an additional 5 years, then destroy.			
19. Name and Title of Preparer Brian L. Oliner, Assistant Attorney General and Principal Counsel to the Comptroller		20. Telephone Number 410-260-7808		21. Date April 25, 2017	

Retention Schedule #2576

Office of the Attorney General

Comptroller - Compliance Unit

<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>PAGE 1 OF 8</p>	
<p>1. Department/Agency Offices of the Attorney General 301 W. Preston Street, Room 401 Baltimore, MD 21201</p>		<p>2. Division Comptroller</p>		<p>3. Unit Compliance</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 1. Civil Litigation</p>			<p>5. Earliest Year/Latest Year 1976 to Present</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.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts.</p> <p>A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.</p> <p>B. This series includes Torts and Unemployment insurance litigation documents. Contents of a typical file may include: pleadings, briefs, correspondence, settlement, costs, witness depositions, documents, trial transcripts, research, notes, drafts, file opening/closing 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 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 type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) Record Series Title</p>		<p>9. Volume 50 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 1 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 1 Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) (Once Closed)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 301 W. Preston Street, Room 401</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Partially duplicated by the courts and/or Comptroller's Office and/or Baltimore City Liquor Board.</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Tax-Gen. § 13-202; Gen. Prov. §§ 4-311, 4-331, 4-333, 4-334, 4-335, 4-336, 4-344, and 4-345; Cts. & Jud. Proc. § 9-108; Md. Rules 2-402(d) and 19-301.6.</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 List of closed files with box number.</p>			<p>18. Recommended Retention (A) Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy. (B) Retain in office 3 years after file is closed. Transfer to the State Records Center: (1) if the matter is a tort matter involves a juvenile and the juvenile has not brought suit or settled, transfer file to the State Records Center for an additional 18 years, to provide for the age of majority period, then destroy; (2) in all other cases, transfer file to the State Records Center for an additional 5 years, then destroy.</p>		
<p>19. Name and Title of Preparer Renee Nacrelli, Deputy Counsel</p>		<p>20. Telephone Number 410-767-1561</p>		<p>21. Date April 25, 2017</p>	

55

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>2</u> OF <u>8</u>	
1. Department/Agency Offices of the Attorney General 301 W. Preston Street, Room 401 Baltimore, MD 21202		2. Division Comptroller		3. Unit Compliance	
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. Administrative Proceedings			5. Earliest Year/Latest Year 1976 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.) This series consists of proceedings before administrative agencies performing quasi-judicial duties (i.e., any proceeding in which an administrative agency is acting as a fact-finder in resolving an issue presented to it; Assistant Attorneys General may act as counsel to the administrative agency or as advocates in such proceedings). This series includes, but is not limited to: all administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasijudicial capacity. Also included are Minority Business Enterprises administrative proceedings, and proceedings where companies have been debarred from doing business with, or in, the State of Maryland. Contents of a typical file may include: pleadings, Proposed Findings of Fact, Conclusions of Law, indictments, correspondence, transcripts, administrative law judges' decisions, documents, research, notes, etc.					
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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Record Series Title</u>		9. Volume <u>25</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>4</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 checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) (Once Closed)		
13. Current Location(s) (Bldg., Floor, Room) 301 W. Preston Street, Room 401			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Partially duplicated by Maryland Tax Court, Office of Administrative Hearings, Comptroller's Office and/or Baltimore City Liquor Board.</u>		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>Tax-Gen. § 13-202; Gen. Prov. §§ 4-311, 4-331, 4-333, 4-334, 4-335, 4-336, 4-344, and 4-345; Cts. & Jud. Proc. § 9-108; Md. Rules 2-402(d) and 19-301.6.</u>			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 <u>List of closed files with box number.</u>			18. Recommended Retention Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.		
19. Name and Title of Preparer Renee Nacrelli, Deputy Counsel		20. Telephone Number 410-767-1561		21. Date April 25, 2017	

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<p>1. Department/Agency Offices of the Attorney General 301 W. Preston Street, Room 401 Baltimore, MD 21202</p>		<p>2. Division Comptroller</p>		<p>3. Unit Compliance</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 9. Opinions of the Attorney General</p>				<p>5. Earliest Year/Latest Year 1983 to Present</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.) This series consists of published opinions issued by the Attorney General pursuant to requests from state officials, agencies, etc. for clarification of legal matters. Contents of a typical file may include: opinion request, research, memoranda, drafts and final opinion, 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 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 type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ Record Series Title</p>		<p>9. Volume 1/2 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 1/2 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) 1 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 1 Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>(Once Closed)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 301 W. Preston Street, Room 401</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Other OAG Divisions</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Md. Rule 19-301.6, Cts. & Jud. Proc. § 9-108</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</p> <p>List of closed files with box number.</p>			<p>18. Recommended Retention Transfer copy of Official Opinions of Attorney General to the Maryland State Archives upon publication. Retain official opinion file in office for 7 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Renee Nacrelli, Deputy Counsel</p>		<p>20. Telephone Number 410-767-1561</p>		<p>21. Date April 25, 2017</p>	

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1. Department/Agency Office of the Attorney General 301 W. Preston Street, Room 401 Baltimore, MD 21201		2. Division Comptroller		3. Unit Compliance	
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 10. Letters of Advice			5. Earliest Year/Latest Year 1976 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.) This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc. Contents of a typical file may include: the request for advice, research, memoranda, drafts and letter of advice.					
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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ Record Series Title _____		9. Volume 2 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 1/2 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 checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 1 Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) (Once Closed)		
13. Current Location(s) (Bldg., Floor, Room) 301 W. Preston Street, Room 401			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Other OAG Divisions, Comptroller's Office and Baltimore City Liquor Board.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Md. Rule 19-301.6; Cts. & Jud. Proc. § 9-108; Gen. Prov. § 4-334			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 List of closed files with box number.			18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.		
19. Name and Title of Preparer Renee Nacrelli, Deputy Counsel		20. Telephone Number 410-767-1561		21. Date April 25, 2017	

58

<p><u>Instructions</u> –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>PAGE 5 OF 8</p>	
<p>1. Department/Agency Office of the Attorney General 301 W. Preston Street, Room 401 Baltimore, MD 21201</p>		<p>2. Division Comptroller</p>		<p>3. Unit Compliance</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 11. Correspondence</p>				<p>5. Earliest Year/Latest Year 1976 to Present</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.)</p> <p>A. General Correspondence (office wide)</p> <p>This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda.</p> <p>Contents of a typical file may include: letters, memoranda, requests for information, 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 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 type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____</p> <p>Record Series Title _____</p>		<p>9. Volume 12 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 1 Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>(Once Closed)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) 301 W. Preston Street, Room 401</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Other OAG Divisions, Comptroller's Office and Baltimore City Liquor Board</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Tax-Gen. § 13-202; Gen. Prov. §§ 4-311, 4-331, 4-333, 4-334, 4-335, 4-336, 4-344, and 4-345; Cts. & Jud. Proc. § 9-108; Md. Rules 2-402(d) and 19-301.6.</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</p> <p>List of closed files with box number.</p>		<p>18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.</p>			
<p>19. Name and Title of Preparer Renee Nacrelli, Deputy Counsel</p>		<p>20. Telephone Number 410-767-1561</p>		<p>21. Date April 25, 2017</p>	

<p><u>Instructions</u> -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>PAGE 8 OF 8</p>	
<p>1. Department/Agency Offices of the Attorney General 301 W. Preston Street, Room 401 Baltimore, MD 21202</p>		<p>2. Division Comptroller</p>		<p>3. Unit Compliance</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 12. Legislation</p>			<p>5. Earliest Year/Latest Year 1982 to Present</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.)</p> <p>A. Preparation and Enactment This series consists of materials regarding the preparation and enactment of laws. Contents of a typical file may include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc.</p> <p>B. Legislation- First and Third Readers: Bill Watch This series consists of all printed bills and materials regarding the Bill Watch process. Contents of this series may include: the printed First and Third Readers, hearing schedules, activity charts, letters, 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 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 type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ Record Series Title</p>		<p>9. Volume 1/2 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 1/2 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) 1 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</p> <p>Number 1 <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>(Once Closed)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 301 W. Preston Street, Room 401</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Other OAG Divisions and Comptroller's Office</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Md. Rule 19-301.6</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 <u>List of closed files with box number.</u></p>			<p>18. Recommended Retention <u>Retention: (A) Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.</u> <u>Retention: (B) Retain in office for 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.</u></p>		
<p>19. Name and Title of Preparer Renee Nacrelli, Deputy Counsel</p>		<p>20. Telephone Number 410-767-1561</p>		<p>21. Date April 25, 2017</p>	

<p>3</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>PAGE 7 OF 8</p>	
<p>1. Department/Agency Offices of the Attorney General 301 W. Preston Street, Room 401 Baltimore, MD 21202</p>		<p>2. Division Comptroller</p>		<p>3. Unit Compliance</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 13. Regulations</p>			<p>5. Earliest Year/Latest Year 1982 to Present</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.) This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective. Contents of a typical file may include: proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, etc.</p>					
<p>7. Record Series Format(s) List all</p> <p><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) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ Record Series Title</p>		<p>9. Volume 1/2 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation 1/2 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) 1 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</p> <p>1 Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) (Once Closed)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 301 W. Preston Street, Room 401</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Other OAG Divisions and Comptroller's Office</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Md. Rule 19-301.6</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 <u>List of closed files with box number.</u></p>			<p>18. Recommended Retention Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Renee Nacrelli, Deputy Counsel</p>		<p>20. Telephone Number 410-767-1561</p>		<p>21. Date April 25, 2017</p>	

661

Retention Schedule #2576

Office of the Attorney General

Consumer Protection Division

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>1</u>	
1. Department/Agency Office of the Attorney General		2. Division Consumer Protection Division		3. Unit Various (MU, HEAU, Identity Theft, Home Builders, etc.)	
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 Publications (21)				5. Earliest Year/Latest Year 1993 to 2018	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of printed matter published by the agency for distribution to the public.					
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 checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>online/cloud storage</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Topical and some numerical.		9. Volume 240 boxes/unknown data space Number <input 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 Number <input 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 checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After varies Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 16 th Floor, Baltimore, MD 21202			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 checked="" type="checkbox"/> None <input 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 Old publications are numbered. Otherwise it is topical.			18. Recommended Retention Transfer three printed copies or one printed copy and one electronic copy of each publication to the Maryland State Archives for permanent retention. Retain surplus in office until administrative value ceases, then destroy according to OAG Destruction Procedures.		
19. Name and Title of Preparer Kimberly Cammarata		20. Telephone Number 410-576-7038		21. Date	

63

<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>PAGE _____ OF _____</p>
1. Department/Agency Office of the Attorney General	2. Division Consumer Protection Division	3. Unit HEAU	
<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>			
4. Record Series Title Legislation: Preparation and Enactment and First and Third Readers: Bill Watch (12)		5. Earliest Year / Latest Year 2001 to 2018	
<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.)</p> <p>12A This series consists of materials regarding the preparation and enactment of laws. Contents of a typical file may include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc.</p> <p>12B This series consists of all printed bills and materials regarding the Bill Watch process. Contents of this series may include: the printed First and Third Readers, hearing schedules, activity charts, letters, memoranda, etc.</p> <p>Purpose: Track and advocate for or against legislation affecting consumers in the Maryland General Assembly.</p>			
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
<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 checked="" type="checkbox"/> Other (specify) - electronic data storage - CTS computer program and legislative database (2016-2018)		<input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)	<p>21 boxes</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) - electronic database
11. File is Used Daily During Legislative Session and as needed thereafter.		12. File Becomes Inactive After - Varies	
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 16 th Floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No The reader files/fiscal notes are on the General Assembly website. Written testimony is maintained by the General Assembly.	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No MD Public Information Act - General Provisions Article, §§ 4-101 through 4-601, Annotated Code of Maryland		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 Files stored by year and by bill number for each year as well as in CTS computer program and legislative database (2016-2018). Once closed, then stored by file number assigned.		18. Recommended Retention Preparation and Enactment: Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy. First and Third Readers: Bill Watch: Retain in office for 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.	

19. Title of Preparer Ny Cammarata Director	20. Telephone Number 410-576-7038	21. Date
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50-4 (Rev. 1/93)

65

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Consumer Protection Division		3. Unit HEAU	
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 Consumer Protection Division - Legislative Files Preparation and Enactment (12A)				5. Earliest Year / Latest Year _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Legislative history files, correspondence, legislative reports, memos and file notes. Purpose: Track and advocate for or against legislation affecting consumers in the Maryland General Assembly.					
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 checked="" type="checkbox"/> Other (specify) - electronic data storage - CTS computer program		8. Record Series Sequence Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 21 boxes <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) - electronic database	
11. File is Used During Legislative Session <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After - Varies Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 16th Floor			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No MD Public Information Act - General Provisions Article, §§ 4-101 through 4-601, Annotated Code of Maryland			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 Files stored by year and by bill number for each year as well as in CTS computer program. Once closed, then stored by file number assigned.			18. Recommended Retention 5 years on floor or until administrative value ceases - no off floor storage		
Name and Title of Preparer Kimberly Cammarata Director		20. Telephone Number 410-576-7038		21. Date December 29, 2017	

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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)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>	
1. Department/Agency Office of the Attorney General		2. Division Consumer Protection Division		3. Unit MU Complaints and Arbitrations	
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 Complaints & Arbitrations (178)				5. Earliest Year/Latest Year 2012 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Complaint files including consumer submissions and mediation efforts and results. Arbitration files including scheduling, evidence submissions, and final orders.					
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) _____ Subject		9. Volume Number <u>574 BOXES</u> <input 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 checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 16 th Floor, Baltimore, MD 21202 Hagerstown office, Salisbury Office			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Subject to restrictions under the Maryland Public Information Act.			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 3 years in office; 5 years off site		
19. Name and Title of Preparer Karen Straughn		20. Telephone Number 410-576-7942		21. Date 12/8/17	

67

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>1</u>	
1. Department/Agency Office of the Attorney General		2. Division Consumer Protection Division		3. Unit HEAU	
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 Consumer Complaints and Arbitrations (17B)			5. Earliest Year/Latest Year 2001 to 2018		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of complaints filed by consumers against businesses with either the Complaint Handling Unit or the Health Education and Advocacy Unit of the Consumer Protection Division. Also included are case files regarding arbitration. Contents of a typical file may include: complaint, correspondence, documents, notes, etc.					
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 checked="" type="checkbox"/> Other (specify) 7/2005-7/2014 scanned; all complaints in CTS database - partially computerized/partially paper files		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) _____ Subject		9. Volume <u>298</u> cu. ft. in boxes; remaining scanned Number <input 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 checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 16 th Floor, Baltimore, MD 21202			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Subject to restrictions under the Maryland Public Information Act			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 checked="" type="checkbox"/> No Cases are stored by closing date and year but they are not otherwise indexed as to where in the office they are located.			18. Recommended Retention Retain in office for 5 years, then destroy according to OAG Destruction Procedures.		
19. Name and Title of Preparer Kimberly Cammarata Director		20. Telephone Number 410-576-7038		21. Date	

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		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>	
1. Department/Agency Office of the Attorney General		2. Division Consumer Protection Division		3. Unit Mediation 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 Legislation (12)				5. Earliest Year/Latest Year 2010 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <p style="text-align: center;">drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc.</p>					
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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ Subject		9. Volume Number <u>5 Boxes</u> <input 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 checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 16 th Floor, Baltimore, MD 21202			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Subject to restrictions under the Maryland Public Information Act.			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <p style="text-align: center;">5 years or until administrative value ceases, whichever comes last</p>		
19. Name and Title of Preparer Karen Straughn		20. Telephone Number 410-576-7942		21. Date 12/8/17	

Retention Schedule #2576

Office of the Attorney General

Contract Litigation

<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>PAGE _____ OF _____</p>	
<p>1. Department/Agency OAG</p>		<p>2. Division Contract Litigation</p>		<p>3. Unit Contract Litigation</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 Civil Litigation (1)(A)</p>				<p>5. Earliest Year/Latest Year 1993 to 2017</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.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing 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 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 type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>Alphabetical</p>		<p>9. Volume <u>10</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 type="checkbox"/> Daily <input checked="" 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) 200 St. Paul Place, 21202</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.</p>			
<p>19. Name and Title of Preparer Zakiya Lumumba, Management Associate</p>		<p>20. Telephone Number 410-576-6991</p>		<p>21. Date 4/26/2017</p>	

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>2</u> OF <u>2</u>	
1. Department/Agency OAG		2. Division Contract Litigation		3. Unit Contract Litigation	
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 Administrative Proceedings (5)				5. Earliest Year/Latest Year <u>1993</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of proceedings before administrative agencies performing quasi-judicial duties (i.e., any proceeding in which an administrative agency is acting as a fact-finder in resolving an issue presented to it; Assistant Attorneys' General may act as counsel to the Administrative agency or as advocates in such proceedings). This series includes, but is not limited to: all administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasi-judicial capacity. Also included are Minority Business Enterprises administrative proceedings, and proceedings where companies have been debarred from doing business with, or in, the State of Maryland. Contents of a typical file may include: pleadings, Proposed Findings of Fact, Conclusions of Law, indictments, correspondence, transcripts, administrative law judges' decisions, documents, research, notes, etc.					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ Alphabetical		9. Volume <u>10</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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Or conclusion of all litigation and appeals		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Pl, 21202			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Client Agencies (MDOT, USM, DGS)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Documents may be subject to a protective order.			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.		
19. Name and Title of Preparer Zakiya Lumumba, Management Associate		20. Telephone Number 410-576-6991		21. Date 4-26-2017	

72

Retention Schedule #2576

Office of the Attorney General

Correctional Litigation

<p><u>Instructions</u> -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>PAGE _____ OF _____</p>
<p>1. Department/Agency Office of the Attorney General</p>	<p>2. Division Correctional Litigation</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 General Correspondence (11)</p>		<p>5. Earliest Year/Latest Year 1/2016 to present</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.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.</p>			
<p>7. Record Series Format(s) List all</p> <p><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 type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _____ Number _____ File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) x Other (specify) _____cubic feet</p> <p>10. Annual Accumulation _____3_____ Number</p> <p>File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) x Other (specify) _____cubic feet</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After _____2_____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 19th floor</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)) x Yes No <u>Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191, Federal Rules of Evidence; Rule 502. Attorney-Client Privilege and Work Product; Limitations on Waiver ; Maryland Lawyer's Rules of Professional Conduct; Rule 1.6 Attorney-Client; General Provisions Article ("GP"), §§ 4- 101 through 4-601, Annotated Code of Maryland, selected portions; Rule 5.2. Privacy Protection For Filings Made with the Court</u></p>		<p>16. Audit Requirements</p> <p><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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.</p>	
<p>19. Name and Title of Preparer Dorianne A. Meloy, Deputy Principal Counsel</p>		<p>20. Telephone Number 410-576-</p>	<p>21. Date 4/11/18</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>PAGE _____ OF _____</p>
<p>1. Department/Agency Office of the Attorney General</p>	<p>2. Division Correctional Litigation</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 Civil Litigation (1)</p>		<p>5. Earliest Year/Latest Year 1/2011 to present</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.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts.</p> <p>A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges.</p> <p>Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing 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 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 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 _____ 547 Number</p> <p>File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ cubic feet</p> <p>10. Annual Accumulation _____ 60 Number</p> <p>File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ cubic feet</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After _____ 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>After closing</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 19th Floor</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)) X Yes No <u>Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191,</u> <u>Federal Rules of Evidence; Rule 502. Attorney-Client Privilege and Work Product; Limitations on Waiver ; Maryland</u> <u>Lawyer's Rules of Professional Conduct; Rule 1.6 Attorney-Client; General Provisions Article ("GP"), §§ 4- 101 through 4-</u> <u>601, Annotated Code of Maryland, selected portions; Rule 5.2. Privacy Protection For Filings Made with the Court</u></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 Electronic Case management system assigns a number for each file opened.</p>		<p>18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.</p>	

19. Name and Title of Preparer Dorianne A Meloy, Deputy Principal Counsel	20. Telephone Number 410-576-6429	21. Date 4/11/18

Retention Schedule #2576

Office of the Attorney General

Criminal Appeals Division

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		ELECTRONIC RECORDS INVENTORY Page 1 of 1	
1 DEPARTMENT/AGENCY Attorney General's Office		2 DIVISION Criminal Appeals Division		3 UNIT N/A	
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 RECORD SERIES TITLE. 3A. Criminal Appellate & Habeas Litigation – Direct Appeal Files (3)				5 EARLIEST YEAR/LATEST YEAR 1970 to 2017	
6 INPUT - Identify source of information to be entered Files and documents received from courts and U.S. mail and email correspondence.			7 OUTPUT - Identify the use/s of information generated by system Internal or electronic documents filed with opposing counsel or courts and communications covering various subject matters including PIA requests.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. A. Direct Appeal Files - Contents of a typical file may include: court opinions, appellate briefs, pleadings, docket entries, transcripts, correspondence, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No restrictions for the Criminal Appeals Division staff use.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
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. Network Drive					
12 RECOMMENDED RETENTION Retention: Retain for 5 years after Term assigned by the Court of Special Appeals. Scan documents according to Maryland State Archives standards for retention and use within the AG's office until death of inmate or 50 years, whichever comes first, then destroy. Destroy originals according to OAG Destruction Policy.					
13 TYPED OR PRINTED NAME OF PREPARER Donna McDonald		14 TELEPHONE NUMBER 410-576-6413		15 DATE 4/25/2017	
16 TITLE OF PREPARER Management Associate					
DGS 550-6 (rev. 10/12)					

<p><u>Instructions</u> - 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>PAGE 1 of 1</p>			
<p>1. Department/Agency Attorney General's Office</p>		<p>2. Division Criminal Appeals Division</p>		<p>3. Unit N/A</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 3A. Criminal Appellate & Habeas Litigation - Direct Appeal Files</p>				<p>5. Earliest Year/Latest Year 1970 to 2017</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.) A. Direct Appeal Files - Contents of a typical file may include: court opinions, appellate briefs, pleadings, docket entries, transcripts, correspondence, etc.</p>					
<p>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) _____</p>		<p>8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume 530 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Varies</p>	
		<p>10. Annual Accumulation Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Varies</p>			
<p>11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Varies</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 17th Floor</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retention: Retain for 5 years after Term assigned by the Court of Special Appeals. Scan documents according to Maryland State Archives standards for retention and use within the AG's office until death of inmate or 50 years, whichever comes first, then destroy. Destroy originals according to OAG Destruction Policy.</p>		
<p>19. Name and Title of Preparer Donna McDonald - Management Associate</p>		<p>20. Telephone Number 410-576-6413</p>		<p>21. Date 4/25/2017</p>	

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		ELECTRONIC RECORDS INVENTORY	
				Page 1 of 1	
1 DEPARTMENT/AGENCY Attorney General's Office		2 DIVISION Criminal Appeals Division		3 UNIT N/A	
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 RECORD SERIES TITLE 3B. Criminal Appellate Litigation - Miscellaneous				5 EARLIEST YEAR/LATEST YEAR 1970 to 2017	
6 INPUT - Identify source of information to be entered Files and documents received from courts and U.S. mail and email correspondence.			7 OUTPUT - Identify the use/s of information generated by system Internal or electronic documents filed with opposing counsel or courts and communications covering various subject matters including PIA requests.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. B. Misc Files - contents of a typical file may include: misc documents, correspondence, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No restrictions for the Criminal Appeals Division staff use.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
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. Network Drive					
12 RECOMMENDED RETENTION Retention: Retain for 5 years after opening date. Scan documents according to Maryland State Archives standards for retention and use within the AG's office until death of inmate or 50 years, whichever comes first, then destroy. Destroy originals according to OAG Destruction Policy.					
13 TYPED OR PRINTED NAME OF PREPARER Donna McDonald		14 TELEPHONE NUMBER 410-576-6413		15 DATE 4/25/2017	
16 TITLE OF PREPARER Management Associate					
DGS 550-6 (rev. 10/12)					

<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>PAGE 1 of 1</p>	
<p>1. Department/Agency Attorney General's Office</p>		<p>2. Division Criminal Appeals Division</p>		<p>3. Unit N/A</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 3B. Criminal Appellate Litigation - Miscellaneous</p>				<p>5. Earliest Year/Latest Year 1970 to 2017</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.) B. Misc Files - contents of a typical file may include: misc documents, correspondence, etc.</p>					
<p>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) _____</p>		<p>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) _____</p>		<p>9. Volume 175 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Varies</p>	
				<p>10. Annual Accumulation Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Varies</p>	
<p>11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Varies</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 17th Floor</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retention: Retain for 5 years after opening date. Scan documents according to Maryland State Archives standards for retention and use within the AG's office until death of inmate or 50 years, whichever comes first, then destroy. Destroy originals according to OAG Destruction Policy.</p>		
<p>19. Name and Title of Preparer Donna McDonald – Management Associate</p>		<p>20. Telephone Number 410-576-6413</p>		<p>21. Date 4/25/2017</p>	

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		ELECTRONIC RECORDS INVENTORY Page 1 of 1	
1 DEPARTMENT/AGENCY Attorney General's Office		2 DIVISION Criminal Appeals Division		3 UNIT N/A	
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 RECORD SERIES TITLE 3C. Criminal Appellate Litigation – Capital Files				5 EARLIEST YEAR/LATEST YEAR 1970 to 2017	
6 INPUT - Identify source of information to be entered Files and documents received from courts and U.S. mail and email correspondence.			7 OUTPUT - Identify the use/s of information generated by system Internal or electronic documents filed with opposing counsel or courts and communications covering various subject matters including PIA requests.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. C. Capital Cases: contents of a typical case may include: court opinions, appellate briefs, pleadings, filings, docket entries, transcripts, correspondence, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No restrictions for the Criminal Appeals Division staff use.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
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. Network Drive					
12 RECOMMENDED RETENTION Retention: Retain in office until administrative value ceases, then forward to Archives for permanent retention pursuant to Selection Criteria Number 4 on page ii.					
13 TYPED OR PRINTED NAME OF PREPARER Donna McDonald		14 TELEPHONE NUMBER 410-576-6413		15 DATE 4/25/2017	
16 TITLE OF PREPARER Management Associate					
DGS 550-6 (rev. 10/12)					

<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>PAGE 1 of 1</p>	
<p>1. Department/Agency Attorney General's Office</p>		<p>2. Division Criminal Appeals Division</p>		<p>3. Unit N/A</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 3C. Criminal Appellate Litigation – Capital Files</p>				<p>5. Earliest Year/Latest Year 1970 to 2017</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.) C. Capital Cases: contents of a typical case may include: court opinions, appellate briefs, pleadings, filings, docket entries, transcripts, correspondence, etc.</p>					
<p>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) _____</p>		<p>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) _____</p>		<p>9. Volume 175 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Varies</p>	
				<p>10. Annual Accumulation Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Varies</p>	
<p>11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Varies</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 17th Floor</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retention: Retain in office until administrative value ceases, then forward to Archives for permanent retention pursuant to Selection Criteria Number 4 on page ii.</p>		
<p>19. Name and Title of Preparer Donna McDonald – Management Associate</p>		<p>20. Telephone Number 410-576-6413</p>		<p>21. Date 4/25/2017</p>	

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		ELECTRONIC RECORDS INVENTORY	
				Page 1 of 1	
1 DEPARTMENT/AGENCY Attorney General's Office		2 DIVISION Criminal Appeals Division		3 UNIT N/A	
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 RECORD SERIES TITLE 11A. Correspondence				5 EARLIEST YEAR/LATEST YEAR 1970 to 2017	
6 INPUT - Identify source of information to be entered Files and documents received from courts and U.S. mail and email correspondence.			7 OUTPUT - Identify the use/s of information generated by system Internal or electronic documents filed with opposing counsel or courts and communications covering various subject matters including PIA requests.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. A. General Correspondence (office wide) - This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No restrictions for the Criminal Appeals Division staff use.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
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. Network Drive					
12 RECOMMENDED RETENTION Retention: Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.					
13 TYPED OR PRINTED NAME OF PREPARER Donna McDonald		14 TELEPHONE NUMBER 410-576-6413		15 DATE 4/25/2017	
16 TITLE OF PREPARER Management Associate					
DGS 550-6 (rev. 10/12)					

84

<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>PAGE 1 of 1</p>			
<p>1. Department/Agency Attorney General's Office</p>		<p>2. Division Criminal Appeals Division</p>		<p>3. Unit N/A</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 11A. Correspondence</p>				<p>5. Earliest Year/Latest Year 2015 to 2017</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.) A. General Correspondence (office wide) - This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.</p>					
<p>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) _____</p>		<p>8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume 6 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
				<p>10. Annual Accumulation Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Varies</p>	
<p>11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Varies</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 17th Floor</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retention: Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.</p>		
<p>19. Name and Title of Preparer Donna McDonald – Management Associate</p>		<p>20. Telephone Number 410-576-6413</p>		<p>21. Date 4/25/2017</p>	

Retention Schedule #2576

Office of the Attorney General

Criminal Division - Environmental Crimes
Unit

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>10</u>	
1. Department/Agency Office of the Attorney General		2. Division Criminal Division		3. Unit Environmental Crimes 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 #2, Criminal Prosecutions				5. Earliest Year/Latest Year 2006 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.) This series includes, but is not limited to: crimes by state employees, fraud against the state, public corruption, theft, securities fraud, procurement fraud, mortgage fraud, tax evasion, tax preparer fraud, health occupations violations, embezzlement, fraud by health care providers and equipment suppliers receiving Medicaid funds, patient abuse and neglect crimes, violations of the Maryland Antitrust Act and environmental statutes, insurance fraud, human trafficking, firearms violations, narcotics trafficking, violent crimes and all crimes for which the Attorney General has authority to investigate and prosecute. Contents of a typical file may include: charging documents; trial summons; pleadings; correspondence; grand jury subpoenas and evidence; tax returns; credit reports; police reports; transcripts; memoranda; medical records; state, local and federal agency records and reports; bank records, business ledgers and other business records; personnel records; phone records; recordings and/or transcripts of interviews; and attorney work product which should be labeled as such.					
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 checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Number <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): Boxes 10. Annual Accumulation Number <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) Boxes	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Files become inactive immediately after the conclusion of the case or the closure of an investigation. Some cases may re-open for appeals; post convictions; violations of probations; sentence modifications, etc. Some investigations may re-open if new evidence/information is received.		
13. Current Location(s) (Bldg., Floor, Room) Environmental Crimes Unit 1800 Washington Boulevard, Suite # 8115 Baltimore, MD 21230			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Investigative materials; work-product; personnel files; personal health information (as related to employees and also State witnesses); sealed court documents; Social Security information; EIN #'s; other PIA exceptions.			16. Audit Requirements Audit requirements are unknown <input type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retention: (A) Case files resulting in a conviction: Scan to Maryland State Archives, then return paper tax returns to Comptroller's Office no less than 30 days or more than 180 days after final disposition. Retain the remainder of the file until the expiration of the sentence, including any incarceration and period of parole and/or probation, then screen files to identify those meeting selection criteria defined on page ii. After screening, transfer files meeting selection criteria to the Maryland State Archives in electronic and paper formats. Destroy paper files according to OAG destruction policy. Retain		

87

	<p>electronic files not meeting selection criteria for 5 years or until administrative value ceases, whichever comes last, then destroy.</p> <p>(B) Case files not resulting in a conviction: Scan to Maryland State Archives, then return paper tax returns to Comptroller's Office no less than 30 days or more than 180 days after final disposition. Return original documents to the source that provided them within 180 days of disposition. Destroy paper files according to OAG destruction policy. Retain electronic files for 5 years or until administrative value ceases, whichever comes last, then destroy.</p>	
<p>19. Name and Title of Preparer A. D'Arcy Talley, Assistant Attorney General</p>	<p>20. Telephone Number (410) 537-4405</p>	<p>21. Date May 1, 2018</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>PAGE <u>3</u> OF <u>10</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Criminal Division</p>		<p>3. Unit Environmental Crimes 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 #8A, Investigations</p>				<p>5. Earliest Year/Latest Year 2006 to Present</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.) Investigations Not Resulting in Prosecution. This section includes investigations where records obtained through the grand jury are confidential. See Courts & Judicial Proceedings Article, §8-213 et seq. Contents of a typical file may include: correspondence; grand jury subpoenas and evidence; tax returns; credit reports; police reports; transcripts; memoranda; medical records; state, local and federal agency records and reports; bank records, business ledgers and other business records; personnel records; phone records; recordings and/or transcripts of interviews; and attorney work product which should be labeled as such.</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 type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p>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 checked="" type="checkbox"/> Other (specify) Boxes</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>		<p>10. Annual Accumulation</p> <p>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 checked="" type="checkbox"/> Other (specify) Boxes</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Environmental Crimes Unit 1800 Washington Boulevard, Suite # 6115 Baltimore, MD 21230</p>		<p>12. File Becomes Inactive After</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Files become inactive immediately after the conclusion of the case or the closure of an investigation. Some investigations may be re-opened if new information/evidence is obtained.</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Investigative materials; work-product; personnel files; personal health information (as related to employees and also State witnesses); sealed court documents; Social Security Information; EIN #'s; other PIA exceptions.</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements</p> <p>Audit requirements are unknown</p> <p><input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>			
		<p>18. Recommended Retention</p> <p>Retention: Scan to Maryland State Archives standards and retain file electronically. Return all original documents and tax returns no less than 7 days nor more than 2 years after termination of investigation. Shred or incinerate, according to OAG Destruction Procedures, balance of file. Retain electronic files for 5 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.</p>			

19. Name and Title of Preparer A. D'Arcy Talley, Assistant Attorney General	20. Telephone Number (410) 537-4405	21. Date May 1, 2017
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DGS 550-4 (Rev. 1/93)

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>5</u> OF <u>10</u>	
1. Department/Agency Office of the Attorney General		2. Division Criminal Division		3. Unit Environmental Crimes 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 #8B, Investigations				5. Earliest Year/Latest Year 2006 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.) Consensual Monitoring/Electronic Surveillance. This series consists of audio tapes of consensually monitored conversations and video tapes of police surveillance used in criminal prosecutions					
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 checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ Number <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) boxes	
				10. Annual Accumulation _____ Number <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) Boxes	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Files become inactive immediately after the conclusion of the case or the closure of an investigation. Some investigations may be re-opened if new information/evidence is obtained.		
13. Current Location(s) (Bldg., Floor, Room) Environmental Crimes Unit, file room 1800 Washington Boulevard, Suite # 6115 Baltimore, MD 21230			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 type="checkbox"/> No Investigative materials; work-product; personnel files; personal health information (as related to employees and also State witnesses); sealed court documents; Social Security Information; EIN #'s; other PIA exceptions.			16. Audit Requirements Audit requirements are unknown <input type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retention: Retain in office in a locked room for 10 years pursuant to Courts and Judicial Proceedings Article, §10-408, then destroy, according to OAG Destruction Procedures. If the wiretap materials were used as evidence in a case which resulted in a conviction, retain for the longer of ten years or the duration of the sentence plus five years then destroy according to OAG Destruction Procedures.		
19. Name and Title of Preparer A. D'Arcy Talley, Assistant Attorney General		20. Telephone Number (410) 537-4405		21. Date May 1, 2017	

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>10</u>
1. Department/Agency Office of the Attorney General	2. Division Criminal Division	3. Unit Environmental Crimes 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 #8C, Investigations		5. Earliest Year/Latest Year 2006 to Present (2017)	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Telephone/Letter Logs. This series consists of telephone/letter logs used to record miscellaneous complaints and referrals from third parties to the Criminal Investigations Division. A typical telephone/letter log may consist of correspondence, memoranda and handwritten notes.			
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 checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume _____ Number <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) Boxes 10. Annual Accumulation _____ Number <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) Boxes
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Files become inactive immediately after the conclusion of the case or the closure of an investigation. Some investigations may be re-opened if new information/evidence is obtained.	
13. Current Location(s) (Bldg., Floor, Room) Environmental Crimes Unit, file room 1800 Washington Boulevard, Suite # 6115 Baltimore, MD 21230		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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Investigative materials; work-product; personnel files; personal health information (as related to employees and also State witnesses); sealed court documents; Social Security information; EIN #'s; other PIA exceptions.		16. Audit Requirements Audit requirements are unknown <input type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retention: Scan any paper records to Maryland State Archives standards, then destroy	

9a

		<p>paper originals according to OAG Destruction Procedures. Retain scans and born-digital content in the Tellog system for 6 years or until administrative value ceases, whichever comes last, then destroy.</p>	
<p>19. Name and Title of Preparer A. D'Arcy Talley, Assistant Attorney General</p>		<p>20. Telephone Number (410) 537-4405</p>	<p>21. Date May 1, 2017</p>

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>8</u> OF <u>10</u>	
1. Department/Agency Office of the Attorney General		2. Division Criminal Division		3. Unit Environmental Crimes 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 #11, Correspondence				5. Earliest Year/Latest Year 2006 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.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.					
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 checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Number _____ <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) Boxes _____ 10. Annual Accumulation Number _____ <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) Boxes _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Files become inactive immediately after the conclusion of the case or the closure of an investigation. Some cases may re-open for appeals; post convictions; violations of probations; sentence modifications, etc. Some investigations may be re-opened if new information/evidence is received.			
13. Current Location(s) (Bldg., Floor, Room) Environmental Crimes Unit 1800 Washington Boulevard, Suite # 6115 Baltimore, MD 21230		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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Investigative materials; work-product; personnel files; personal health information (as related to employees and also State witnesses); sealed court documents; Social Security information; EIN #'s; other PIA exceptions.		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent Audit requirements are unknown			
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 Retention: Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.			
19. Name and Title of Preparer A. D'Arcy Talley, Assistant Attorney General		20. Telephone Number (410) 537-4405		21. Date May 1, 2017	

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	ELECTRONIC RECORDS INVENTORY Page ____1____ of ____5____
1 DEPARTMENT/AGENCY Office of the Attorney General	2 DIVISION Criminal Division	3 UNIT Environmental Crimes Unit	
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 RECORD SERIES TITLE #2, Criminal Prosecutions		5 EARLIEST YEAR/LATEST YEAR TO Present (2017)	
6 INPUT - Identify source of information to be entered Files, reports, records, photographs, etc., generated by investigators, attorneys and other office personnel, that is received or generated through investigation, outside agencies, complaining witnesses, citizens or opposing counsel		7 OUTPUT - Identify the use/s of information generated by system Information is used internally, and can be shared externally as needed/requested, to include required Discovery; requests from defendants or opposing counsel; other investigative agencies, etc.	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series contains criminal prosecutions filed in State district and circuit courts on behalf of the State, and covers and includes the entire OAG case file, which may, at least in part, have duplicative materials that are maintained by other government agencies, including the courts.			
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Materials, to include data and files are accessed and utilized by ECU investigators, assistant attorneys general and other office personnel, including support staff.			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is continually revised and updated once the case is charged and litigated, to include possible trials or plea agreements. This may include subsequent appeals; modifications; post-convictions or other post-trial relief.			
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. Data is stored in the OAG/ECU/MDE shared network drive. These materials are backed up on MDE servers and, as is consistent with the State of Maryland's storage agreement, in the Google "Cloud."			
12 RECOMMENDED RETENTION: Per OAG Record Retention and Disposal Schedule: Retention: (A) Case files resulting in a conviction: Scan to Maryland State Archives, then return paper tax returns to Comptroller's Office no less than 30 days or more than 180 days after final disposition. Retain the remainder of the file until the expiration of the sentence, including any incarceration and period of parole and/or probation, then screen files to identify those meeting selection criteria defined on page ii. After screening, transfer files meeting selection criteria to the Maryland State Archives in electronic and paper formats. Destroy paper files according to OAG destruction policy. Retain electronic files not meeting selection criteria for 5 years or until administrative value ceases, whichever comes last, then destroy. (B) Case files not resulting in a conviction: Scan to Maryland State Archives, then return paper tax returns to Comptroller's Office no less than 30 days or more than 180 days after final disposition. Return original documents to the source that provided them within 180 days of disposition. Destroy paper files according to OAG destruction policy. Retain electronic files for 5 years or until administrative value ceases, whichever comes last, then destroy.			

95

13 TYPED OR PRINTED NAME OF PREPARER D'Arcy B. Talley	14 TELEPHONE NUMBER (410) 537-4405	15 DATE May 1, 2017
16 TITLE OF PREPARER Assistant Attorney General		
DGS 550-6 (rev. 10/12)		

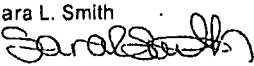
INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7276 WATERLOO ROAD, P.O. BOX 276 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page ____4____ of ____5____	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Criminal Division		3 UNIT Environmental Crimes Unit	
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 RECORD SERIES TITLE #11, Correspondence				5 EARLIEST YEAR/LATEST YEAR TO Present (2017)	
6 INPUT - Identify source of information to be entered Files, reports, records, photographs, etc., generated by investigators, attorneys and other office personnel, that is received or generated through investigation, outside agencies, complaining witnesses, citizens or opposing counsel			7 OUTPUT - Identify the use/s of information generated by system Information is used internally, and can be shared externally as needed/requested, to include required Discovery; requests from defendants or opposing counsel; other investigative agencies, etc.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series contains written and/or email communications between attorneys, investigators, office staff, opposing counsel, other government agency personnel, members of the public (to include organizations, constituents, etc.).					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Materials, to include data and files are accessed and utilized by ECU investigators, assistant attorneys general and other office personnel, including support staff.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is continually revised and updated until such time as the matter is officially closed.					
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. Data is stored in the OAG/ECU/MDE shared network drive. These materials are backed up on MDE servers and, as is consistent with the State of Maryland's storage agreement, in the Google "Cloud."					
12 RECOMMENDED RETENTION: Per OAG Record Retention and Disposal Schedule: Retention: Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.					
13 TYPED OR PRINTED NAME OF PREPARER D'Arcy B. Talley		14 TELEPHONE NUMBER (410) 537-4405		15 DATE May 1, 2017	
16 TITLE OF PREPARER Assistant Attorney General					
DGS 550-6 (rev. 10/12)					

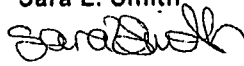
97

Retention Schedule #2576

Office of the Attorney General

Criminal Division - Insurance Fraud
Division

<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 410-798-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>1</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Criminal Division</p>		<p>3. Unit Insurance Fraud Division</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 Criminal Investigation & Prosecution</p>				<p>5. Earliest Year/Latest Year 1998 to Present</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.) This series consists of criminal investigations and prosecutions filed in state and federal courts on behalf of the state involving a broad range of criminal activity.</p>					
<p>7. Record Series Format(s) List all</p> <p><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 checked="" type="checkbox"/> Other (specify): CDs, flash drives, binders, folders, and boxes</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>323</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Cubic Feet</u></p>	
		<p>10. Annual Accumulation <u>161</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Cubic Feet</u></p>			
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>1</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) One month after closing case (if no appeal, VOP, modification, etc...)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 23rd Floor, Baltimore, MD 21202 4 offices; 3 cubicles; 1 secured room</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Electronically duplicated – Maryland Insurance Administration's secured hard drive</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No HIPAA – Md. Ins. Code Ann. §14-508 & 45 C.F.R. §148.128 Subpoenas – Md. R. Code Ann. §2-510 Secrecy – Md. R. Code Ann. §4-642 Discovery – Md. R. Code Ann. §2-422 Financial Records – Md. Fin. Instr. Code Ann. §1-302</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 Database in Microsoft Access 2010 (Access 2000 File Format)</p>			<p>18. Recommended Retention Retain physical case files and supporting documentation, except medical records and state & federal documents (tax returns, birth certificates, etc...), in office until the expiration of the sentence, including any incarceration & probationary period.</p>		
<p>19. Name and Title of Preparer Sara L. Smith </p>		<p>20. Telephone Number 410-468-3918</p>		<p>21. Date April 3, 2017</p>	

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	ELECTRONIC RECORDS INVENTORY Page <u>1</u> of <u>1</u>
1 DEPARTMENT/AGENCY Office of the Attorney General	2 DIVISION Criminal Division	3 UNIT Insurance Fraud Division	
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 RECORD SERIES TITLE Criminal Investigation & Prosecution		5 EARLIEST YEAR/LATEST YEAR <u>2007</u> TO <u>Present</u>	
6 INPUT - Identify source of information to be entered Pdf files, audio files, data from CDs & flash drives.		7 OUTPUT - Identify the use/s of information generated by system Electronic data will sometimes be copied to a CD for discovery purposes in cases that are being prosecuted.	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of criminal investigations and prosecutions filed in state and federal courts on behalf of the state involving a broad range of criminal activity.			
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Only members of the Attorney General Investigative Team have access to the secured drive in which the electronic data is contained.			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM A yearly review of electronic files is conducted to determine if retention period has expired.			
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. The main electronic data files consist of pdf files, audio files, and data transferred from CDs and flash drives. All data is stored in the Maryland Insurance Administration's secured hard drive.			
12 RECOMMENDED RETENTION. Electronic files are retained for 5 years or until administrative value ceases, whichever comes last, then files are deleted.			
13 TYPED OR PRINTED NAME OF PREPARER Sara L. Smith 	14 TELEPHONE NUMBER 410-468-3918	15 DATE April 3, 2017	
16 TITLE OF PREPARER Paralegal			
DGS 550-6 (rev. 10/12)			

Retention Schedule #2576

Office of the Attorney General

Education, Department of

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>11</u>	
1. Department/Agency OFFICE OF THE ATTORNEY GENERAL		2. Division MARYLAND STATE DEPARTMENT OF EDUCATION		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 CIVIL LITIGATION				5. Earliest Year/Latest Year _1983_ to 2017_	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) CIVIL LAWSUITS FILED IN STATE AND FEDERAL COURTS AGAINST, OR ON BEHALF OF THE STATE, STATE AGENCIES, AND/OR STATE OFFICIALS.					
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 type="checkbox"/> Other (specify) _____		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 _191_ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) ___cubic feet of boxes, shelving _____	
				10. Annual Accumulation _2_ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) ___cubic feet of boxes, shelving _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After APPEALS PERIOD/FILING PERIOD ENDS Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 ST. PAUL PLACE, 19 TH FLOOR; 200 W BALTIMORE STREET 10 TH FLOOR			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No CTS & JUD PROC. SEC 9-108, 34 CFR 99, GEN PROV SEC. 4-313			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention RETAIN IN OFFICE 5 YEARS AFTER FILE IS CLOSED; TRANSFER SELECTED FILES TO STATE ARCHIVES; TRANSFER OTHERS TO STATE RECORDS CENTER FOR FIVE YEARS THEN DESTROY. FOR TORT/UNEMPLOYMENT INSURANCE CASES, RETAIN IN OFFICE 3 YEARS AFTER FILE IS CLOSED; TRANSFER TO STATE RECORDS CENTER FOR 5 YEARS, THEN DESTROY. FOR TORTS INVOLVING JUVENILE AND NO SUIT/SETTLEMENT, TRANSFER TO SRC FOR 15 YEARS, THEN DESTROY.		
19. Name and Title of Preparer WILLIAM FIELDS, ASSISTANT ATTORNEY GENERAL		20. Telephone Number 410 767 7828		21. Date 04/26/2017	

DGS 550-4 (Rev. 1/93)

<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>PAGE <u>2</u> OF <u>11</u></p>	
<p>1. Department/Agency OFFICE OF THE ATTORNEY GENERAL</p>		<p>2. Division MARYLAND STATE DEPARTMENT OF EDUCATION</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 ADMINISTRATIVE PROCEEDINGS</p>				<p>5. Earliest Year/Latest Year 2000 to 2017</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.) PROCEEDINGS BEFORE ADMINISTRATIVE AGENCIES PERFORMING QUASI-JUDICIAL DUTIES</p>					
<p>7. Record Series Format(s) List all</p> <p><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 type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>268</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ cubic feet of boxes, shelving _____</p>	
				<p>10. Annual Accumulation <u>20</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <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</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) APPEALS PERIOD ENDS</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 200 ST PAUL PLACE, 10TH FLOOR; 200 W. BALTIMORE ST, 10TH FLOOR</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No CTS & JUD PROC. SEC 9-108, 34 CFR 99, GEN PROV SEC. 4-313; HUM SVCS SEC. 1-202</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention RETAIN IN OFFICE FOR 5 YEARS AFTER FILES IS CLOSED OR UNTIL EXPIRATION OF CERTIFICATION OR DEBARMENT AGREEMENT. SCREEN FILES TO IDENTIFY THOSE MEETING SELECTION CRITERIA. TRANSFER SELECTED FILES TO THE MARYLAND STATE ARCHIVES FOR PERMANENT RETENTION. TRANSFER ALL OTHER TO STATE RECORDS CENTER TO BE RETAINED FOR AN ADDITIONAL 10 YEARS, THEN DESTROY.</p>		
<p>19. Name and Title of Preparer WILLIAM FIELDS, ASSISTANT ATTORNEY GENERAL</p>		<p>20. Telephone Number 410 767 7828</p>		<p>21. Date 04/26/2017</p>	

<p><u>Instructions</u> –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>PAGE <u>3</u> OF <u>11</u></p>	
<p>1. Department/Agency OFFICE OF THE ATTORNEY GENERAL</p>		<p>2. Division MARYLAND STATE DEPARTMENT OF EDUCATION</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 AGREEMENTS</p>				<p>5. Earliest Year/Latest Year 1991 to 2017</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.) THIS SERIES INCLUDES BUT IS NOT LIMITED TO AGREEMENTS, INTERAGENCY AGREEMENTS, THOSE BETWEEN COUNTRY CLUBS AND THE DEPARTMENT OF ASSESSMENTS AND TAXATION FOR PREFERENTIAL TAX TREATMENT ETC.</p>					
<p>7. Record Series Format(s) List all</p> <p><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 type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume Number <u>1.5</u></p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ cubic feet of shelving _____</p>	
		<p>10. Annual Accumulation Number _____</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>			
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) VARIES BASED ON TERMS OF AGREEMENT</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No MSDE HOLDS AGREEMENTS</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</p> <p><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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention RETAIN IN OFFICE 5 YEARS AFTER FILE IS CLOSED. SCREEN FILES TO IDENTIFY THOSE MEETING SELECTION CRITERIA. TRANSFER SELECTED FILES TO THE MARYLAND STATE ARCHIVES FOR PERMANENT RETENTION. TRANSFER ALL OTHER TO STATE RECORDS CENTER TO BE RETAINED FOR AN ADDITIONAL 15 YEARS, THEN DESTROY</p>		
<p>19. Name and Title of Preparer WILLIAM FIELDS, ASSISTANT ATTORNEY GENERAL</p>		<p>20. Telephone Number 410 767 7828</p>		<p>21. Date 04/26/2017</p>	

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>4</u> OF <u>11</u>	
1. Department/Agency OFFICE OF THE ATTORNEY GENERAL		2. Division MARYLAND STATE DEPARTMENT OF EDUCATION		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 LETTERS OF ADVICE				5. Earliest Year/Latest Year 1995 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) LETTERS OF ADVICE ON LEGAL ISSUES PURSUANT TO REQUESTS FROM STATE OFFICIALS AGENCIES, ETC. CONTENTS OF A TYPICAL FILE MAY INCLUDE THE REQUEST FOR ADVICE, RESEARCH, MEMORANDA, DRAFTS, AND LETTER OF ADVICE.					
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 type="checkbox"/> Other (specify) _____		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>10.5</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ cubic feet of shelving _____	
10. Annual Accumulation <u>0</u> Number <input 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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 ST PAUL PLACE 19 TH FLOOR			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No CTS & JUD. PROC. SEC. 9-108			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 CHRONOLOGICALLY AND BY SUBJECT			18. Recommended Retention RETAIN IN OFFICE 5 YEARS OR UNTIL ADMINISTRATIVE VALUE CEASES, THEN DESTROY		
19. Name and Title of Preparer WILLIAM FIELDS		20. Telephone Number 410 767 7828		21. Date 04/26/2017	

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>5</u> OF <u>12</u>	
1. Department/Agency OFFICE OF THE ATTORNEY GENERAL		2. Division MARYLAND STATE DEPARTMENT OF EDUCATION		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 CORRESPONDENCE				5. Earliest Year/Latest Year <u>2008</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) GENERAL CORRESPONDENCE: CONTENTS OF A TYPICAL FILE MAY INCLUDE LETTERS, MEMORANDA, REQUESTS FOR INFORMATION, MINUTES; DAYLETTERS, READER/CHRON FILES: COPIES OF OUTGOING LETTERS AND MEMORANDA.					
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 type="checkbox"/> Other (specify) _____		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>2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____cubic foot of boxes, shelving	
				10. Annual Accumulation Number <input 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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 ST. PAUL PLACE, 19 TH FLOOR; 200 W. BALTIMORE STREET, 10 TH FLOOR			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 type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention GENERAL CORRESPONDENCE: RETAIN IN OFFICE FOR 5 YEARS OR UNTIL ADMINISTRATIVE VALUE CEASES, THEN DESTROY. DAYLETTERS, READER/CHRON FILES: RETAIN IN OFFICE FOR 2 YEAR OR UNTIL ADMINISTRATIVE VALUE CEASES, THEN DESTROY		
19. Name and Title of Preparer WILLIAM FIELDS, ASSISTANT ATTORNEY GENERAL		20. Telephone Number 410 767 7828		21. Date 04/26/2017	

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>11</u>	
1. Department/Agency OFFICE OF THE ATTORNEY GENERAL		2. Division MARYLAND STATE DEPARTMENT OF EDUCATION		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 LEGISLATION				5. Earliest Year/Latest Year 2009 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) MATERIALS REGARDING THE PREPARATION AND ENACTMENT OF LAWS, APPROVAL LETTERS TO THE GOVERNOR ON LEGISLATIVE BILLS					
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 type="checkbox"/> Other (specify) _____		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 type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ CUBIC FOOT OF BOXES/SHELVING	
				10. Annual Accumulation Number <input 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 <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 ST. PAUL PLACE, 19 TH FLOOR			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No MSDE		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No CTS & JUD. PROC. SEC. 9-108			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention PREPARATION MATERIALS: RETAIN IN OFFICE 5 YEARS OR UNTIL ADMINISTRATIVE VALUE CEASES. SCREEN FILES TO IDENTIFY THOSE MEETING SELECTION CRITERIA. TRANSFER SELECTED FILES TO THE MARYLAND STATE ARCHIVES FOR PERMANENT RETENTION. TRANSFER ALL OTHERS TO THE STATE RECORDS CENTER TO BE RETAINED FOR AN ADDITIONAL 5 YEARS, THEN DESTROY. BILL REVIEW: RETAIN PERMANENTLY IN OPINIONS ADVICE AND LEGISLATIVE DIVISION, TRANSFER PERIODICALLY TO THE MARYLAND STATE ARCHIVES.		
19. Name and Title of Preparer WILLIAM FIELDS, ASSISTANT ATTORNEY GENERAL		20. Telephone Number 410 767 7828		21. Date 04/26/2017	

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>7</u> OF <u>211</u>	
1. Department/Agency OFFICE OF THE ATTORNEY GENERAL		2. Division MARYLAND STATE DEPARTMENT OF EDUCATION		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 FINANCIAL TRANSACTIONS				5. Earliest Year/Latest Year _____ 2012 _____ to _____ 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) OAG GENERATED MATERIALS RELATIVE TO THE APPROVAL OF CONTRACTS, FIDELITY BONDS, LEASES, LEAS/PURCHASES, LOANS, GRANTS AND INTERAGENCY OR INTERGOVERNMENTAL GREEMENTS INVOLVING THE TRNASFER OF FUNDS. MAY INCLUDE COPIES OF CONTRACTS, ETC.					
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 type="checkbox"/> Other (specify) _____		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 _____ 11 _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _CUBIC FEET OF BOXES, SHELVING_	
				10. Annual Accumulation Number _____ <input 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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) VARIES BASED ON LENGTH OF CONTRACT		
13. Current Location(s) (Bldg., Floor, Room) 200 ST PAUL PLACE, 19 TH FLOOR			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No CTS & JUD PROC 9-108			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention RETAIN IN OFFICE 5 YEARS OR UNTIL ADMINISTRATIVE VALUE CEASES. TRANSFER TO THE STATE RECORDS CENTER FOR AN ADDITIONAL 5 YEARS, THEN DESTROY		
19. Name and Title of Preparer WILLIAM FIELDS, ASSISTANT ATTORNEY GENERAL		20. Telephone Number 410 767 7828		21. Date 04/26/2017	

<p><u>Instructions</u> –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>PAGE <u>82</u> OF <u>24</u></p>	
<p>1. Department/Agency OFFICE OF THE ATTORNEY GENERAL</p>		<p>2. Division MARYLAND STATE DEPARTMENT OF EDUCATION</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 11. Correspondence - OFFICE ADMINISTRATION</p>				<p>5. Earliest Year/Latest Year 2012 to 2017</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.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda..</p>					
<p>7. Record Series Format(s) List all</p> <p><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 type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume Number <u>1</u></p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) cubic feet of boxes/shelving</p>	
				<p>10. Annual Accumulation Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 19th Floor</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 CTS & JUD. PROC. 9-108</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value</p>		
<p>19. Name and Title of Preparer WILLIAM FIELDS, ASSISTANT ATTORNEY GENERAL</p>		<p>20. Telephone Number 410 767 7828</p>		<p>21. Date 04/26/2017</p>	

DGS 550-4 (Rev. 1/93)

<p><u>Instructions</u> –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>PAGE <u>9</u> OF <u>11</u></p>	
<p>1. Department/Agency OFFICE OF THE ATTORNEY GENERAL</p>		<p>2. Division MARYLAND STATE DEPARTMENT OF EDUCATION</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 24. E. MISCELLANEOUS ACCOUNTING RECORDS</p>				<p>5. Earliest Year/Latest Year 1998 to 2017</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.) MISCELLANEOUS ACCOUNTING RECORDS</p>					
<p>7. Record Series Format(s) List all</p> <p><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 type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume Number <u>1</u></p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) cubic feet of boxes/shelving</p>	
		<p>10. Annual Accumulation Number _____</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>			
<p>11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After Number <u>N/A</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 200 ST. PAUL PLACE, 19th Floor; 200 W. BALTIMORE STREET, 10TH FLOOR</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 CTS & JUD. PROC. 9-108</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain for 3 years and until all audit requirements have been fulfilled or administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures</p>		
<p>19. Name and Title of Preparer WILLIAM FIELDS, ASSISTANT ATTORNEY GENERAL</p>		<p>20. Telephone Number 410 767 7828</p>		<p>21. Date 04/26/2017</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>PAGE <u>107</u> OF <u>624</u></p>	
<p>1. Department/Agency OFFICE OF THE ATTORNEY GENERAL</p>		<p>2. Division MARYLAND STATE DEPARTMENT OF EDUCATION</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 PERSONNEL</p>				<p>5. Earliest Year/Latest Year 2006 to 2017</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.) PERSONNEL RECORDS.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input 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 type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) cubic feet of boxes/shelving</p> <p>10. Annual Accumulation Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 19th Floor</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 GEN. PROV. SEC. 4-311</p>			<p>16. Audit Requirements</p> <p><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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention PERSONNEL ID NUMBER: RETAIN PERMANENTLY; TRANSFER PERIODICALLY TO MARYLAND STATE ARCHIVES. OTHER PERSONNEL RECORDS: RETAIN IN OFFICE 3 YEARS AFTER TERMINATION OF EMPLOYMENT OR UNTIL ADMINISTRATIVE VALUE CEASES, THEN DESTROY</p>		
<p>19. Name and Title of Preparer WILLIAM FIELDS</p>		<p>20. Telephone Number 410 767 7828</p>		<p>21. Date 04/26/2017</p>	

111

<p><u>Instructions</u> –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>PAGE <u>11</u> OF <u>24</u></p>	
<p>1. Department/Agency OFFICE OF THE ATTORNEY GENERAL</p>		<p>2. Division MARYLAND STATE DEPARTMENT OF EDUCATION</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 REGULATIONS</p>				<p>5. Earliest Year/Latest Year 2009 to 2017</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.) APPROVALS OF ADMINISTRATIVE RULES PROMULGATED BY STATE AGENCIES SUBMITTED TO THE ATTORNEY GENERAL FOR REVIEW BEFORE THEY BECOME EFFECTIVE. MAY INCLUDE PROPOSED AND FINAL REGULATION, MARYLAND REGISTER NOTICE 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 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 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 8 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) cubic feet of boxes/shelving</p>	
				<p>10. Annual Accumulation 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 type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After REGULATION IS FINAL Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 19th Floor, 200 W. BALTIMORE ST 10TH FLOOR</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 CTS & JUD. PROC. 9-108</p>			<p>16. Audit Requirements</p> <p><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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention RETAIN IN OFFICE 5 YEARS AFTER PUBLICATION. SCREEN FILES TO IDENTIFY THOSE MEETING SELECTION CRITERIA. TRANSFER SELECTED FILES TO THE MARYLAND STATE ARCHIVES FOR PERMANENT RETENTION. DESTROY ALL OTHERS.</p>		
<p>19. Name and Title of Preparer WILLIAM FIELDS, ASSISTANT ATTORNEY GENERAL</p>		<p>20. Telephone Number 410 767 7828</p>		<p>21. Date 04/26/2017</p>	

Retention Schedule #2576

Office of the Attorney General

Educational Affairs

<p><u>Instructions</u> - 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>PAGE <u>1</u> OF <u>1</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Educational Affairs</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 <u>1A CIVIL LITIGATION</u></p>				<p>5. Earliest Year/Latest Year <u>1992</u> to <u>2017</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.): <u>This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts.</u> <u>This series includes, but is not limited to: affirmative litigation, civil rights, employment issues such as termination, bankruptcies, bid protests, civil rights, contract disputes, garnishments, pro bono, etc..</u></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>Other (specify) <u>ELECTRONIC COPIES SAVED ON PCs</u></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>641</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 checked="" type="checkbox"/> Other (specify) <u>OFFICES & SHELVING UNITS</u></p>
<p>10. Annual Accumulation <u>200</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 checked="" type="checkbox"/> Other (specify) <u>OFFICES AND SHELVING UNITS</u></p>					
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>CASE IS CLOSES</u></p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) <u>200 St. Paul Place, Baltimore, MD, 17 Floor, within Educational Affairs Division</u></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 <u>A CASE NUMBER IS ASSIGNED TO ALL CIVIL LITIGATION CASES.</u></p>			<p>18. Recommended Retention: <u>Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the MSA for permanent retention. Transfer all others to the SRC for an additional 15 years, then destroy.</u></p>		
<p>Name and Title of Preparer <u>Donna L. Cox, Management Associate</u></p>		<p>20. Telephone No. <u>410-576-6450</u></p>		<p>21. Date: <u>April 10, 2017</u></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>PAGE <u>1</u> OF <u>1</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Educational Affairs</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 <u>Civil Litigation 1B</u></p>				<p>5. Earliest Year/Latest Year <u>1992</u> to <u>2017</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.): This series consists of civil lawsuits, including but not limited to, torts and unemployment insurance, filed in state and federal courts against or on behalf of the state, state agencies, and/or state officials.</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 checked="" type="checkbox"/> Other (specify) <u>ELECTRONIC COPIES SAVED ON PCs</u></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>641</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 checked="" type="checkbox"/> Other (specify) <u>OFFICES & SHELVING UNITS</u></p> <p>10. Annual Accumulation <u>200</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 checked="" type="checkbox"/> Other (specify) <u>OFFICES AND SHELVING UNITS</u></p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>CASE IS CLOSED</u></p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) <u>200 St. Paul Place, Baltimore, MD, 17 Floor, within Educational Affairs Division</u></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 A CASE NUMBER IS ASSIGNED TO ALL CIVIL LITIGATION CASES.</p>			<p>18. Recommended Retention: Retain in office 3 years after file is closed. Transfer to the SRC: (1) if the matter is a tort matter and involves a juvenile and the juvenile has not brought suit or settled, transfer file to the SRC for an additional 18 years, to provide for the age of majority period, then destroy; (2) in all other cases, transfer file to the SRC for an additional 5 years, then destroy.</p>		
<p>19. Name and Title of Preparer <u>Donna L. Cox, Management Associate</u></p>		<p>20. Telephone No. <u>410-576-6450</u></p>		<p>21. Date: <u>April 10, 2017</u></p>	

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>1</u>	
1. Department/Agency Office of the Attorney General		2. Division Educational Affairs		3. Unit Educational Affairs	
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: 10. LETTERS OF ADVICE				5. Earliest Year/Latest Year <u>2011</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of letters of advice on legal issues pursuant to requests from clients, state officials, agencies, etc. on multiple issues, including but not limited to, general campus matters such as employment issues (both personnel and faculty), procurement, student issues, contracts, etc.					
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 checked="" type="checkbox"/> Other (specify) <u>ELECTRONICALLY ON PCs</u>		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1110</u> cf Number <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>SHELVING UNITS & INDIVIDUAL OFFICES</u>	
				10. Annual Accumulation <u>340</u> cf Number <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>INDIVIDUAL OFFICES AND SHELVING UNITS</u>	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, Baltimore MD 21202, 17 th Floor within Educational Affairs Division			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 checked="" type="checkbox"/> None <input 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 <u>INDEXES CREATED AND UPDATED REGULARLY.</u>			18. Recommended Retention: Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.		
19. Name and Title of Preparer: Donna L. Cox, Management Associate		20. Telephone No. 410-576-6450		21. Date: April 10, 2017	

<p><u>Instructions</u> -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>PAGE <u>1</u> OF <u>1</u></p>
<p>1. Department/Agency Office of the Attorney General</p>	<p>2. Division Educational Affairs</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: 15 BONDS</p>		<p>5. Earliest Year/Latest Year <u>1970s</u> to <u>2017</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.) This series consists of OAG-generated materials relative to bonds and bond counsel, including but not limited to, draft bond, financing statements, reports, agreements, advice letters, bond issue documentation, correspondence, memos and research. 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 type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic copies saved on PCs</u></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>276</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input checked="" type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Offices & Shelving Units</u></p> <hr/> <p>10. Annual Accumulation <u>3</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 checked="" type="checkbox"/> Other (specify) <u>Offices & Shelving Units</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After: <u>Varies</u> Number</p> <p><input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <u>200 St. Paul Place, Baltimore MD 21202, 17th Floor within Educational Affairs Division</u></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Retain in office 7 years after last principal and interest payment on bonds are made, or until administrative value ceases, whichever comes last then transfer to SRC for an additional 7 years, then destroy.</p>	
<p>19. Name and Title of Preparer: <u>Donna L. Cox, Management Associate</u></p>	<p>20. Telephone No. <u>410-576-6450</u></p>	<p>21. Date: <u>April 10, 2017</u></p>

117

<p><u>Instructions</u> –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>PAGE <u>1</u> OF <u>1</u></p>	
1. Department/Agency: Office of the Attorney General		2. Division: Educational Affairs		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: 16A. REAL PROPERTY TRANSACTIONS				5. Earliest Year/Latest Year _1980s_ to _2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of OAG-generated materials relative to the review and approval of the purchase, sale, transfer, condemnation or donation of real property, including but not limited to, deeds, contracts of assignment, appraisal reports, surveys, Board of Public Works agenda items, proposals, related correspondence, etc.					
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume	
<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 checked="" type="checkbox"/> Other (specify) <u>ELECTRONIC COPIES SAVED ON PCs</u>		<input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		<u>444</u> Number <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>OFFICES_& SHELIVING UNITS</u>	
				10. Annual Accumulation: <u>65</u> Number	
				<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>OFFICES_& SHELIVING UNITS</u>	
11. File is Used			12. File Becomes Inactive After: __		
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <u>200 St. Paul Place, Baltimore MD 21202, 17th Floor within Educational Affairs Division</u>			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 checked="" type="checkbox"/> None <input 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 A CASE NUMBER IS ASSIGNED TO ALL REAL ESTATE TRANSACTION MATTERS AND IS UPDATED AS NECESSARY.			18. Recommended Retention: Retain in office 5 years or until administrative value ceases, whichever comes last. Transfer to the MSA for permanent retention.		
19. Name and Title of Preparer: Donna L. Cox, Management Associate		20. Telephone No. 410-576-6450		21. Date: April 10, 2017	

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		ELECTRONIC RECORDS INVENTORY Page <u>1</u> of <u>1</u>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Educational Affairs		3 UNIT	
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 RECORD SERIES TITLE: 1A CIVIL LITIGATION				5 EARLIEST YEAR/LATEST YEAR 1992 TO 2017	
6 INPUT - Identify source of information to be entered Information created or received by divisional personnel, i.e. documents from clients, opposing counsel, other State agencies and courts.			7 OUTPUT - Identify the use/s of information generated by system: Internal uses of electronic documents filed with clients, opposing counsel, other State agencies and courts.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts. This series includes, but is not limited to: affirmative litigation, civil rights, employment issues such as termination, bankruptcies, bid protests, civil rights, contract disputes, garnishments, pro bono, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access and use limited to division personnel.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM <i>No</i> updating cycles or conditions apply.					
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. Main electronic data file(s) stored locally on PCs and on network drive of assigned AAG. Access limited to division personnel. If any background information is needed, it is scanned and saved on PCs.					
12 RECOMMENDED RETENTION: Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the MSA for permanent retention. Transfer all others to the SRC for an additional 15 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER: Donna L. Cox		14 TELEPHONE NUMBER 410-576-6450		15 DATE April 10, 2017	
16 TITLE OF PREPARER: Management Associate					
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 (S 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		ELECTRONIC RECORDS INVENTORY Page <u>1</u> of 1	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Educational Affairs		3 UNIT	
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 RECORD SERIES TITLE: 1B CIVIL LITIGATION				5 EARLIEST YEAR/LATEST YEAR 1992 TO 2017	
6 INPUT - Identify source of information to be entered Information created or received by divisional personnel, i.e. documents from clients, opposing counsel, other State agencies and courts.			7 OUTPUT - Identify the use/s of information generated by system Internal uses of electronic documents filed with opposing counsel, other State agencies and courts.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of civil lawsuits filed in state and federal courts against or on behalf of the state, state agencies, and/or state officials. This series includes, but is not limited to, Torts and Unemployment insurance litigation documents.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access and use limited to division personnel.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM No updating cycles or conditions apply.					
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. Main electronic data file(s) stored locally on PCs and on network drive of assigned AAG. Access limited to division personnel. If any background information is needed, it is scanned and saved on PCs.					
12 RECOMMENDED RETENTION: Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the MSA for permanent retention. Transfer all others to the SRC for an additional 15 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER: Donna L. Cox		14 TELEPHONE NUMBER 410-576-6450		15 DATE April 10, 2017	
16 TITLE OF PREPARER: Management Associate					
DGS 550-6 (rev. 10/12)					

120

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (SS 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		ELECTRONIC RECORDS INVENTORY Page <u>1</u> of <u>1</u>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Educational Affairs		3 UNIT	
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 RECORD SERIES TITLE: 10. LETTERS OF ADVICE				5 EARLIEST YEAR/LATEST YEAR <u>2011</u> TO <u>2017</u>	
6 INPUT - Identify source of information to be entered Information created or received by divisional personnel, i.e. documents from clients, opposing counsel, other State agencies and courts.			7 OUTPUT - Identify the use/s of information generated by system Internal uses of electronic documents filed with clients, opposing counsel, other State agencies and courts.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of letters of advice on legal issues pursuant to requests from clients, state officials, agencies, etc. on multiple issues, including but not limited to, employment issues (both personnel and faculty), procurement, litigation-related issues, general campus matters, student issues, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access and use limited to division personnel.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM: No updating cycles or conditions apply.					
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. Main electronic data file(s) stored locally on PCs and on network drive of assigned AAG. Access limited to division personnel. If any background information is needed, it is scanned and saved on PCs.					
12 RECOMMENDED RETENTION Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.					
13 TYPED OR PRINTED NAME OF PREPARER: Donna L. Cox		14 TELEPHONE NUMBER 410-576-6450		15 DATE April 10, 2017	
16 TITLE OF PREPARER: Management Associate					
DGS 550-6 (rev. 10/12)s					

121

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		ELECTRONIC RECORDS INVENTORY Page <u> 1 </u> of <u> 1 </u>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION EDUCATIONAL AFFAIRS		3 UNIT	
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 RECORD SERIES TITLE: 15 BONDS				5 EARLIEST YEAR/LATEST YEAR <u> 1970s </u> TO <u> 2017 </u>	
6 INPUT - Identify source of information to be entered: Information created or received by divisional personnel, i.e. documents from clients, opposing counsel, other State agencies and or courts.			7 OUTPUT - Identify the use/s of information generated by system Internal uses of electronic documents filed with clients, counsel, other State agencies and courts.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of OAG-generated materials relative to bonds and bond counsel, including but not limited to, draft bond, financing statements, reports, agreements, advice letters, bond issue documentation, correspondence, memos and research. etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access and use limited to division personnel.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM: No updating cycles or conditions apply.					
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. Main electronic data file(s) stored locally on PCs and on network drive of assigned AAG. Access limited to division personnel. If any background information is needed, it is scanned and saved on PCs.					
12 RECOMMENDED RETENTION Retain in office 7 years after last principal and interest payment on bonds are made, or until administrative value ceases, whichever comes last then transfer to SRC for an additional 7 years, then destroy					
13 TYPED OR PRINTED NAME OF PREPARER: Donna L. Cox		14 TELEPHONE NUMBER 410-576-6450		15 DATE April 10, 2017	
16 TITLE OF PREPARER: Management Associate					
DGS 550-6 (rev. 10/12)s					

122

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		ELECTRONIC RECORDS INVENTORY Page <u>1</u> of <u>1</u>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Educational Affairs		3 UNIT	
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 RECORD SERIES TITLE: 16A. REAL PROPERTY TRANSACTIONS				5 EARLIEST YEAR/LATEST YEAR <u>1980s</u> TO <u>2017</u>	
6 INPUT - Identify source of information to be entered Information created or received by divisional personnel, i.e. documents from clients, opposing counsel, other State agencies and or courts.			7 OUTPUT - Identify the use/s of information generated by system Internal uses of electronic documents filed with clients, counsel, other State agencies and courts.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of OAG-generated materials relative to the review and approval of the purchase, sale, transfer, condemnation or donation of real property, including but not limited to, deeds, contracts of assignment, appraisal reports, surveys, Board of Public Works agenda items, proposals, related correspondence, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access and use limited to division personnel.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM: No updating cycles or conditions apply.					
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. Main electronic data file(s) stored locally on PCs and on network drive of assigned AAG. Access limited to division personnel. If any background information is needed, it is scanned and saved on PCs.					
12 RECOMMENDED RETENTION Retain in office 5 years or until administrative value ceases, whichever comes last. Transfer to the MSA for permanent retention.					
13 TYPED OR PRINTED NAME OF PREPARER: Donna L. Cox		14 TELEPHONE NUMBER 410-576-6450		15 DATE April 10, 2017	
16 TITLE OF PREPARER: Management Associate					
DGS 550-6 (rev. 10/12)s					

123

Retention Schedule #2576

Office of the Attorney General

Energy Administration, Maryland (MEA)
and Power Plant Research Program (PPRP)

<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>PAGE <u>1</u> OF <u>5</u></p>	
<p>1. Department/Agency OFFICE OF THE ATTORNEY GENERAL</p>		<p>2. Division <i>Maryland Energy Administration</i> MEA and PPRP (DNR) <i>Power Plant Research Program</i></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 Administrative Proceedings <i>(5)</i></p>				<p>5. Earliest Year/Latest Year 1971__ to __2017</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.)</p> <p>This series consists of proceedings before administrative agencies performing quasi-judicial duties (i.e., any proceeding in which an administrative agency is acting as a fact-finder in resolving an issue presented to it; Assistant Attorneys General may act as counsel to the administrative agency or as advocates in such proceedings).</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"/> 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 type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other Subject, Title</p>		<p>9. Volume 148 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>Rolling Files</u></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" 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) 1800 Washington Blvd, 7th Floor</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Public Service Commission</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.</p>			
<p>19. Name and Title of Preparer Sondra McLemore, AAG, MEA and PPRP</p>		<p>20. Telephone Number (410) 537-4062</p>		<p>21. Date April 29, 2017</p>	

125

<p><u>Instructions</u> - 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>PAGE 2 OF 5</p>	
<p>1. Department/Agency OFFICE OF THE ATTORNEY GENERAL</p>		<p>2. Division MEA and PPRP (DNR)</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 Correspondence (1)</p>				<p>5. Earliest Year/Latest Year 1971 -2017</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.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.</p>					
<p>7. Record Series Format(s) . List all</p> <p><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 type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other Subject Title</p>		<p>9. Volume 2 cubic feet Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Rolling Files _____</p> <p>10. Annual Accumulation 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Folder</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After 2 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 1800 Washington Blvd, 7th Floor</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.</p>		
<p>19. Name and Title of Preparer Sondra McLemore</p>		<p>20. Telephone Number (410) 537-4062</p>		<p>21. Date April 29, 2017</p>	

<p><u>Instructions</u> -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>PAGE 3 OF 5</p>	
<p>1. Department/Agency OFFICE OF THE ATTORNEY GENERAL</p>		<p>2. Division MEA and PPRP/DNR</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 Legislation (12)</p>				<p>5. Earliest Year/Latest Year 1971 to 2017</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.)</p> <p>Contents of a typical file may include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, 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 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 type="checkbox"/> Alphabetical</p> <p><input 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</p> <p>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 type="checkbox"/> Other (specify) _____</p>	
				<p>10. Annual Accumulation</p> <p>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 type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p>5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>1800 Washington Blvd, 7th Floor</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>Sondra McLemore</p>		<p>20. Telephone Number</p> <p>(410) 537-4062</p>		<p>21. Date</p> <p>July 29, 2017</p>	

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>4</u> OF <u>5</u>	
1. Department/Agency OFFICE OF THE ATTORNEY GENERAL		2. Division MEA and PPRP (DNR)		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 Civil Litigation (1)				5. Earliest Year/Latest Year 1971 to 2013	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges.					
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 type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other Subject, Title _____		9. Volume <u>5</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Rolling Files</u> _____	
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 <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 1800 Washington Blvd, 7th Floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Court of Special Appeal, Court of Appeals, Baltimore City Dist. Ct.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.			
19. Name and Title of Preparer Sondra McLemore		20. Telephone Number (410) 537-4062		21. Date April 29, 2017	

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>5</u> OF <u>5</u>	
1. Department/Agency OFFICE OF THE ATTORNEY GENERAL		2. Division MEA and PPRP (DNR)		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 Regulations (13)				5. Earliest Year/Latest Year	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective. Contents of a typical file may include: proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, etc..					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Title, Subject		9. Volume ___3 cubic feet Number <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>Rolling Files</u> _____	
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 <u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 1800 Washington Blvd, 7th Floor			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.		
19. Name and Title of Preparer Sondra McLemore		20. Telephone Number (410) 537-4062		21. Date April 29, 2017	

Retention Schedule #2576

Office of the Attorney General

Environment, Department of

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>30</u>
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL	2. Division: Md. Dept. of Environment	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 1.A. CIVIL LITIGATION		5. Earliest Year/Latest Year 1996 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.			
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 type="checkbox"/> X X Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	
		9. Volume 1660 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) boxes	
		10. Annual Accumulation Number <input 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 type="checkbox"/> Year(s) immediately	
13. Current Location(s) (Bldg., Floor, Room) State Records Center, 7275 Waterloo Road, Jessup 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 Attorney work product. Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? NO <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years and lead poison cases for 25 years, then destroy.	
19. Name and Title of Preparer Anand Parikh, AAG	20. Telephone Number 410 537 3054	21. Date January 2, 2018	

Filed in
triplicate

<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>PAGE <u>2</u> OF <u>30</u></p>
<p>1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL</p>	<p>2. Division: Md. Dept. of Environment</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 5. Administrative Proceedings</p>	<p>5. Earliest Year/Latest Year <u>1996</u> to <u>2016</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.) All administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasijudicial capacity. Also included are Minority Business Enterprises administrative proceedings, and proceedings where companies have been debarred from doing business with, or in, the State of Maryland</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 type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> X 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>1660</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>boxes</u></p> <hr/> <p>10. Annual Accumulation Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Immediately</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center, 7275 Waterloo Road, Jessup MD</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq. <input type="checkbox"/> Yes</p>	<p>16. Audit Requirements</p> <p><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? NO</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page II. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years and lead poison cases for 25 years, then destroy.</p>	
<p>19. Name and Title of Preparer Anand Parikh, AAG</p>	<p>20. Telephone Number 410 537 3054</p>	<p>21. Date January 2, 2018</p>

13a

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>30</u>	
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL		2. Division: Md. Dept. of Environment		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			5. Earliest Year/Latest Year		
7. Agreements			1996 to 2016		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records consisting of preparation, review and/or approval of agreements on behalf of the state, state agencies, and/or state officials.					
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"/> X Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 1660 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____	
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 type="checkbox"/> Year(s) Immediately			
13. Current Location(s) (Bldg., Floor, Room) State Records Center, 7275 Waterloo Road, Jessup 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 Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? NO <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 15 years, then destroy.		
19. Name and Title of Preparer Anand Parikh, AAG		20. Telephone Number 410 537 3054		21. Date January 2, 2018	

133

<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>PAGE <u>4</u> OF <u>30</u></p>	
<p>1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL: OFFICE OF THE ATTORNEY GENERAL</p>		<p>2. Division: Md. Dept. of Environment</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 10. Letters of Advice</p>			<p>5. Earliest Year/Latest Year _1996_ to _2016_</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.) Requests for advice, research, memoranda, drafts and letters of advice.</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 type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> X Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p>_1660_ 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>X Other (specify) <u>BOXES</u></p> <p>10. Annual Accumulation</p> <p>_____ 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 type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p>_____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Immediately</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center, 7275 Waterloo Road, Jessup MD</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.</p>			<p>16. Audit Requirements</p> <p><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? NO</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Anand Parikh, AAG</p>		<p>20. Telephone Number 410 537 3054</p>		<p>21. Date January 2, 2018</p>	

134

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>5</u> OF <u>30</u>
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL: OFFICE OF THE ATTORNEY GENERAL		2. Division: Md. Dept. of Environment	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 1-1- Correspondence		5. Earliest Year/Latest Year 1996 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc. PIA requests and copies of agency/client minutes and agenda			
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 Series Number 1660 <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____ 10. Annual Accumulation Number <input 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 type="checkbox"/> Year(s) Immediately	
13. Current Location(s) (Bldg., Floor, Room) State Records Center, 7275 Waterloo Road, Jessup 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 Attorney work product, Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? NO <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.	
19. Name and Title of Preparer Anand Parikh, AAG		20. Telephone Number 410 537 3054	21. Date January 2, 2018

135

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>30</u>	
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL: OFFICE OF THE ATTORNEY GENERAL		2. Division: Md. Dept. of Environment		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 12. Legislation			5. Earliest Year/Latest Year 1996 to 2016		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc					
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"/> X Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 1660 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____	
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 type="checkbox"/> Year(s) immediately		
13. Current Location(s) (Bldg., Floor, Room) State Records Center, 7275 Waterloo Road, Jessup 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) Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? NO <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.		
19. Name and Title of Preparer Anand Parikh, AAG		20. Telephone Number 410 537 3054	21. Date January 2, 2018		

136

<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>PAGE <u>7</u> OF <u>30</u></p>	
<p>1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL: OFFICE OF THE ATTORNEY GENERAL</p>		<p>2. Division: Md. Dept. of Environment</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</p> <p>13. Regulations</p>			<p>5. Earliest Year/Latest Year</p> <p><u>1996</u> to <u>2016</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.) Proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, 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 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 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</p> <p><u>1660</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) _____ boxes _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>immediately</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>State Records Center, 7275 Waterloo Road, Jessup MD</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.</p>			<p>16. Audit Requirements</p> <p><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? NO</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer</p> <p>Anand Parikh, AAG</p>		<p>20. Telephone Number</p> <p>410 537 3054</p>		<p>21. Date</p> <p>January 2, 2018</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>PAGE <u>8</u> OF 30</p>	
<p>1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL: OFFICE OF THE ATTORNEY GENERAL</p>		<p>2. Division: Md. Dept. of Environment</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 14. Financial Transactions</p>				<p>5. Earliest Year/Latest Year _1996_ to _2016_</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.) OAG-generated materials relative to the approval of contracts, bonds and/or promissory notes, leases, lease/purchase agreements, loans, grant agreements, and inter-agency or intergovernmental agreements involving the transfer of funds, 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 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 type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> X Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p>_1660_ 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>X Other (specify) ___boxes___</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>immediately</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) State Records Center, 7275 Waterloo Road, Jessup MD</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 Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.</p>			<p>16. Audit Requirements</p> <p><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? NO <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office 5 years after term of document expires or until administrative value ceases, whichever comes last. Transfer to the State Records Center for an additional 5 years, then destroy.</p>		
<p>19. Name and Title of Preparer Anand Parikh, AAG</p>		<p>20. Telephone Number 410 537 3054</p>	<p>21. Date January 2, 2018</p>		

138

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>9</u> OF <u>30</u>
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL: OFFICE OF THE ATTORNEY GENERAL	2. Division: Md. Dept. of Environment	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		5. Earliest Year/Latest Year	
15. Bonds		1996 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Draft bond, draft offering documents and/or bond purchase agreements, feasibility studies, financial analysis reports, agreements, related opinions and advice letters, bond issue documentation, bond counsel contracts, correspondence, memos, research, etc			
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 _1660_ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _boxes_ _____
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 type="checkbox"/> Year(s) immediately	
13. Current Location(s) (Bldg., Floor, Room) State Records Center, 7275 Waterloo Road, Jessup 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 checked="" type="checkbox"/> Yes Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? NO <input type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention Retain in office 7 years after last principal and interest payment on bonds are made, or until administrative value ceases, whichever comes last then transfer to State Records Center for an additional 7 years, then destroy.	
19. Name and Title of Preparer Anand Parikh, AAG		20. Telephone Number 410 537 3054	21. Date January 2, 2018

139

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>11</u> OF <u>30</u>
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL	2. Division: MARYLAND DEPT OF ENVIRONMENT	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 1.A. CIVIL LITIGATION		5. Earliest Year/Latest Year _2009_ to _2016_	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.			
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 type="checkbox"/> X X Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume _94_ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____ 10. Annual Accumulation Number <input 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 checked="" 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 type="checkbox"/> Year(s) immediately	
13. Current Location(s) (Bldg., Floor, Room) MDE Warehouse, 1800 Washington Blvd, Ball MD 21230		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 Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq.; Md. Rule 16-901 et seq. <input type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? NO <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years and lead poison records for 25 years, then destroy.	
19. Name and Title of Preparer Anand Parikh, AAG		20. Telephone Number 410 537 3054	21. Date January 2, 2018

1240

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>12</u> OF <u>30</u>	
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL		2. Division: Md. Dept. of Environment		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 5. Administrative Proceedings				5. Earliest Year/Latest Year 2009 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) All administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasijudicial capacity. Also included are Minority Business Enterprises administrative proceedings, and proceedings where companies have been debarred from doing business with, or in, the State of Maryland					
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 <u>94</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____
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 _____ Immediately <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) MDE Warehouse, 1800 Washington Blvd, Ball MD 21230			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) Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? NO <input type="checkbox"/> Yes <input type="checkbox"/> No			18. Recommended Retention Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years and lead poison cases for 25 years, then destroy.		
19. Name and Title of Preparer Anand Parikh, AAG		20. Telephone Number 410 537 3054	21. Date January 2, 2018		

12/11

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>13</u> OF <u>30</u>	
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL		2. Division: Md. Dept. of Environment		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 7. Agreements				5. Earliest Year/Latest Year <u>2009</u> to <u>2016</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records consisting of preparation, review and/or approval of agreements on behalf of the state, state agencies, and/or state officials.					
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 Number <u>94</u> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____
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 type="checkbox"/> Year(s) Immediately		
13. Current Location(s) (Bldg., Floor, Room) MBE Warehouse, 1800 Washington Blvd, Balt MD 21230			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 Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq. <input type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? NO <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 15 years and lead poison cases for 25 years, then destroy.		
19. Name and Title of Preparer Anand Parikh, AAG		20. Telephone Number 410 537 3054		21. Date January 2, 2018	

142

<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>PAGE <u>14</u> OF <u>30</u></p>
<p>1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL</p>		<p>2. Division: Md. Dept. of Environment</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</p> <p>10. Letters of Advice</p>		<p>5. Earliest Year/Latest Year</p> <p><u>2009</u> to <u>2016</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.)</p> <p>Requests for advice, research, memoranda, drafts and letters of advice.</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 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</p> <p><u>94</u></p> <p>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>X Other (specify) <u>BOXES</u></p> <p>10. Annual Accumulation</p> <p>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 type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Immediately</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>MDE Warehouse, 1800 Washington Blvd, Balt MD 21230</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.</p>		<p>16. Audit Requirements</p> <p><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? NO</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention</p> <p>Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.</p>	
<p>19. Name and Title of Preparer</p> <p>Anand Parikh, AAG</p>		<p>20. Telephone Number</p> <p>410 537 3054</p>	<p>21. Date</p> <p>January 2, 2018</p>

143

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>15</u> OF <u>30</u>
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL		2. Division: Md. Dept. of Environment	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 11. Correspondence		5. Earliest Year/Latest Year _2009_ to _2016_	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda			
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 Number _94_ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____ 10. Annual Accumulation Number <input 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 type="checkbox"/> Year(s) Immediately	
13. Current Location(s) (Bldg., Floor, Room) MDE Warehouse, 1800 Washington Blvd, Ball MD 21230		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 Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP 4-301 et seq., Md. Rule 16-901 et seq.		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? NO <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.	
19. Name and Title of Preparer Anand Parikh, AAG		20. Telephone Number 410 537	21. Date January 2, 2018

144

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>16</u> OF <u>30</u>
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL:	2. Division: Md. Dept. of Environment	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 12. Legislation		5. Earliest Year/Latest Year 2009 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc			
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 _94_____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____ 10. Annual Accumulation _____ Number <input 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 type="checkbox"/> Year(s) immediately	
13. Current Location(s) (Bldg., Floor, Room) MDE Warehouse, 1800 Washington Blvd, Balt MD 21230		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 checked="" type="checkbox"/> Yes Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? NO <input type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.	
19. Name and Title of Preparer Anand Parikh, AAG		20. Telephone Number 410 537 3054	21. Date January 2, 2018

1485

<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>PAGE <u>17</u> OF <u>30</u></p>	
<p>1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL</p>		<p>2. Division: Md. Dept. of Environment</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 13. Regulations</p>			<p>5. Earliest Year/Latest Year 2009 to 2016</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.) Proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, 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 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 type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> X Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p>94</p> <p>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) _____ boxes</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p>Number _____</p> <p>immediately <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>MDE Warehouse, 1800 Washington Blvd, Balt MD 21230</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP 4-301 et seq., Md. Rule 16-901 et seq.</p>		<p>16. Audit Requirements</p> <p><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? NO</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention</p> <p>Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.</p>			
<p>19. Name and Title of Preparer</p> <p>Anand Parikh, AAG</p>		<p>20. Telephone Number</p> <p>410 537 3054</p>		<p>21. Date</p> <p>January 2, 2018</p>	

146

<p><u>Instructions</u> - 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>PAGE <u>18</u> OF 30</p>
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL: OFFICE OF THE ATTORNEY GENERAL	2. Division: Md. Dept. of Environment	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 14. Financial Transactions		5. Earliest Year/Latest Year _2009_ to _2016_	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) OAG-generated materials relative to the approval of contracts, bonds and/or promissory notes, leases, lease/purchase agreements, loans, grant agreements, and inter-agency or intergovernmental agreements involving the transfer of funds, etc			
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 _94_ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) X Other (specify) _____ boxes _____
11. File is Used <input checked="" 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 type="checkbox"/> Year(s) immediately	
13. Current Location(s) (Bldg., Floor, Room) MDE Warehouse, 1800 Washington Blvd, Balt MD 21230		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 checked="" type="checkbox"/> Yes Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? NO <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention Retain in office 5 years after term of document expires or until administrative value ceases, whichever comes last. Transfer to the State Records Center for an additional 5 years, then destroy.	
19. Name and Title of Preparer Anand Parikh, AAG		20. Telephone Number 410 537 3054	21. Date January 2, 2018

147

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>19</u> OF <u>30</u>
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL		2. Division: Md. Dept. of Environment	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 15. Bonds		5. Earliest Year/Latest Year _2009_ to _2016_	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Draft bond, draft offering documents and/or bond purchase agreements, feasibility studies, financial analysis reports, agreements, related opinions and advice letters, bond issue documentation, bond counsel contracts, correspondence, memos, research, etc			
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 _94_ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _boxes_ _____
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 type="checkbox"/> Year(s) Immediately	
13. Current Location(s) (Bldg., Floor, Room) MDE Warehouse, 1800 Washington Blvd, Ball MD 21230		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 Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq. <input type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? NO <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention Retain in office 7 years after last principal and interest payment on bonds are made, or until administrative value ceases, whichever comes last then transfer to State Records Center for an additional 7 years, then destroy.	
19. Name and Title of Preparer Anand Parikh, AAG		20. Telephone Number 410 537 3054	21. Date January 2, 2018

148

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 21 OF 30
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL	2. Division: MARYLAND DEPT OF ENVIRONMENT	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 1.A. CIVIL LITIGATION		5. Earliest Year/Latest Year 1995 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This file includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.			
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 type="checkbox"/> X X Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 226 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) boxes _____
11. Files Used <input checked="" 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 type="checkbox"/> Year(s) immediately	
13. Current Location(s) (Bldg., Floor, Room) MDE-OAG, 1800 Washington Blvd, 6th Floor, Ball MD 21230		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 Md. Rule 19-301.8, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? NO <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer others to the State Records Center for an additional 15 years and lead poison records for 25 years, then destroy.	
19. Name and Title of Preparer Anand Parikh, AAG		20. Telephone Number 410 537 3054	21. Date January 2, 2018

1189

<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>PAGE 22 OF 30</p>	
<p>1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL</p>		<p>2. Division: Md. Dept. of Environment</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</p> <p>5. Administrative Proceedings</p>				<p>5. Earliest Year/Latest Year</p> <p>1995 to 2016</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.)</p> <p>All administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasijudicial capacity. Also included are Minority Business Enterprises administrative proceedings, and proceedings where companies have been debarred from doing business with, or in, the State of Maryland</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 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</p> <p>226</p> <p>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) _____ boxes</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p>Number _____</p> <p>Immediately <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>MDE-OAG, 1800 Washington Blvd, 6th Floor, Ball MD 21230</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq. <input type="checkbox"/> Yes</p>			<p>16. Audit Requirements</p> <p><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? NO</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer others to the State Records Center for an additional 15 years and lead poison records for 25 years, then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>Anand Parikh, AAG</p>		<p>20. Telephone Number</p> <p>410 537 3054</p>	<p>21. Date</p> <p>January 2, 2018</p>		

150

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>23</u> OF <u>30</u>	
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL		2. Division: Md. Dept. of Environment		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				5. Earliest Year/Latest Year	
7. Agreements				<input type="checkbox"/> 1995 to <input type="checkbox"/> 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)					
Records consisting of preparation, review and/or approval of agreements on behalf of the state, state agencies, and/or state officials.					
7. Record Series Format(s) List all			8. Record Series Sequence		9. Volume
<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) _____			<input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> X Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		<input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____
11. File is Used			12. File Becomes Inactive After		
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Immediately		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
MDE-OAG: 1800 Washington Blvd, 6 th Floor, Ball MD 21230			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements		
<input type="checkbox"/> Yes Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP 34-301 et seq., Md. Rule 16-901 et seq. <input type="checkbox"/> No			<input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? NO			18. Recommended Retention		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer others to the State Records Center to be retained for an additional 15 years and lead poison records for 25 years, then destroy.		
19. Name and Title of Preparer		20. Telephone Number		21. Date	
Anand Parikh, AAG		410 537 3054		January 2, 2018	

151

<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>PAGE <u>24</u> OF <u>30</u></p>
<p>1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL</p>		<p>2. Division: Md. Dept. of Environment</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 10. Letters of Advice</p>		<p>5. Earliest Year/Latest Year _1995_ to _2016_</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.) Requests for advice, research, memoranda, drafts and letters of advice.</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 type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> X Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _226_ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) X Other (specify) <u>BOXES</u></p> <p>10. Annual Accumulation Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Immediately: _____</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MDE-OAG, 1800 Washington Blvd, 6th Floor, Ball MD 21230</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 Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.</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? NO <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.</p>	
<p>19. Name and Title of Preparer Anand Parikh, AAG</p>		<p>20. Telephone Number 410 537 3054</p>	<p>21. Date January 2, 2018</p>

15A

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>25</u> OF <u>30</u>
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL		2. Division: Md. Dept. of Environment	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 11. Correspondence		5. Earliest Year/Latest Year 1995 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda			
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 Number <u>226</u> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____ 10. Annual Accumulation Number <input 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 type="checkbox"/> Year(s) Immediately	
13. Current Location(s) (Bldg., Floor, Room) MDE OAG, 1800 Washington Blvd, 6th Floor, Ball MD 21230		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 Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq. <input type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? NO <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.	
19. Name and Title of Preparer Anand Parikh, AAG		20. Telephone Number 410 537	21. Date January 2, 2018

158

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>26</u> OF <u>30</u>
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL:		2. Division: Md. Dept. of Environment	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 12. Legislation		5. Earliest Year/Latest Year 1995 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc			
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 type="checkbox"/> X Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	
		9. Volume <u>226</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____	
		10. Annual Accumulation Number <input 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 type="checkbox"/> Year(s) immediately	
13. Current Location(s) (Bldg., Floor, Room) MDE-OAG, 1800 Washington Blvd, 6th Floor, Ball MD 21230		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 Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? NO <input type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.	
19. Name and Title of Preparer Anand Parikh, AAG		20. Telephone Number 410 537 3054	21. Date January 2, 2018

154

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>27</u> OF <u>30</u>
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL		2. Division: Md. Dept. of Environment	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		5. Earliest Year/Latest Year	
13. Regulations		_1995_ to _2016_	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, etc.			
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
<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) _____		<input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	_____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____
10. Annual Accumulation		11. File is Used	
Number		<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	
<input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____		12. File Becomes Inactive After	
		Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) immediately	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
MDE-OAG, 1800 Washington Blvd, 6th Floor, Ball MD 21230		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements	
<input type="checkbox"/> Yes Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP 4-301 et seq., Md. Rule 16-901 et seq. <input checked="" type="checkbox"/> No		<input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? NO		18. Recommended Retention	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures	
19. Name and Title of Preparer		20. Telephone Number	21. Date
Anand Parikh, AAG		410 537 3054	January 2, 2018

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>28</u> OF 30
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL: OFFICE OF THE ATTORNEY GENERAL	2. Division: Md. Dept. of Environment	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 14. Financial Transactions		5. Earliest Year/Latest Year _1995_ to _2016_	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) OAG-generated materials relative to the approval of contracts, bonds and/or promissory notes, leases, lease/purchase agreements, loans, grant agreements, and inter-agency or intergovernmental agreements involving the transfer of funds, etc			
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"/> X Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume Number _226_ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> X Other (specify) ___boxes___ 10. Annual Accumulation Number <input 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 _____ immediately <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) MDE-OAG, 1800 Washington Blvd, 8 th Floor, Baltimore MD 21230		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 Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? NO <input type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention Retain in office 5 years after term of document expires or until administrative value ceases, whichever comes last. Transfer to the State Records Center for an additional 5 years, then destroy.	
19. Name and Title of Preparer Anand Parkh, AAG	20. Telephone Number 410 537 3054	21. Date January 2, 2018	

156

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>29</u> OF <u>30</u>
1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL		2. Division: Md. Dept. of Environment	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 15. Bonds		5. Earliest Year/Latest Year _1995_ to _2016_	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Draft bond, draft offering documents and/or bond purchase agreements, feasibility studies, financial analysis reports, agreements, related opinions and advice letters, bond issue documentation, bond counsel contracts, correspondence, memos, research, etc			
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 _226_ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _boxes_ _____ 10. Annual Accumulation Number <input 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 type="checkbox"/> Year(s) immediately	
13. Current Location(s) (Bldg., Floor, Room) MDE-DAG, 1800 Washington Blvd, 6th Floor, Ball MD 21230		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 checked="" type="checkbox"/> Yes - Md. Rule 19-301.6, Md. Code State Personnel and Pensions Article, Health - General 4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? NO <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain in office 7 years after last principal and interest payment on bonds are made, or until administrative value ceases, whichever comes last then transfer to State Records Center for an additional 7 years, then destroy.	
19. Name and Title of Preparer Anand Parikh, AAG		20. Telephone Number 410 537 3054	21. Date January 2, 2018

157

Retention Schedule #2576

Office of the Attorney General

General Assembly

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>1</u>	
1. Department/Agency Office of the Attorney General Schedule 2576		2. Division General Assembly		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 10. <u>Letters of Advice</u>			5. Earliest Year/Latest Year _____ to <u>2017</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc. Contents of a typical file may include: the request for advice, research, memoranda, drafts and letter of advice.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input checked="" type="checkbox"/> Legal Size		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Chronological		9. Volume _____ Number <input checked="" type="checkbox"/> File Drawer(s)	
				10. Annual Accumulation _____ Number <input checked="" type="checkbox"/> File Drawer(s)	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After Never		
13. Current Location(s) (Bldg., Floor, Room) 90 State Circle, Room 104 and 105 Annapolis, Maryland 21401			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes Electronically and at the Office of the Attorney General 200 St. Paul, Baltimore, MD 21202		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes Confidential Legal Advice			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.		
19. Name and Title of Preparer Kelly Keyser Desautels Office Manager		20. Telephone Number 410-946-5600		21. Date 4/21/17	

<p><u>Instructions</u> - 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>PAGE <u>1</u> OF <u>1</u></p>	
<p>1. Department/Agency Office of the Attorney General Schedule 2576</p>		<p>2. Division General Assembly</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 11. Correspondence</p>				<p>5. Earliest Year/Latest Year _____ to <u>2017</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.)</p> <p>A. <u>General Correspondence (office wide)</u></p> <p>This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda.</p> <p>Contents of a typical file may include: letters, memoranda, requests for information, etc.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size</p> <p><input checked="" type="checkbox"/> Legal Size</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Chronological</p>		<p>9. Volume</p> <p>_____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p>10. Annual Accumulation</p> <p>_____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p>Never</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>90 State Circle, Room 104 and 105 Annapolis, Maryland 21401</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Confidential materials.</p>			<p>16. Audit Requirements.</p> <p><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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.</p>		
<p>19. Name and Title of Preparer</p> <p>Kelly Keyser Desautels, Office Manager</p>		<p>20. Telephone Number</p> <p>410-946-5600</p>		<p>21. Date</p> <p>4/21/17</p>	

160

Retention Schedule #2576

Office of the Attorney General

Health, Department of

<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>PAGE <u>1</u> OF <u>8</u></p>	
<p>1. Department/Agency OAG</p>		<p>2. Division DHMH Maryland Department of Health</p>		<p>3. Unit Legal Services</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 <u>Civil Litigation</u> (1)</p>				<p>5. Earliest Year/Latest Year varies _____ to <u>2017</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.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing 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 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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume _____ cubic square feet 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 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 type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) (20)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 300 W. Preston St. Suite #302 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</p> <p><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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.</p>		
<p>19. Name and Title of Preparer Tiffany Johnson/Management Associate, LynnWood/Administrator, Deborah Sherrill/Clerk, Wendy Ferrell/Paralegal II, Kathleen Todd/Admin.Aide</p>		<p>20. Telephone Number 410 767-1861</p>		<p>21. Date 04/28/17</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>PAGE <u>3</u> OF <u>8</u></p>	
<p>1. Department/Agency OAG</p>		<p>2. Division DHMH</p>		<p>3. Unit HOP</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 <u>Civil Litigation</u> (1)</p>				<p>5. Earliest Year/Latest Year varies _____ to <u>2017</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.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.</p>					
<p>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 type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>301.5</u> cubic square feet 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) _____</p>	
<p>10. Annual Accumulation Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>					
<p>11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) (20)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 300 W. Preston St. Suite #201, #205, #210 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.</p>		
<p>19. Name and Title of Preparer Rosalind Spellman/Administrative Officer II, LynnWood/Administrator, Gloria Brown/Administrative Officer I, Monica Baker/Paralegal II</p>		<p>20. Telephone Number 410 767-1885</p>		<p>21. Date 04/28/17</p>	

163

<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>PAGE <u>5</u> OF <u>8</u></p>	
<p>1. Department/Agency OAG</p>		<p>2. Division DHMH</p>		<p>3. Unit Legal Services / HOP</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 <u>CivilLitigation (1)</u></p>				<p>5. Earliest Year/Latest Year <u>2012</u> to <u>2017</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.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.</p>					
<p>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 type="checkbox"/> Other (specify): _____</p>		<p>8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>1,593</u> cubic square feet Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>closed storage boxes</u></p>	
		<p>10. Annual Accumulation Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>			
<p>11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) (20)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 300 W. Preston St. Suite #302 & #201 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 As per the year that the box was closed...it is then assigned a box number</p>			<p>18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.</p>		
<p>19. Name and Title of Preparer Tiffany Johnson/Management Associate, LynnWood/Administrator, Deborah Sherrill/Clerk, Wendy Ferrell/Paralegal II, Kathleen Todd/Admin.Aide Rosalind Spellman/Administrative Officer II, Gloria Brown/Administrative Officer I, Monica Baker/Paralegal II</p>		<p>20. Telephone Number 410 767-1861 410 767-1885</p>		<p>21. Date 04/28/17</p>	

1164P

<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>PAGE <u>7</u> OF <u>8</u></p>	
<p>1. Department/Agency QAG</p>		<p>2. Division DHMH</p>		<p>3. Unit Legal Services / HOP</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 <u>Civil Litigation (1)</u></p>				<p>5. Earliest Year/Latest Year <u>1997</u> to <u>2011</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.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.</p>					
<p>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 type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>2,363</u> cubic square feet Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>closed storage boxes</u></p>	
<p>11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) (20)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) Records Retention Center 7275 Waterloo Rd. P.O. Box 275 Jessup, Maryland 20794</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 As per the year that the box was closed...it is then assigned a box number</p>			<p>18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.</p>		
<p>19. Name and Title of Preparer Tiffany Johnson/Management Associate, LynnWood/Administrator, Deborah Sherrill/Clerk, Wendy Ferrell/Paralegal II, Kathleen Todd/Admin.Aide Rosalind Spellman/Administrative Officer II, Gloria Brown/Administrative Officer I, Monica Baker/Paralegal II</p>		<p>20. Telephone Number 410 767-1861 410 767-1885</p>		<p>21. Date 04/28/17</p>	

165

Retention Schedule #2576

Office of the Attorney General

Health Benefit Exchange, Maryland

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>10</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland Health Benefit Exchange		3. Unit N/A	
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 1. Civil Litigation				5. Earliest Year/Latest Year 2013 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.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts. A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input checked="" 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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume n/a 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation 3-5 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) _____			
13. Current Location(s) (Bldg., Floor, Room) 120 E. Pratt Street, 16 th Floor, Rooms 1625, 1627, 1628		12. File Becomes Inactive After 5 Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) after file closed			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Attorney/Client Privilege		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
19. Name and Title of Preparer Sharon Stanley Street Principal Counsel		20. Telephone Number 410-547-7378		21. Date April 14, 2017	
18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.					

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>2</u> OF <u>10</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland Health Benefit Exchange		3. Unit N/A	
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-Administrative Proceedings				5. Earliest Year/Latest Year 2013 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.) This series consists of proceedings before administrative agencies performing quasi-judicial duties (i.e., any proceeding in which an administrative agency is acting as a fact-finder in resolving an issue presented to it; Assistant Attorneys General may act as counsel to the administrative agency or as advocates in such proceedings). This series includes, but is not limited to: all administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasijudicial capacity. Also included are Minority Business Enterprises administrative proceedings, and proceedings where companies have been debarred from doing business with, or in, the State of Maryland. Contents of a typical file may include: pleadings, Proposed Findings of Fact, Conclusions of Law, indictments, correspondence, transcripts, administrative law judges' decisions, documents, research, notes, etc.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input checked="" 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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume n/a 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation 3-5 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) _____			
13. Current Location(s) (Bldg., Floor, Room) 120 E. Pratt Street, 16 th Floor, Rooms 1625, 1627, 1628		12. File Becomes Inactive After 10 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) after file closed			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Attorney/Client Privilege, 45 CFR + 155.260		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input type="checkbox"/> No Room _____			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input type="checkbox"/> No		16. Audit Requirements None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent 45 CFR + 155.1200, 1210			
19. Name and Title of Preparer Sharon Stanley Street Principal Counsel		20. Telephone Number 410-547-7378		21. Date April 14, 2017	

168

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>10</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland Health Benefit Exchange		3. Unit N/A	
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 7. Agreements				5. Earliest Year/Latest Year <u>2013</u> to <u>present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of preparation, review and/or approval of agreements on behalf of the state, state agencies, and/or state officials. This series includes, but is not limited to: agreements, interagency agreements, those between country clubs and the Department of Assessments and Taxation for preferential tax treatment, etc. Contents of a typical file may include: agreements, correspondence, documents, notes, etc.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm Legal Size <input checked="" 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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume n/a 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 type="checkbox"/> Annually		12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) after any expiration of agreement or longer if specified in agreement			
13. Current Location(s) (Bldg., Floor, Room) 120 E. Pratt Street, 16 th Floor, Rooms 1625, 1627, 1628		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes No Room _____ Electronic copies			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Attorney/Client Privilege, 45 CFR 155.260		16. Audit Requirements None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent 45 CFR 155.1200, 1210			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 15 years, then destroy.			
19. Name and Title of Preparer Sharon Stanley Street Principal Counsel		20. Telephone Number 410-547-7378		21. Date April 14, 2017	

169

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>4</u> OF <u>10</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland Health Benefit Exchange		3. Unit N/A	
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 10. Letters of Advice				5. Earliest Year/Latest Year 2013 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.) This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc. Contents of a typical file may include: the request for advice, research, memoranda, drafts and letter of advice.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm Legal Size <input checked="" 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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume n/a 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 10-20 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 type="checkbox"/> Annually			12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) or until administrative value ceases		
13. Current Location(s) (Bldg., Floor, Room) 750 E. Pratt Street, 16 th Floor, Rooms 1625, 1627, 1628			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes No Room _____ Electronic copies		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Attorney/Client Privilege, 45 FFR + 155.260			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input type="checkbox"/> No			18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.		
19. Name and Title of Preparer Sharon Stanley Street Principal Counsel		20. Telephone Number 410-547-7378		21. Date April 14, 2017	

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>5</u> OF <u>10</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland Health Benefit Exchange		3. Unit N/A	
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 11.A. General Correspondence (Office Wide)				5. Earliest Year/Latest Year 2013 to present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm Legal Size <input checked="" 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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume n/a 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 50-60 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 type="checkbox"/> Annually		12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) or until administrative value ceases	
13. Current Location(s) (Bldg., Floor, Room) 120 E. Pratt Street, 16 th Floor, Rooms 1625, 1627, 1628			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Room _____ Electronic copies		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Attorney/Client Privilege, 45 CFR 155.260			16. Audit Requirements None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent 45 CFR 155.1200, 1210		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input type="checkbox"/> No			18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.		
19. Name and Title of Preparer Sharon Stanley Street Principal Counsel		20. Telephone Number 410-547-7378		21. Date April 14, 2017	

176

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>10</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland Health Benefit Exchange		3. Unit N/A	
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 12.A.Legislation-Preparation and Enactment				5. Earliest Year/Latest Year 2013 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.) This series consists of materials regarding the preparation and enactment of laws. Contents of a typical file may include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm Legal Size <input checked="" 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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume n/a 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 0-2 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) or until administrative value ceases		
13. Current Location(s) (Bldg., Floor, Room) 120 E. Pratt Street, 16 th Floor, Rooms 1625, 1627, 1628			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Room _____ Electronic copies		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.		
19. Name and Title of Preparer Sharon Stanley Street Principal Counsel		20. Telephone Number 410-547-7378		21. Date April 14, 2017	

172

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>7</u> OF <u>10</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland Health Benefit Exchange		3. Unit N/A	
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 13. Regulations				5. Earliest Year/Latest Year 2013 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.) This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective. Contents of a typical file may include: proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, etc.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm Legal Size <input checked="" 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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume n/a 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) after publication			
13. Current Location(s) (Bldg., Floor, Room) 120 E. Pratt Street, 16 th Floor, Rooms 1625, 1627, 1628		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes No Room _____ Electronic copies			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.			
19. Name and Title of Preparer Sharon Stanley Street Principal Counsel		20. Telephone Number 410-547-7378		21. Date April 14, 2017	

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>8</u> OF <u>10</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland Health Benefit Exchange		3. Unit N/A	
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 14. Financial Transactions				5. Earliest Year/Latest Year 2013 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.) This series consists of OAG-generated materials relative to the approval of contracts, bonds and/or promissory notes, leases, lease/purchase agreements, loans, grant agreements, and inter-agency or intergovernmental agreements involving the transfer of funds, etc. Contents of a typical file may include copies of documents such as: contracts, bonds and/or promissory notes, leases, loan agreements, grant agreements; and correspondence, drafts, notes, etc.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm Legal Size <input checked="" 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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume n/a 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation 20-30 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) _____			
13. Current Location(s) (Bldg., Floor, Room) 750 E. Pratt Street, 16 th Floor, Rooms 1625, 1627, 1628		12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) after contract end date or until administrative value ceases			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes <input type="checkbox"/> No		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes No Room Electronic copies			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input type="checkbox"/> No		16. Audit Requirements None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent 45 CFR 155.1200, 1210			
19. Name and Title of Preparer Sharon Stanley Street Principal Counsel		20. Telephone Number 410-547-7378		21. Date April 14, 2017	
18. Recommended Retention Retain in office 5 years after term of document expires or until administrative value ceases, whichever comes last. Transfer to the State Records Center for an additional 5 years, then destroy.					

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>9</u> OF <u>10</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland Health Benefit Exchange		3. Unit N/A	
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 24.G. Accounting Records-Contracts Awarded				5. Earliest Year/Latest Year 2013 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.) This series consists of services contracts entered into on behalf of the Office of the Attorney General. This series consists of services contracts entered into on behalf of the Office of the Attorney General.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm Legal Size <input checked="" 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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume n/a 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 0-1 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) after termination of employment or until administrative value ceases, whatever comes last		
13. Current Location(s) (Bldg., Floor, Room) 750 E. Pratt Street, 16 th Floor, Room 1625, 1626, 1628			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes No Room _____ Electronic copies, 200 St. Paul Fiscal/Personnel Div		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act, Md. Code, General + 4-101, et al.			16. Audit Requirements None <input 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 type="checkbox"/> Yes <input type="checkbox"/> No			18. Recommended Retention Retain original contract for the life of the contract plus 2 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.		
19. Name and Title of Preparer Sharon Stanley Street Principal Counsel		20. Telephone Number 410-547-7378		21. Date April 14, 2017	

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		ELECTRONIC RECORDS INVENTORY	
				Page <u> 1 </u> of <u> 10 </u>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Maryland Health Benefit Exchange		3 UNIT N/A	
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 RECORD SERIES TITLE 1.A. Civil Litigation				5 EARLIEST YEAR/LATEST YEAR <u> 2013 </u> TO <u> present </u>	
6 INPUT - Identify source of information to be entered Various Attorneys			7 OUTPUT - Identify the use/s of information generated by system Filing/Research		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts. A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Electronic documents generated by this Division are kept on a shared drive that can only be viewed by employees of the Division and domain administrators.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is updated on a daily, as needed basis. All files and duplicates are backed up nightly and replicated automatically in an offsite location.					
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. All files are located in an electronic shared database (Q://Legal) and duplicates are backed up nightly and replicated automatically in an offsite location.					
12 RECOMMENDED RETENTION Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Sharon Stanley Street		14 TELEPHONE NUMBER 410-547-7378		15 DATE 4/15/17	

176

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		ELECTRONIC RECORDS INVENTORY	
				Page <u> 2 </u> of <u> 10 </u>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Maryland Health Benefit Exchange		3 UNIT N/A	
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 RECORD SERIES TITLE 5. Administrative Proceedings				5 EARLIEST YEAR/LATEST YEAR <u> 2013 </u> TO <u> present </u>	
6 INPUT - Identify source of information to be entered Various Attorneys			7 OUTPUT - Identify the use/s of information generated by system Filing/Research		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of proceedings before administrative agencies performing quasi- judicial duties (i.e. , any proceeding in which an administrative agency is acting as a fact- finder in resolving an issue presented to it; Assistant Attorneys General may act as counsel to the administrative agency or as advocates in such proceedings). This series includes, but is not limited to: all administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasijudicial capacity. Also included are Minority Business Enterprises administrative proceedings, and proceedings where companies have been debarred from doing business with, or in, the State of Maryland. Contents of a typical file may include: pleadings, Proposed Findings of Fact, Conclusions of Law, indictments, correspondence, transcripts, administrative law judges' decisions, documents, research, notes, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Electronic documents generated by this Division are kept on a shared drive that can only be viewed by employees of the Division and domain administrators.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is updated on a daily, as needed basis. All files and duplicates are backed up nightly and replicated automatically in an offsite location.					

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.

All files are located in an electronic shared database (Q://Legal) and duplicates are backed up nightly and replicated automatically in an offsite location.

12 RECOMMENDED RETENTION

Retention: Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.

13 TYPED OR PRINTED NAME OF PREPARER

14 TELEPHONE NUMBER

15 DATE

Sharon Stanley Street

410-547-7378

4/15/17

16 TITLE OF PREPARER

Principal Counsel

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		ELECTRONIC RECORDS INVENTORY Page <u>3</u> of <u>10</u>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Maryland Health Benefit Exchange		3 UNIT N/A	
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 RECORD SERIES TITLE 7. Agreements				5 EARLIEST YEAR/LATEST YEAR <u>2013 TO present</u>	
6 INPUT - Identify source of information to be entered Various Attorneys			7 OUTPUT - Identify the use/s of information generated by system Filing/Research		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of preparation, review and/or approval of agreements on behalf of the state, state agencies, and/or state officials. This series includes, but is not limited to: agreements, interagency agreements, those between country clubs and the Department of Assessments and Taxation for preferential tax treatment, etc. Contents of a typical file may include: agreements, correspondence, documents, notes, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Electronic documents generated by this Division are kept on a shared drive that can only be viewed by employees of the Division and domain administrators.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is updated on a daily, as needed basis. All files and duplicates are backed up nightly and replicated automatically in an offsite location.					
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. All files are located in an electronic shared database (Q://Legal) and duplicates are backed up nightly and replicated automatically in an offsite location.					
12 RECOMMENDED RETENTION Retention: Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 15 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Sharon Stanley Street		14 TELEPHONE NUMBER 410-547-7378		15 DATE 4/15/17	

179

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		ELECTRONIC RECORDS INVENTORY Page <u>4</u> of <u>10</u>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Maryland Health Benefit Exchange		3 UNIT N/A	
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 RECORD SERIES TITLE 10. Letters of Advice				5 EARLIEST YEAR/LATEST YEAR <u>2013 TO present</u>	
6 INPUT - Identify source of information to be entered Various Attorneys			7 OUTPUT - Identify the use/s of information generated by system Filing/Research		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc. Contents of a typical file may include: the request for advice, research, memoranda, drafts and letter of advice.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Electronic documents generated by this Division are kept on a shared drive that can only be viewed by employees of the Division and domain administrators.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is updated on a daily, as needed basis. All files and duplicates are backed up nightly and replicated automatically in an offsite location.					
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. All files are located in an electronic shared database (Q://Legal) and duplicates are backed up nightly and replicated automatically in an offsite location.					
12 RECOMMENDED RETENTION Retention: . Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.					
13 TYPED OR PRINTED NAME OF PREPARER Sharon Stanley Street		14 TELEPHONE NUMBER 410-547-7378		15 DATE 4/15/17	
16 TITLE OF PREPARER Principal Counsel					

180

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		ELECTRONIC RECORDS INVENTORY Page <u>5</u> of <u>10</u>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Maryland Health Benefit Exchange		3 UNIT N/A	
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 RECORD SERIES TITLE 11. A. Correspondence-General Correspondence (office wide)				5 EARLIEST YEAR/LATEST YEAR <u>2013 TO present</u>	
6 INPUT - Identify source of information to be entered Various Attorneys			7 OUTPUT - Identify the use/s of information generated by system Filing/Research		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Electronic documents generated by this Division are kept on a shared drive that can only be viewed by employees of the Division and domain administrators.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is updated on a daily, as needed basis. All files and duplicates are backed up nightly and replicated automatically in an offsite location.					
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. All files are located in an electronic shared database (Q://Legal) and duplicates are backed up nightly and replicated automatically in an offsite location.					
12 RECOMMENDED RETENTION Retention: Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.					
13 TYPED OR PRINTED NAME OF PREPARER Sharon Stanley Street		14 TELEPHONE NUMBER 410-547-7378		15 DATE 4/15/17	

181

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		ELECTRONIC RECORDS INVENTORY	
				Page <u>6</u> of <u>10</u>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Maryland Health Benefit Exchange		3 UNIT N/A	
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 RECORD SERIES TITLE 12.A Legislation-Preparation and Enactment				5 EARLIEST YEAR/LATEST YEAR <u>2013 TO present</u>	
6 INPUT - Identify source of information to be entered Various Attorneys			7 OUTPUT - Identify the use/s of information generated by system Filing/Research		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of materials regarding the preparation and enactment of laws. Contents of a typical file may include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Electronic documents generated by this Division are kept on a shared drive that can only be viewed by employees of the Division and domain administrators.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is updated on a daily, as needed basis. All files and duplicates are backed up nightly and replicated automatically in an offsite location.					
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. All files are located in an electronic shared database (Q://Legal) and duplicates are backed up nightly and replicated automatically in an offsite location.					
12 RECOMMENDED RETENTION Retention: Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Sharon Stanley Street		14 TELEPHONE NUMBER 410-547-7378		15 DATE 4/15/17	
16 TITLE OF PREPARER Principal Counsel					

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		ELECTRONIC RECORDS INVENTORY	
				Page <u>7</u> of <u>10</u>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Maryland Health Benefit Exchange		3 UNIT N/A	
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 RECORD SERIES TITLE 13. Regulations				5 EARLIEST YEAR/LATEST YEAR <u>2013 TO present</u>	
6 INPUT - Identify source of information to be entered Various Attorneys			7 OUTPUT - Identify the use/s of information generated by system Filing/Research		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective. Contents of a typical file may include: proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Electronic documents generated by this Division are kept on a shared drive that can only be viewed by employees of the Division and domain administrators.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is updated on a daily, as needed basis. All files and duplicates are backed up nightly and replicated automatically in an offsite location.					
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. All files are located in an electronic shared database (Q://Legal) and duplicates are backed up nightly and replicated automatically in an offsite location.					
12 RECOMMENDED RETENTION Retention: Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.					
13 TYPED OR PRINTED NAME OF PREPARER Sharon Stanley Street		14 TELEPHONE NUMBER 410-547-7378		15 DATE 4/15/17	
16 TITLE OF PREPARER Principal Counsel					

183

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		ELECTRONIC RECORDS INVENTORY	
				Page <u>8</u> of <u>10</u>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Maryland Health Benefit Exchange		3 UNIT N/A	
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 RECORD SERIES TITLE 14. Financial Transactions				5 EARLIEST YEAR/LATEST YEAR <u>2013 TO present</u>	
6 INPUT - Identify source of information to be entered Various Attorneys			7 OUTPUT - Identify the use/s of information generated by system Filing/Research		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of OAG-generated materials relative to the approval of contracts, bonds and/or promissory notes, leases, lease/purchase agreements, loans, grant agreements, and inter-agency or intergovernmental agreements involving the transfer of funds, etc. Contents of a typical file may include copies of documents such as: contracts, bonds and/or promissory notes, leases, loan agreements, grant agreements; and correspondence, drafts, notes, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Electronic documents generated by this Division are kept on a shared drive that can only be viewed by employees of the Division and domain administrators.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is updated on a daily, as needed basis. All files and duplicates are backed up nightly and replicated automatically in an offsite location.					
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. All files are located in an electronic shared database (Q://Legal) and duplicates are backed up nightly and replicated automatically in an offsite location.					
12 RECOMMENDED RETENTION Retention: Retain in office 5 years after term of document expires or until administrative value ceases, whichever comes last. Transfer to the State Records Center for an additional 5 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Sharon Stanley Street		14 TELEPHONE NUMBER 410-547-7378		15 DATE 4/15/17	
16 TITLE OF PREPARER Principal Counsel					

184

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		ELECTRONIC RECORDS INVENTORY	
				Page <u>9</u> of <u>10</u>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Maryland Health Benefit Exchange		3 UNIT N/A	
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 RECORD SERIES TITLE 24.G. Accounting Records- Contracts Awarded				5 EARLIEST YEAR/LATEST YEAR <u>2013 TO present</u>	
6 INPUT - Identify source of information to be entered Various Attorneys			7 OUTPUT - Identify the use/s of information generated by system Filing/Research		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of services contracts entered into on behalf of the Office of the Attorney General.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Electronic documents generated by this Division are kept on a shared drive that can only be viewed by employees of the Division and domain administrators.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is updated on a daily, as needed basis. All files and duplicates are backed up nightly and replicated automatically in an offsite location.					
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. All files are located in an electronic shared database (Q://Legal) and duplicates are backed up nightly and replicated automatically in an offsite location.					
12 RECOMMENDED RETENTION Retention: Retain original contract for the life of the contract plus 2 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.					
13 TYPED OR PRINTED NAME OF PREPARER Sharon Stanley Street		14 TELEPHONE NUMBER 410-547-7378		15 DATE 4/15/17	
16 TITLE OF PREPARER Principal Counsel					
DGS 550-6 (rev. 10/12)					

185

Retention Schedule #2576

Office of the Attorney General

Health Decisions Policy

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 _____ OF _____	
1. Department/Agency Attorney General		2. Division Health Decisions Policy		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 Correspondence (11)			5. Earliest Year/Latest Year 1990 to 2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 5 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation 1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Folder			
13. Current Location(s) (Bldg., Floor, Room) 300 West Preston Street, Baltimore, Maryland 21201, 3 rd Floor, Room 302			12. File Becomes Inactive After 10 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some documents would be privileged Attorney/Client communications under Courts and Judicial Proceedings - 9-108.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
19. Name and Title of Preparer Paul Ballard			18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.		21. Date November 15, 2017
		20. Telephone Number 410-767-6918			

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 _____ OF _____	
1. Department/Agency Attorney General		2. Division Health Decisions Policy		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 Legislation A Preparation and Enactment (12)				5. Earliest Year/Latest Year 1990 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of materials regarding the preparation and enactment of laws. Contents of a typical file may include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input 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) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation 1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Folder			
13. Current Location(s) (Bldg., Floor, Room) 300 West Preston Street, Baltimore, Maryland, 21201		12. File Becomes Inactive After 30 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some documents would be privileged Attorney/Client communications under Courts and Judicial Proceedings r 9-108.		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
19. Name and Title of Preparer Paul Ballard		20. Telephone Number 410-767-6918		21. Date November 15, 2017	

Retention Schedule #2576

Office of the Attorney General

Higher Education Commission, Maryland

<p><u>Instructions</u> –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>PAGE <u>1</u> OF <u>6</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Maryland Higher Education Commission</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 Civil Litigation (#1)</p>			<p>5. Earliest Year/Latest Year <u>2005</u> to <u>Present</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.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts. A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing 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 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 type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>11</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 <u>varies</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Grasmick Building, 10th Floor, Rooms of Assistant Attorneys General</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Records are duplicated in part. Records re: federal lawsuit pending in Baltimore against MHEC also are housed at OAG Educational Affairs.)</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Attorney-Client privilege; attorney work product)</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.</p>		
<p>19. Name and Title of Preparer Christine M.H. Wellons, Assistant Attorney General</p>		<p>20. Telephone Number 410.767.3313</p>		<p>21. Date November 15, 2017</p>	

190

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>2</u> OF <u>6</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland Higher Education Commission		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 Administrative Proceedings (#5)			5. Earliest Year/Latest Year 1997 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.) This series consists of proceedings before administrative agencies performing quasijudicial duties (i.e., any proceeding in which an administrative agency is acting as a factfinder in resolving an issue presented to it; Assistant Attorneys General may act as counsel to the administrative agency or as advocates in such proceedings). This series includes, but is not limited to: all administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasijudicial capacity. Also included are Minority Business Enterprises administrative proceedings, and proceedings where companies have been debarred from doing business with, or in, the State of Maryland. Contents of a typical file may include: pleadings, Proposed Findings of Fact, Conclusions of Law, indictments, correspondence, transcripts, administrative law judges' decisions, documents, research, notes, etc.					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>3</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>0.5</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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>varies</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Grasmick Building, 10 th Floor, Rooms of Assistant Attorneys General			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Attorney-client privilege; attorney work product)			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.		
19. Name and Title of Preparer Christine M.H. Wellons, Assistant Attorney General		20. Telephone Number 410-767-3313		21. Date November 15, 2017	

191

<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>PAGE <u>3</u> OF <u>6</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Maryland Higher Education Commission</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 Agreements (#7)</p>			<p>5. Earliest Year/Latest Year <u>2007</u> to <u>present</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.) This series consists of preparation, review and/or approval of agreements on behalf of the state, state agencies, and/or state officials. This series includes, but is not limited to: agreements, interagency agreements, those between country clubs and the Department of Assessments and Taxation for preferential tax treatment, etc. Contents of a typical file may include: agreements, correspondence, documents, notes, 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 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 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 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>0.5</u> Number</p> <p>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 type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>varies</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Grasmick Building, 10th Floor, Rooms of Assistant Attorneys General</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Attorney-client privilege.)</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 15 years, then destroy.</p>		
<p>19. Name and Title of Preparer Christine M.H. Wellons</p>		<p>20. Telephone Number 410.767.3313</p>		<p>21. Date November 15, 2017</p>	

197

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>4</u> OF <u>6</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland Higher Education Commission		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 Correspondence (#11)			5. Earliest Year/Latest Year <u>2007</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.					
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 type="checkbox"/> Other (specify) _____		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>7</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>0.5</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 checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>varies</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Grasmick Building, 10 th Floor, Rooms of Assistant Attorneys General			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Attorney-client privilege; attorney work product; confidential student Data under the federal Family Educational Rights and Privacy Act).			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.		
19. Name and Title of Preparer Christine M.H. Wellons, Assistant Attorney General		20. Telephone Number 410.767.3313		21. Date November 15, 2017	

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>5</u> OF <u>6</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland Higher Education Commission		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 Legislation (#12)			5. Earliest Year/Latest Year _____2007_____ 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.) This series consists of materials regarding the preparation and enactment of laws. Contents of a typical file may include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc.					
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 type="checkbox"/> Other (specify) _____		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 _____2_____ 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 _____0.5_____ 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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _____varies_____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Grasmick Building, 10 th Floor, Rooms of Assistant Attorneys General			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Attorney-client privilege.)			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.		
19. Name and Title of Preparer Christine M.H. Wellons, Assistant Attorney General		20. Telephone Number 410.767.3313		21. Date November 15, 2017	

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 Office of the Attorney General -		2. Division Maryland Higher Education Commission		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 Regulations (#13)			5. Earliest Year/Latest Year <u>2007</u> to <u>present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective. Contents of a typical file may include: proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, etc.					
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 type="checkbox"/> Other (specify) _____		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>2</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>0.5</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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>varies</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Grasmick Building, 10 th Floor, Rooms of Assistant Attorneys General			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No (Attorney-client privilege)			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention. Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.		
19. Name and Title of Preparer Christine M.H. Wellons		20. Telephone Number 410.767.3313		21. Date November 15 2017	

195

Retention Schedule #2576

Office of the Attorney General

Highway Administration, State

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 1 OF 10	
1. Department/Agency Office of the Attorney General		2. Division State Highway Administration		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 1 - Civil Litigation			5. Earliest Year/Latest Year 1997 to 2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts.					
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) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			10. Annual Accumulation 25 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes		
13. Current Location(s) (Bldg., Floor, Room) Department of General Services			12. File Becomes Inactive After Number 20 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No We keep a numerical list of all boxes sent and stored at Jessup.			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
19. Name and Title of Preparer Angelina Marshall			20. Telephone Number 410-545-0048		21. Date 4-28-2017

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 2 OF 10	
1. Department/Agency Office of the Attorney General		2. Division State Highway Administration		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 5 - Administrative Proceedings				5. Earliest Year/Latest Year 2003 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. This series consists of proceedings before administrative agencies performing quasi-judicial duties (i.e., any proceeding in which an administrative agency is acting as a fact-finder in resolving an issue presented to it; Assistant Attorneys General may act as counsel to the administrative agency or as advocates in such proceedings).					
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 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 checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation 2 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes			
12. File Becomes Inactive After Number 15 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			13. Current Location(s) (Bldg., Floor, Room) Department of General Services		
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 checked="" type="checkbox"/> None <input 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 We keep a numerical listing of all records sent to Jessup for storage.		
18. Recommended Retention Retain file in office for 5 years after file is closed. Screen files to identify those meeting selection criteria. Retain final orders until pertinent statute is superseded or discontinued, whichever is sooner. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all other files to the State Records Center to be retained for an additional 10 years, then destroy.			19. Name and Title of Preparer Angelina Marshall		
20. Telephone Number 410-545-0048		21. Date 4-28-2017			

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 3 OF 10	
1. Department/Agency Office of the Attorney General		2. Division State Highway Administration		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 7 - Agreements				5. Earliest Year/Latest Year 2003 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. This series consists of preparation, review and/or approval of agreements on behalf of the state, state agencies, and/or state officials.					
7. Record Series Format(s) List all <input 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 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		10. Annual Accumulation 1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Box			
13. Current Location(s) (Bldg., Floor, Room) Department of General Services			12. File Becomes Inactive After Number 20 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No We keep a numerical list of all boxes sent and stored at Jessup.			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
19. Name and Title of Preparer Angelina Marshall			20. Telephone Number 410-545-0048		21. Date 4-28-2017

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 4 OF 10	
1. Department/Agency Office of the Attorney General		2. Division State Highway Administration		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 10 – Letter of Advice				5. Earliest Year/Latest Year 2013 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc					
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 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 type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Box	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number 5 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 707 N. Calvert Street, Baltimore, MD 21202, 4 th Floor, C407, Central Files			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 checked="" type="checkbox"/> None <input 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 We keep a numerical list of all records in our Central Filing system.			18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 15 years, then destroy.		
19. Name and Title of Preparer Angelina Marshall		20. Telephone Number 410-545-0048		21. Date 4-28-2017	

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 5 OF 10	
1. Department/Agency Office of the Attorney General		2. Division State Highway Administration		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 11 – Correspondence				5. Earliest Year/Latest Year 2015 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda.					
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 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		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) _____			
13. Current Location(s) (Bldg., Floor, Room) 707 N. Calvert Street, Baltimore, MD 21202, 4 th Floor, C407, Central Files		12. File Becomes Inactive After Number 2 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No We keep a numerical list of all records in our Central Filing system.		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
19. Name and Title of Preparer Angelina Marshall		20. Telephone Number 410-545-0048		21. Date 4-28-2017	
18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archives for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.					

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 6 OF 10
1. Department/Agency Office of the Attorney General	2. Division State Highway Administration	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 16 - Real Property Transactions		5. Earliest Year/Latest Year 2003 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. This series consists of OAG-generated materials relative to the review and approval of the purchase, sale, transfer, condemnation or donation of real property and Design/Build Projects.			
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 20 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes	
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 20 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Department of General Services		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 checked="" type="checkbox"/> None <input 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 We keep a numerical list of all boxes sent and stored at Jessup.		18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last. Transfer to the Maryland State Archives for permanent retention.	
19. Name and Title of Preparer Angelina Marshall		20. Telephone Number 410-545-0048	21. Date 4-28-2017

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 7 OF 10	
1. Department/Agency Office of the Attorney General		2. Division State Highway Administration		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 24 – Accounting Records				5. Earliest Year/Latest Year 2013 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) C. <u>Budget and Fiscal Planning Records</u> – Materials and Supplies Physical Inventory, Report of Fixed Assets and Report of Materials and Supplies.					
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 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 checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After Number 3 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 707 N. Calvert Street, Baltimore, MD 21202, 4 th Floor, C407, Central Files			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 checked="" type="checkbox"/> None <input 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 We keep a numerical listing of all records in our Central Filing system.			18. Recommended Retention Retain for 3 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.		
19. Name and Title of Preparer Angelina Marshall		20. Telephone Number 410-545-0048		21. Date 4-28-2017	

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 8 OF 10	
1. Department/Agency Office of the Attorney General		2. Division State Highway Administration		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 24 – Accounting Records				5. Earliest Year/Latest Year 2013 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) E. Miscellaneous Accounting Records – Paid Bills and Invoices, Requisitions and Purchase Orders					
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 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 checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation 4 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) _____			
13. Current Location(s) (Bldg., Floor, Room) 707 N. Calvert Street, Baltimore, MD 21202, 4 th Floor, C407		12. File Becomes Inactive After Number 3 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No SHA Office of Finance			
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No We keep files alphabetically.		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
19. Name and Title of Preparer Angelina Marshall		20. Telephone Number 410-545-0048		21. Date 4-28-2017	
18. Recommended Retention Retain for 3 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.					

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 9 OF 10	
1. Department/Agency Office of the Attorney General		2. Division State Highway Administration		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 24 – Accounting Records				5. Earliest Year/Latest Year 2011 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) F. Purchasing Records-Commodities and Services – Packing Slips, Shipping Tickets, Bills of Lading, Receiving Reports, Purchase Orders, Report of Delivery/Partial Delivery, Requisition for Supplies					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Box 10. Annual Accumulation 1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Box	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number 5 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 707 N. Calvert Street, Baltimore, MD 21202, 4 th Floor, C407			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 checked="" type="checkbox"/> None <input 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 We keep files alphabetically.			18. Recommended Retention Retain for 5 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.		
19. Name and Title of Preparer Angelina Marshall		20. Telephone Number 410-545-0048		21. Date 4-28-2017	

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 10 OF 10	
1. Department/Agency Office of the Attorney General		2. Division State Highway Administration		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 26 – Computer Information				5. Earliest Year/Latest Year 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. Email Retention					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input checked="" 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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume N/A Number <input 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 checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation Number N/A <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
12. File Becomes Inactive After Number 90 days <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			13. Current Location(s) (Bldg., Floor, Room) 707 N. Calvert Street, Baltimore, MD 21202, Office of Information Technology		
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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input type="checkbox"/> No N/A		
18. Recommended Retention The e-mail system has automatic cleanup times set for mailbox and trash messages. Mailboxes have a records retention policy that will delete anything within that is older than 90 days. Deleted items are deleted after 10 days. The policy runs nightly to enforce these policies.			19. Name and Title of Preparer Angelina Marshall		
20. Telephone Number 410-545-0048		21. Date 4-28-2017			

Retention Schedule #2576

Office of the Attorney General

Housing & Community Development,
Department of

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		ELECTRONIC RECORDS INVENTORY Page <u>1</u> of <u>2</u>	
1 DEPARTMENT/AGENCY Office of the Attorney		2 DIVISION Department of Housing & Community Development		3 UNIT Office of the Secretary	
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 RECORD SERIES TITLE Civil Litigation 1.A.				5 EARLIEST YEAR/LATEST YEAR <u>2014</u> TO <u>2016</u>	
6 INPUT - Identify source of information to be entered e-mail, scanned, manual input			7 OUTPUT - Identify the use/s of information generated by system Prepare trial notebook, file(s) for hearing		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.					
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. Confidential information, Office Administrator, Litigation Attorney(s), Litigation Paralegal have access to information. Litigation Attorney(s) to use information at hearing, trial, etc.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Office Administrator, Litigation Attorney(s) or Litigation Paralegal to revise files on an as needed basis					
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. OAG Confidential Drive on computer system					
12 RECOMMENDED RETENTION Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Angela Collins Jones.		14 TELEPHONE NUMBER 301-429-7486		15 DATE November 13, 2017	
16 TITLE OF PREPARER Administrative Officer II					
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		ELECTRONIC RECORDS INVENTORY	
				Page <u>2</u> of <u>2</u>	
2 DEPARTMENT/AGENCY Office of the Attorney		2 DIVISION Department of Housing & Community Development		3 UNIT Office of the Secretary	
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 RECORD SERIES TITLE Civil Litigation 1.B.				5 EARLIEST YEAR/LATEST YEAR <u>2014</u> TO <u>2016</u>	
6 INPUT - Identify source of information to be entered e-mail, scanned, manual input			7 OUTPUT - Identify the use/s of information generated by system Prepare trial notebook, file(s) for hearing		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. B. This series includes Torts and Unemployment insurance litigation documents. Contents of a typical file may include: pleadings, briefs, correspondence, settlement, costs, witness depositions, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.					
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. Confidential information, Administrative Staff, Litigation Attorney(s), Litigation Paralegal have access to information. Litigation Attorney(s) to use information at hearing, trial, etc.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Office Administrator, Litigation Attorney(s) or Litigation Paralegal to revise files on an as needed basis					
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. OAG Confidential Drive on computer system					
12 RECOMMENDED RETENTION Retain in office 3 years after file is closed. Transfer to the State Records Center: (1) if the matter is a tort matter involves a juvenile and the juvenile has not brought suit or settled, transfer file to the State Records Center for an additional 18 years, to provide for the age of majority period, then destroy; (2) in all other cases, transfer file to the State Records Center for an additional 5 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Angela Collins Jones		14 TELEPHONE NUMBER 301-429-7486		15 DATE November 13, 2017	
16 TITLE OF PREPARER Administrative Officer II					
DGS 550-6 (rev. 10/12)					

209

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		ELECTRONIC RECORDS INVENTORY	
				Page <u> 1 </u> of <u> 1 </u>	
3 DEPARTMENT/AGENCY Office of the Attorney		2 DIVISION Department of Housing & Community Development		3 UNIT Office of the Secretary	
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 RECORD SERIES TITLE Administrative Proceedings 5.				5 EARLIEST YEAR/LATEST YEAR <u> 2014 </u> TO <u> 2016 </u>	
6 INPUT - Identify source of information to be entered e-mail, scanned, manual input			7 OUTPUT - Identify the use/s of information generated by system Prepare trial notebook, file(s) for hearing		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series includes, but is not limited to: all administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasijudicial capacity. Also included are Minority Business Enterprises administrative proceedings, and proceedings where companies, individuals, have been debarred from doing business with, or in, the State of Maryland. Contents of a typical file may include: pleadings, Proposed Findings of Fact, Conclusions of Law, indictments, correspondence, transcripts, administrative law judges' decisions, documents, research, notes, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Office Administrative Staff, Litigation Attorney(s), Litigation Paralegal have access to information. Litigation Attorney(s) to use information at hearing, trial, etc.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Office Administrator, Litigation Paralegal to revise files/documents under the direction of Litigation Attorney(s)					
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. OAG Confidential Drive on computer system					
12 RECOMMENDED RETENTION Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Angela Collins Jones		14 TELEPHONE NUMBER 301-429-7486		15 DATE November 13, 2017	
16 TITLE OF PREPARER Administrative Officer II					
DGS 550-6 (rev. 10/12)					

210

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		ELECTRONIC RECORDS INVENTORY Page <u>1</u> of <u>1</u>	
4 DEPARTMENT/AGENCY Office of the Attorney		2 DIVISION Department of Housing & Community Development		3 UNIT Office of the Secretary	
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 RECORD SERIES TITLE Bonds 15.				5 EARLIEST YEAR/LATEST YEAR <u>1970's</u> TO <u>2016</u>	
6 INPUT - Identify source of information to be entered CD's, e-mail, scanned, manual input			7 OUTPUT - Identify the use/s of information generated by system Prepare for Bond Closing. Transcript of Closing.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of OAG-generated materials relative to bonds and bond counsel. Contents of a typical file may include: draft bond, draft offering documents and/or bond purchase agreements, feasibility studies, financial analysis reports, agreements, related opinions and advice letters, bond issue documentation, bond counsel contracts, correspondence, memos, research, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Multi-family, Single-family Bond closing attorney(s). Administrative staff. Used in preparation of bond closings and at closings. Transcript of Bond Closing.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Office Administrator(s)/Bond Administrator(s) prepare and/or revise files/documents under the direction of Principal Counsel and/or Deputy Counsel(s), Bond Attorney(s)					
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. OAG Read only drive on computer system, OAG confidential drive on computer system					
12 RECOMMENDED RETENTION Retain in office 7 years after last principal and interest payment on bonds are made, or until administrative value ceases, whichever comes last then transfer to State Records Center for an additional 7 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Angela Collins Jones		14 TELEPHONE NUMBER 301-429-7486		15 DATE November 13, 2017	
16 TITLE OF PREPARER Administrative Officer II					
DGS 550-6 (rev. 10/12)					

211

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		ELECTRONIC RECORDS INVENTORY Page <u>1</u> of <u>1</u>	
5 DEPARTMENT/AGENCY Office of the Attorney		2 DIVISION Department of Housing & Community Development		3 UNIT Office of the Secretary	
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 RECORD SERIES TITLE Correspondence 11.A.				5 EARLIEST YEAR/LATEST YEAR <u>2014</u> TO <u>2016</u>	
6 INPUT - Identify source of information to be entered CD's, scanned, manual input			7 OUTPUT - Identify the use/s of information generated by system Prepare responses to Public Information Act Requests		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. A. General Correspondence (office wide) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Litigation Attorneys, Litigation Paralegal and/or Administrative Staff have access					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Administrative Officer(s) and/or Litigation Paralegal revised files as needed and/or under the direction of Litigation Attorney(s).					
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. OAG Shared Computer Drive					
12 RECOMMENDED RETENTION Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.					
13 TYPED OR PRINTED NAME OF PREPARER Angela Collins Jones		14 TELEPHONE NUMBER 301-429-7486		15 DATE November 13, 2017	
16 TITLE OF PREPARER Administrative Officer II					
DGS 550-6 (rev. 10/12)					

212

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		ELECTRONIC RECORDS INVENTORY Page <u>1</u> of <u>4</u>	
6 DEPARTMENT/AGENCY Office of the Attorney		2 DIVISION Department of Housing & Community Development		3 UNIT Office of the Secretary	
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 RECORD SERIES TITLE Accounting Records 24.C.				5 EARLIEST YEAR/LATEST YEAR <u>2014</u> TO <u>2016</u>	
6 INPUT - Identify source of information to be entered e-mail, scanned, manual input			7 OUTPUT - Identify the use/s of information generated by system Prepare yearly budget and fiscal estimates, physical inventory reports, records inventory reports		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. C. Budget and Fiscal Planning Records, Budget Estimates, Budget Schedule Amendment, Materials and Supplies Physical Inventory, Report of Fixed Assets, Report of Materials and Supplies, Request for Position Action					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administrative Budget Liaison(s) have access. Use for projecting future budgets, monthly reports, etc.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Administrative Budget Liaison(s) prepares/ revises documents/files as needed and/or under the direction of the Principal Counsel and/or Deputy Counsel(s)					
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. OAG Confidential Drive on Computer System					
12 RECOMMENDED RETENTION Retain for 3 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.					
13 TYPED OR PRINTED NAME OF PREPARER Angela Collins Jones		14 TELEPHONE NUMBER 301-429-7486		15 DATE November 13, 2017	
16 TITLE OF PREPARER Administrative Officer II					
DGS 550-6 (rev. 10/12)					

213

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		ELECTRONIC RECORDS INVENTORY Page <u> 2 </u> of <u> 4 </u>	
7 DEPARTMENT/AGENCY Office of the Attorney		2 DIVISION Department of Housing & Community Development		3 UNIT Office of the Secretary	
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 RECORD SERIES TITLE Accounting Records 24.E.				5 EARLIEST YEAR/LATEST YEAR 2014 TO 2016	
6 INPUT - Identify source of information to be entered e-mail, scanned, manual input .			7 OUTPUT - Identify the use/s of information generated by system Prepare budget estimates, monthly reports.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. E. Miscellaneous Accounting Records, Bank Books, Statements and Deposit Receipts, Budget Papers and Work Sheets Canceled Checks, Check Copies and Check Stubs, Delivery Orders and Receipts, Gas Withdrawal Tickets and Mileage Reports Memorandum Receipt and Property Condemnation Reports, Paid Bills and Invoices, Paid Bonds and Coupons, Periodic Financial Reports to Local/State Agencies, Receipt Copies and Stubs, Receiving Reports, Reconciliation and Trial Balance, Sheets, Renewable Licenses, Requisitions and Purchase Orders, Time Sheets, Withholding/Tax Forms and Statements, Local, State & Federal					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Administrative Budget Liaison(s) have access. Prepare monthly credit card reports, monthly credit card expenditure reports, travel expense payment requests, petty cash reimbursements, etc.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Administrative Budget Liaison(s) prepare as needed.					
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. OAG Confidential Drive on computer system. CD's					
12 RECOMMENDED RETENTION Retain for 3 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.					
13 TYPED OR PRINTED NAME OF PREPARER Angela Collins Jones		14 TELEPHONE NUMBER 301-429-7486		15 DATE November 13, 2017	
16 TITLE OF PREPARER Administrative Officer II					
DGS 550-6 (rev. 10/12)					

214

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		ELECTRONIC RECORDS INVENTORY Page <u>3</u> of <u>4</u>	
8 DEPARTMENT/AGENCY Office of the Attorney		2 DIVISION Department of Housing & Community Development		3 UNIT Office of the Secretary	
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 RECORD SERIES TITLE Accounting Records 24.F.				5 EARLIEST YEAR/LATEST YEAR <u>2014</u> TO <u>2016</u>	
6 INPUT - Identify source of information to be entered e-mail, scanned, manual input			7. OUTPUT - Identify the use/s of information generated by system Prepare for hiring contractual legal counsel, hearing, mtgs.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. F. Purchasing Records-Commodities and Services, Actual Emergency and Repairs Report, Agency Interoffice Requisitions Automation Management Reports, Bid Tabulation Records, Contract Amendments, Credit Memorandum, Inventory Dispositions Invitation for Bids, Invoices/Expenditure Transfer Authorizations, Issue Tickets or Receipts, Materials/Supplies Specifications Monthly Expenditure Printouts, Out of Schedule Requisition for Supplies, Packing Slips, Shipping Tickets, Bills of Lading, Purchase Order, Purchasing Register, , Receiving Reports, Report of Delivery/Partial Delivery, Request for Proposals Requisition Forms, Miscellaneous, Requisition for Supplies, Warehouse Requisitions					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Office Administrator(s) have access. Use for preparing future R.F.P's, Invitation for Bids, Contract Amendments, Requisitions, Administrative hearing, meetings, etc.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Office Administrator(s) prepare/revise files/documents as needed under the direction of Principal Counsel and/or Deputy Counsel(s)					
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. OAG Confidential Drive on computer system. CD's					
12 RECOMMENDED RETENTION Retain for 5 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.					
13 TYPED OR PRINTED NAME OF PREPARER Angela Collins Jones		14 TELEPHONE NUMBER 301-429-7486		15 DATE November 13, 2017	
16 TITLE OF PREPARER Administrative Officer II					
DGS 550-6 (rev. 10/12)					

215

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		ELECTRONIC RECORDS INVENTORY Page <u>4</u> of <u>4</u>	
9 DEPARTMENT/AGENCY Office of the Attorney		2 DIVISION Department of Housing & Community Development		3 UNIT Office of the Secretary	
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 RECORD SERIES TITLE Accounting Records 24.G.				5 EARLIEST YEAR/LATEST YEAR <u>2012</u> TO <u>2020</u>	
6 INPUT - Identify source of information to be entered e-mail, scanned, manual input			7 OUTPUT - Identify the use/s of information generated by system Enforce contract terms and conditions of contract, tract performance, etc.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. G. Contracts Awarded This series consists of services contracts entered into on behalf of the Office of the Attorney General.					
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. OAG Office Administrator(s), Principal Counsel, Deputy Counsel(s) have read/write access, rest of OAG staff have read-only access. Allows OAG staff access to terms and conditions of contracts.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Office Administrator(s) revises files/documents under the direction of Principal Counsel and/or Deputy Counsel(s)					
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. OAG Confidential Drive on computer system					
12 RECOMMENDED RETENTION Retain original contract for the life of the contract plus 2 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.					
13 TYPED OR PRINTED NAME OF PREPARER Angela Collins Jones		14 TELEPHONE NUMBER 301-429-7486		15 DATE November 13, 2017	
16 TITLE OF PREPARER Administrative Officer II					
DGS 550-6 (rev. 10/12)					

216

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		ELECTRONIC RECORDS INVENTORY Page <u> 1 </u> of <u> 1 </u>	
11 DEPARTMENT/AGENCY Office of the Attorney		2 DIVISION Department of Housing & Community Development		3 UNIT Office of the Secretary	
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 RECORD SERIES TITLE Financial Transactions 14.				5 EARLIEST YEAR/LATEST YEAR <u> 1970's </u> TO <u> 2016 </u>	
6 INPUT - Identify source of information to be entered CD's, e-mail, scanned, manual input			7 OUTPUT - Identify the use/s of information generated by system Prepare for Loan Closings, transcript of loan closing, final closing.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of OAG-generated materials relative to the approval of contracts, bonds and/or promissory notes, leases, lease/purchase agreements, loans, grant agreements, and inter-agency or intergovernmental agreements involving the transfer of funds, etc. Contents of a typical file may include copies of documents such as: contracts, bonds and/or promissory notes, leases, loan agreements, grant agreements; and correspondence, drafts, notes, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Multi-family, Single-family loan closing attorney(s), Administrative Officers. Used in preparation of loan closings and at closings. Transcript of loan Closing.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Office Administrator(s) prepare and revise files/documents under the direction Loan Attorney(s).					
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. OAG Shared Drive on computer system					
12 RECOMMENDED RETENTION Retain in office 5 years after term of document expires or until administrative value ceases, whichever comes last. Transfer to the State Records Center for an additional 5 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Angela Collins Jones		14 TELEPHONE NUMBER 301-429-7486		15 DATE November 13, 2017	
16 TITLE OF PREPARER Administrative Officer II					
DGS 550-6 (rev. 10/12)					

217

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		ELECTRONIC RECORDS INVENTORY	
				Page <u> 1 </u> of <u> 2 </u>	
12 DEPARTMENT/AGENCY Office of the Attorney		2 DIVISION Department of Housing & Community Development		3 UNIT Office of the Secretary	
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 RECORD SERIES TITLE Letters of Advice 10.				5 EARLIEST YEAR/LATEST YEAR <u> 1977 </u> TO <u> 2015 </u>	
6 INPUT - Identify source of information to be entered e-mail, scanned, manual input			7 OUTPUT - Identify the use/s of information generated by system Provide written legal advice to OAG clients.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. 10. Letters of Advice This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc. Contents of a typical file may include: the request for advice, research, memoranda, drafts and letter of advice.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Office Administrator(s), Principal Counsel and/or Deputy Counsel(s) have write access to information. All other OAG staff have read access. Information is used to give advice to OAG clients regarding a specific legal matter or matters.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Office Administrator(s) prepare and/or revise documents/files under the direction of Principal Counsel, Deputy Counsel(s).					
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. OAG Read Only Drive on the computer system					
12 RECOMMENDED RETENTION Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.					
13 TYPED OR PRINTED NAME OF PREPARER Angela Collins Jones		14 TELEPHONE NUMBER 301-429-7486		15 DATE November 13, 2017	
16 TITLE OF PREPARER Administrative Officer II					
DGS 550-6 (rev. 10/12)					

218

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>2</u>	
1. Department/Agency Office of the Attorney General		2. Division Department of Housing and Community Development		3. Unit Office of the Secretary	
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: Civil Litigation 1.A.				5. Earliest Year/Latest Year <u>2014</u> to <u>2016</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.					
7. Record Series Format(s) List all <input 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 type="checkbox"/> Other (specify) Computer file		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>27</u> Number <input 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 type="checkbox"/> Annually		10. Annual Accumulation <u>9</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
12. File Becomes Inactive After <u>20</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)				13. Current Location(s) (Bldg., Floor, Room) 7800 Harkins Road, Lanham, Maryland 20706, 4 th Floor, Room 470	
14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input type="checkbox"/> No Confidential drive on computer system				15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No Privileged or Confidential GP §4-301 Confidential Rule 16-1010(a)	
16. Audit Requirements <input type="checkbox"/> None <input 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 type="checkbox"/> Yes <input type="checkbox"/> No	
18. Recommended Retention – Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.				19. Name and Title of Preparer Angela Collins Jones, Administrative Officer II	
20. Telephone Number 301-429-7486		21. Date November 8, 2017			

DGS 550-4 (Rev. 1/93)

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>2</u> OF <u>2</u>	
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219

1. Department/Agency Office of the Attorney General		2. Division Department of Housing and Community Development		3. Unit Office of the Secretary	
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: Civil Litigation 1.B.				5. Earliest Year/Latest Year 2014 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) B. This series includes Torts and Unemployment insurance litigation documents. Contents of a typical file may include: pleadings, briefs, correspondence, settlement, costs, witness depositions, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.					
7. Record Series Format(s) List all <input 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 type="checkbox"/> Other (specify) - Computer File		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 2 Number <input 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 type="checkbox"/> Annually		12. File Becomes Inactive After 4 Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 7800 Harkins Road, Lanham, Maryland 20706, 4 th Floor, Room 470			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input type="checkbox"/> No Confidential drive on computer system		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No Privileged or Confidential GP §4-301 Confidential Rule 16-1010(a)			16. Audit Requirements <input type="checkbox"/> None <input 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 type="checkbox"/> Yes <input type="checkbox"/> No			18. Recommended Retention – Retain in office 3 years after file is closed. Transfer to the State Records Center: (1) if the matter is a tort matter involves a juvenile and the juvenile has not brought suit or settled, transfer file to the State Records Center for an additional 18 years, to provide for the age of majority period, then destroy; (2) in all other cases, transfer file to the State Records Center for an additional 5 years, then destroy.		
19. Name and Title of Preparer Angela Collins Jones, Administrative Officer II		20. Telephone Number 301-429-7486		21. Date November 8, 2017	

DGS 550-4 (Rev. 1/93)

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 1 OF 1	
1. Department/Agency Office of the Attorney General		2. Division Department of Housing and Community Development		3. Unit Office of the Secretary	
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: Administrative Proceedings 5.				5. Earliest Year/Latest Year 2014 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. This series includes, but is not limited to: all administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasijudicial capacity. Also included are Minority Business Enterprises administrative proceedings, and proceedings where companies have been debarred from doing business with, or in, the State of Maryland. Contents of a typical file may include: pleadings, Proposed Findings of Fact, Conclusions of Law, indictments, correspondence, transcripts, administrative law judges' decisions, documents, research, notes, etc.					

220

7. Record Series Format(s) List all <input 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 type="checkbox"/> Other (specify) Computer File		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ Number <input 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 type="checkbox"/> Annually		10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
13. Current Location(s) (Bldg., Floor, Room) 7800 Harkins Road, Lanham, MD 20706, 4 th Floor, Room: 470		12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No Privileged or Confidential GP §4-301		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input type="checkbox"/> No Confidential drive on computer system			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input type="checkbox"/> No		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
19. Name and Title of Preparer Angela Collins Jones, Administrative Officer II		20. Telephone Number 301-429-7486		21. Date November 8, 2017	
18. Recommended Retention: Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.					

DGS 550-4 (Rev. 1/93)

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> 1 </u>	
1. Department/Agency Office of the Attorney General		2. Division Department of Housing and Community Development		3. Unit Office of the Secretary	
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: Correspondence 11.A.				5. Earliest Year/Latest Year _____ 2014 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. General Correspondence (office wide) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.					
7. Record Series Format(s) List all <input 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 type="checkbox"/> Other (specify) Computer file		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) OAG shared file on computer	
				10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) OAG Shared file on computer	

221

11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7800 Harkins Road, Lanham, Maryland 20706, 4 th Floor, Room 470		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input type="checkbox"/> No OAG Shared drive on computer	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No Attorney/Client Privilege GP §4-301		16. Audit Requirements <input type="checkbox"/> None <input 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 type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.	
19. Name and Title of Preparer Angela Collins Jones, Administrative Officer II		20. Telephone Number 301-429-7486	21. Date November 8, 2017

DGS 550-4 (Rev. 1/93)

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>1</u>	
1. Department/Agency Office of the Attorney General		Department of Housing and Community Development		3. Unit Office of the Secretary	
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: Letters of Advice 10.				5. Earliest Year/Latest Year <u>1977</u> to <u>2015</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc. Contents of a typical file may include: the request for advice, research, memoranda, drafts and letter of advice.					
7. Record Series Format(s) List all <input 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 type="checkbox"/> Other (specify) Read only drive on computer/Loose Leaf Binders		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>11</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Read only drive on computer/Bookcase	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation <u>3</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Read only drive on computer/Bookcase			
13. Current Location(s) (Bldg., Floor, Room) 7800 Harkins Road, Lanham, MD 20706, 4 th Floor, Room: 470		12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input type="checkbox"/> No Read only drive on computer					

222

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No Attorney/Client Privilege Confidential Confidential GP#4-301		16. Audit Requirements <input type="checkbox"/> None <input 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 type="checkbox"/> Yes <input type="checkbox"/> No		18. Recommended Retention: Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.	
19. Name and Title of Preparer Angela Collins Jones, Administrative Officer II	20. Telephone Number 301-429-7486	21. Date November 8, 2017	

DGS 550-4 (Rev. 1/93)

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>1</u>	
1. Department/Agency Office of the Attorney General		Department of Housing and Community Development		3. Unit Office of the Secretary	
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: Financial Transactions 14.				5. Earliest Year/Latest Year <u>1970's</u> to <u>2016</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of OAG-generated materials relative to the approval of contracts, bonds and/or promissory notes, leases, lease/purchase agreements, loans, grant agreements, and inter-agency or intergovernmental agreements involving the transfer of funds, etc. Contents of a typical file may include copies of documents such as: contracts, bonds and/or promissory notes, leases, loan agreements, grant agreements; and correspondence, drafts, notes, etc. This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc. Contents of a typical file may include: the request for advice, research, memoranda, drafts and letter of advice.					
7. Record Series Format(s) List all <input 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 type="checkbox"/> Other (specify) computer file/Bound Transcripts		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Number <u>1110</u> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) shared drive on computer/Transcript shelves	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation <u>25-30</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) shared drive on computer/transcript shelves			
13. Current Location(s) (Bldg., Floor, Room) 7800 Harkins Road, Lanham, MD 20706, 4 th Floor, Room: 470		12. File Becomes Inactive After <u>45-50</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input type="checkbox"/> No Read only drive on computer until closed then shared drive on computer			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input type="checkbox"/> No		16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
18. Recommended Retention: Retain in office 5 years after term of document expires or until administrative value ceases, whichever comes last. Transfer to the State Records Center for an additional 5 years, then destroy.					
19. Name and Title of Preparer Angela Collins Jones, Administrative Officer II	20. Telephone Number 301-429-7486	21. Date November 8, 2017			

DGS 550-4 (Rev. 1/93)

223

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>1</u>	
1. Department/Agency Office of the Attorney General		Department of Housing and Community Development		3. Unit Office of the Secretary	
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: Bonds 15.				5. Earliest Year/Latest Year <u>1970's</u> to <u>2016</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of OAG-generated materials relative to bonds and bond counsel. Contents of a typical file may include: draft bond, draft offering documents and/or bond purchase agreements, feasibility studies, financial analysis reports, agreements, related opinions and advice letters, bond issue documentation, bond counsel contracts, correspondence, memos, research, etc. This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc. Contents of a typical file may include: the request for advice, research, memoranda, drafts and letter of advice.					
7. Record Series Format(s) List all <input 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 type="checkbox"/> Other (specify) CD		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) Bond Series and Date		9. Volume <u>477</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Bookcases/file drawer/OAG Read only Drive on computer	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation <u>12</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) bookcases/file drawer/OAG read only drive on computer			
12. File Becomes Inactive After <u>47</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)				13. Current Location(s) (Bldg., Floor, Room) 7800 Harkins Road, Lanham, MD 20706, 4 th Floor, Room: 470	
14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input type="checkbox"/> No CD				15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No	
16. Audit Requirements <input type="checkbox"/> None <input 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 type="checkbox"/> Yes <input type="checkbox"/> No	
18. Recommended Retention: Retain in office 7 years after last principal and interest payment on bonds are made, or until administrative value ceases, whichever comes last then transfer to State Records Center for an additional 7 years, then destroy.				19. Name and Title of Preparer Angela Collins Jones, Administrative Officer II	
20. Telephone Number 301-429-7486		21. Date November 8, 2017			

224

<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>PAGE <u>1</u> OF <u>4</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>Department of Housing and Community Development</p>		<p>3. Unit Office of the Secretary</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: Accounting Records 24.C.</p>				<p>5. Earliest Year/Latest Year <u>2014</u> to <u>2016</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.) C. Budget and Fiscal Planning Records, Budget Estimates, Budget Schedule Amendment, Materials and Supplies Physical Inventory Report of Fixed Assets, Report of Materials and Supplies, Request for Position Action</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 type="checkbox"/> Other (specify) Computer file</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input 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>7</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 type="checkbox"/> Other (specify) OAG confidential computer file</p>	
				<p>10. Annual Accumulation <u>1</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 type="checkbox"/> Other (specify) OAG confidential computer file</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 7800 Harkins Road, Lanham, MD 20706, 4th Floor Budget Room 467 All others 483-B</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input type="checkbox"/> No Confidential drive on computer</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No Personal Identifiable Information GP§4-301</p>			<p>16. Audit Requirements <input 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 type="checkbox"/> Yes <input type="checkbox"/> No</p>			<p>18. Recommended Retention: Retain for 3 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Angela Collins Jones, Administrative Officer II</p>		<p>20. Telephone Number 301-429-7486</p>		<p>21. Date November 8, 2017</p>	

<p><u>Instructions</u> 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>PAGE <u>2</u> OF <u>4</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>Department of Housing and Community Development</p>		<p>3. Unit Office of the Secretary</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: Accounting Records 24.E.</p>				<p>5. Earliest Year/Latest Year <u>2014</u> to <u>2016</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.) E. Miscellaneous Accounting Records, Bank Books, Statements and Deposit Receipts, Budget Papers and Work Sheets, Canceled Checks, Check Copies and Check Stubs, Delivery Orders and Receipts, Gas Withdrawal Tickets and Mileage Reports, Memorandum Receipt and Property, Condemnation Reports, Paid Bills and Invoices, Paid Bonds and Coupons, Periodic Financial Reports to Local/State Agencies, Receipt Copies and Stubs, Receiving Reports, Reconciliation and Trial Balance Sheets, Renewable Licenses, Requisitions and Purchase Orders, Time Sheets, Withholding/Tax Forms and Statements, Local, State & Federal</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 type="checkbox"/> Other (specify) Computer file</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input 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>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 type="checkbox"/> Other (specify) OAG confidential drive on computer</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>10. Annual Accumulation <u>1</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 type="checkbox"/> Other (specify) OAG confidential drive on computer/Bookcase</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) 7800 Harkins Road, Lanham, MD 20706, 4th Floor, Room: 483-B</p>				<p>12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No Confidential GP §4-301</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input type="checkbox"/> No H Drive on computer</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		<p>16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>			
<p>19. Name and Title of Preparer Angela Collins Jones, Administrative Officer II</p>				<p>18. Recommended Retention: Retain for 3 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.</p>	
<p>20. Telephone Number 301-429-7486</p>		<p>21. Date November 8, 2017</p>			

226

<p><u>Instructions</u> 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>PAGE <u>3</u> OF <u>4</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>Department of Housing and Community Development</p>		<p>3. Unit Office of the Secretary</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: Accounting Records 24.F.</p>				<p>5. Earliest Year/Latest Year <u>2014</u> to <u>2016</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.) F. Purchasing Records-Commodities and Services, Actual Emergency and Repairs Report, Agency Interoffice Requisitions, Automation Management Reports, Bid Tabulation Records, Contract Amendments, Credit Memorandum, Inventory Dispositions, Invitation for Bids, Invoices/Expenditure Transfer Authorizations, Issue Tickets or Receipts, Materials/Supplies Specifications, Monthly Expenditure Printouts, Out of Schedule Requisition for Supplies, Packing Slips, Shipping Tickets, Bills of Lading, Purchase Order, Purchasing Register, Receiving Reports, Report of Delivery/Partial Delivery, Request for Proposals, Requisition Forms, Miscellaneous, Requisition for Supplies, Warehouse Requisitions</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 type="checkbox"/> Other (specify) Computer file</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input 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>4</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 type="checkbox"/> Other (specify) Confidential Drive on Computer</p>	
				<p>10. Annual Accumulation <u>1</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 type="checkbox"/> Other (specify) Confidential Drive on Computer</p>	
<p>11. File is Used</p> <p><input 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 type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 7800 Harkins Road, Lanham, MD 20706, 4th Floor, Room 467 and Room 483-B</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input type="checkbox"/> No Confidential Drive on Computer</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No Confidential/Trade Secrets GP§4-335 5 U.S.C. §552(b)(4)</p>			<p>16. Audit Requirements <input 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 type="checkbox"/> Yes <input type="checkbox"/> No</p>			<p>18. Recommended Retention: Retain for 5 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Angela Collins Jones, Administrative Officer II</p>		<p>20. Telephone Number 301-429-7486</p>		<p>21. Date November 8, 2017</p>	

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>4</u> OF <u>4</u>	
1. Department/Agency Office of the Attorney General		Department of Housing and Community Development		3. Unit Office of the Secretary	
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: Accounting Records 24.G.				5. Earliest Year/Latest Year <u>2012</u> to <u>2020</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) G. Contracts Awarded This series consists of services contracts entered into on behalf of the Office of the Attorney General.					
7. Record Series Format(s) List all <input 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 type="checkbox"/> Other (specify) Computer File		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>11</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) confidential drive on computer	
				10. Annual Accumulation <u>11</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Confidential drive on computer	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 7800 Harkins Road, Lanham, MD 20706, 4 th Floor, Room: 470			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input type="checkbox"/> No Read only drive on computer		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No Confidential/Trade Secrets GP§4-335 5.U.S.C. §552(b)(4)			16. Audit Requirements <input type="checkbox"/> None <input 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 type="checkbox"/> Yes <input type="checkbox"/> No			18. Recommended Retention: Retain original contract for the life of the contract plus 2 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.		
19. Name and Title of Preparer Angela Collins Jones, Administrative Officer II		20. Telephone Number 301-429-7486		21. Date November 8, 2017	

228

Retention Schedule #2576

Office of the Attorney General

Human Resources, Department of

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>1</u>	
1. Department/Agency <i>Office of the Attorney General</i>		2. Division <i>Department of Human Resources</i>		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 <i>14. Financial Transactions</i>			5. Earliest Year/Latest Year <i>2009</i> to <i>2017</i>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <i>This series consists of OAG-generated materials relative to the approval of contracts, bonds and/or promissory notes, leases, lease/purchase agreements, loans, grant agreements, and inter-agency or intergovernmental agreements involving the transfer of funds, etc. Contents of a typical file may include copies of documents such as: contracts, bonds and/or promissory notes, leases, loan agreements, grant agreements; and correspondence, drafts, notes, etc.</i>					
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 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 <i>477 - 835</i> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Record Retention Box</u>	
				10. Annual Accumulation <u>8</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Record Retention Box</u>	
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 <u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <i>311 W. Saratoga Street, 2nd floor, Baltimore, MD 21201</i>			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 checked="" type="checkbox"/> None <input 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 <i>List by box number and matter content</i>			18. Recommended Retention <i>Retain in office 5 years after term of document expires or until administrative value ceases, whichever comes last. Transfer to the State Records Center for an additional 5 years, then destroy.</i>		
19. Name and Title of Preparer <i>Janice L. Jewson, Administrator</i>		20. Telephone Number <i>410.767.7281</i>		21. Date <i>April 14, 2017</i>	

<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>PAGE <u>1</u> OF <u>1</u></p>	
<p>1. Department/Agency <i>Office of the Attorney General</i></p>		<p>2. Division <i>Department of Human Resources</i></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 <i>1. Civil Litigation</i></p>			<p>5. Earliest Year/Latest Year <i>1988</i> to <i>1997</i></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.)</p> <p><i>This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts.</i></p> <p><i>A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges.</i></p> <p><i>Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.</i></p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 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 <i>57-840</i> 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) <i>Record Retention Box</i></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p>Number <i>5</i> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) <i>311 W. Saratoga Street, 2nd floor, Baltimore, MD 21201</i></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 <i>List by box number and matter contents</i></p>		<p>18. Recommended Retention <i>Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.</i></p>			
<p>19. Name and Title of Preparer <i>Janice L. Jewson, Administrator</i></p>		<p>20. Telephone Number <i>410.767.7281</i></p>		<p>21. Date <i>April 14, 2017</i></p>	

Retention Schedule #2576

Office of the Attorney General

Information Technology, Department of

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 1 OF 4	
1. Department/Agency Office of the Attorney General		2. Division Department of Information Technology		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 Settlement (4)				5. Earliest Year/Latest Year 2010 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of the files of the Chief of Litigation relating to the terminations of lawsuits by agreement with the approval of the Board of Public Works. The Chief of Litigation, or his delegate, has authority to approve agreements to settle certain civil lawsuits brought against the state, a state agency, or a state officer, subject to further approval of the Board of Public Works. This series covers the files of the Chief of Litigation, or his delegate, that document the process by which such approvals are sought, considered, and granted or denied. Contents of a typical file may include: Settlement Agreements, correspondence, notes, drafts, etc.					
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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 30 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
13. Current Location(s) (Bldg., Floor, Room) 301 W. Preston Street, Ste. 1304, Baltimore, MD 21201		12. File Becomes Inactive After 10 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
19. Name and Title of Preparer Wendy M. Scott		20. Telephone Number (410) 767-4969		21. Date November 14, 2017	
18. Recommended Retention Retain in office for 10 years after file is closed. Transfer to the State Records Center and retain for an additional 15 years, then destroy.					

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 2 OF 4	
1. Department/Agency Office of the Attorney General		2. Division Department of Information Technology		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 Agreements (7)				5. Earliest Year/Latest Year 2008 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of preparation, review and/or approval of agreements on behalf of the state, state agencies, and/or state officials. This series includes, but is not limited to: agreements, interagency agreements, those between country clubs and the Department of Assessments and Taxation for preferential tax treatment, etc. Contents of a typical file may include: agreements, correspondence, documents, notes, etc.					
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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 44 Number <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>Boxes</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		10. Annual Accumulation Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
13. Current Location(s) (Bldg., Floor, Room) 301 W. Preston Street, Ste. 1304, Baltimore, MD 21201		12. File Becomes Inactive After 5 Number. <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
19. Name and Title of Preparer Wendy M. Scott		20. Telephone Number (410) 767-4969		18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 15 years, then destroy.	
				21. Date November 14, 2017	

204

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 3 OF 4	
1. Department/Agency Office of the Attorney General		2. Division Department of Information Technology		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 Correspondence (ii)				5. Earliest Year/Latest Year 2008 to 2011	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.					
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 type="checkbox"/> Other (specify) _____		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) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____			
13. Current Location(s) (Bldg., Floor, Room) 301 W. Preston Street, Ste. 1304, Baltimore, MD 21201				12. File Becomes Inactive After 2 Number <input type="checkbox"/> Month(s) x Year(s)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes x No				14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes x No	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes x No				16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
19. Name and Title of Preparer Wendy M. Scott				18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.	
20. Telephone Number (410) 767-4969		21. Date November 14, 2017			

Retention Schedule #2576

Office of the Attorney General

Insurance Administration, Maryland (MIA)

<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 410-798-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>1</u></p>	
<p>1. Department/Agency OAG</p>		<p>2. Division MIA <i>Maryland Insurance Administration</i></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 REGULATIONS (13)</p>				<p>5. Earliest Year/Latest Year 2013 to PRESENT</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.) This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective. Contents of a typical file may include: proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, 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 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 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 3 storage boxes 2 file drawers 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) Storage Boxes</p> <p>10. Annual Accumulation 5 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) Storage Boxes</p>	
<p>11. File Is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After 5 years</p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 27th Floor records room</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Linda Ness</p>		<p>20. Telephone Number 410.468.2035</p>		<p>21. Date April 28, 2017</p>	

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 410-798-1830		AGENCY RECORDS INVENTORY PAGE _____ OF _____	
1. Department/Agency OAG		2. Division MIA		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 CIVIL LITIGATION (1)				5. Earliest Year/Latest Year 2012 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.) A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.					
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 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 file drawers/15 storage boxes Number <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) storage boxes 10. Annual Accumulation 25 Number <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) storage boxes	
11. File Is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 15 years Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 27 TH Floor records room			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy		
19. Name and Title of Preparer Linda Ness		20. Telephone Number 410.468.2035		21. Date April 28, 2017	

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 410-760-1930		AGENCY RECORDS INVENTORY PAGE _____ OF _____	
1. Department/Agency OAG		2. Division MIA		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 LEGISLATION (12)				5. Earliest Year/Latest Year 2013 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.) A. Preparation and Enactment This series consists of materials regarding the preparation and enactment of laws. Contents of a typical file may include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc.					
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 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 type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) storage boxes	
				10. Annual Accumulation 10 Number <input 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 6 years Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 27 th Floor records room			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.		
19. Name and Title of Preparer Linda Ness		20. Telephone Number 410.468.2035		21. Date April 28, 2017	

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239

<p><u>Instructions</u> –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>PAGE <u>1</u> OF <u>1</u></p>	
<p>1. Department/Agency OAG</p>		<p>2. Division MIA</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 ADVICE (10)</p>				<p>5. Earliest Year/Latest Year 2015 to PRESENT</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.) This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc Contents of a typical file may include: the request for advice, research, memoranda, drafts and letter of advice. Purpose: Research</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) storage boxes</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</p> <p>6 file drawers/6 storage boxes</p> <p>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 checked="" type="checkbox"/> Other (specify) storage boxes</p>	
<p>11. File Is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After 5 years</p> <p>Number _____</p> <p><input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) 27th Floor records room</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Linda Ness</p>		<p>20. Telephone Number 410.468.2035</p>		<p>21. Date April 28, 2017</p>	

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 410-788-1830		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>1</u>	
1. Department/Agency OAG		2. Division MIA		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 OPINIONS (9)				5. Earliest Year/Latest Year 1999 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.) This series consists of published opinions issued by the Attorney General pursuant to requests from state officials, agencies etc. for clarification of legal matters. Contents of a typical file may include: opinion request, research, memoranda, drafts and final opinion, etc					
7. Record Series Format(s) List all <input 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 checked="" 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 5 book shelves Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Book Shelves	
				10. Annual Accumulation 8 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Book shelves	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 7 years Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 27TH Floor records room			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Transfer copy of Official Opinions of Attorney General to the Maryland State Archives upon publication. Retain official opinion file in office for 7 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.		
19. Name and Title of Preparer Linda Ness		20. Telephone Number 410.468.2035		21. Date April 28, 2017	

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 410-788-1930		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>2</u>	
1. Department/Agency OAG		2. Division MIA		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 CORRESPONDENCE (11)				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.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc..					
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume	
<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 type="checkbox"/> Other (specify) _____		<input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		5 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	
				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			12. File Becomes Inactive After 2 years		
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 27TH Floor records room			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.		

19. Name and Title of Preparer Linda Ness	20. Telephone Number 410.468.2035	21. Date April 28, 2017
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DGS 650-4 (Rev. 1/93)

Retention Schedule #2576

Office of the Attorney General

Juvenile Services, Department of

<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>PAGE <u>1</u> OF <u>6</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Department of Juvenile Services</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 Letters of Advice</p>				<p>5. Earliest Year/Latest Year 1988 to 2017</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.) Letters of Advice – Includes advice given on all subject matter files – purpose: legal advice given covering various subject matter given to the Department of Juvenile Services and Governor's Office of Crime Control and Prevention</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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) <u>Electronic – pdf format</u> - (see electronic record form 550-6)</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input 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</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s) – 200 cubic feet</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 materials are superceded or no longer relevant</p> <p>Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> - 5 Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) 120 W. Fayette Street, 5th Floor, Baltimore, MD 21201</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes - in the process of electronically storing relevant files <input type="checkbox"/> No</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – except for confidential juvenile information CJP §3-8A-27</p>		<p>16. Audit Requirements</p> <p><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</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Formatted list – alphabetical – of all subject matter files</p>		<p>18. Recommended Retention</p> <p>Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures</p>			
<p>19. Name and Title of Preparer Kathy L. Lingo Administrative Officer</p>		<p>20. Telephone Number 410-230-3135</p>		<p>21. Date 4/6/17</p>	

245

<p><u>Instructions</u> –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>PAGE <u>2</u> OF <u>6</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Department of Juvenile Services</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 Regulations</p>				<p>5. Earliest Year/Latest Year 2000 to 2017</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.) Regulations – Includes all subject matter files on regulations that impact OAG, Department of Juvenile Services (DJS), or Governor's Office of Crime Control and Prevention (GOCCP) – purpose: information covering various regulations – proposed and final, Maryland Register Notices, correspondence, memos, notes, history and background documentation for OAG, DJS, and GOCCP.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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) <u>Electronic – pdf format -</u> <u>(see electronic record form 550-6)</u></p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input 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</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s) – 50 cubic feet</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</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s) – 2 cubic feet</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 materials are superceded or no longer relevant</p> <p>Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> - 5 Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 120 W. Fayette Street, 5th Floor, Baltimore, MD 21201</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes - in the process of electronically storing relevant files <input type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – except for confidential juvenile information CJP §3-8A-27</p>			<p>16. Audit Requirements</p> <p><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</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Formatted list – alphabetical – of all subject matter files</p>			<p>18. Recommended Retention Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii of OAG Record Retention Schedule. Transfer selected files to Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Kathy L. Lingo Administrative Officer</p>		<p>20. Telephone Number 410-230-3135</p>		<p>21. Date 4/6/17</p>	

246

<p><u>Instructions</u> –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>PAGE <u>3</u> OF <u>6</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Department of Juvenile Services</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 Correspondence</p>				<p>5. Earliest Year/Latest Year 1988 to 2017</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.) Correspondence – Includes correspondence regarding all subject matter files – purpose: communications covering various subject matter given to the Department of Juvenile Services and Governor's Office of Crime Control and Prevention</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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) <u>Electronic – pdf format -</u> <u>(see electronic record form 550-6)</u></p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input 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</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s) – 175 cubic feet</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</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s) – 5 cubic feet</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 materials are superceded or no longer relevant</p> <p>Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> - 2 Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 120 W. Fayette Street, 5th Floor, Baltimore, MD 21201</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes - in the process of electronically storing relevant files <input type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – except for confidential juvenile information CJP §3-8A-27</p>			<p>16. Audit Requirements</p> <p><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</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Formatted list – alphabetical – of all subject matter files</p>			<p>18. Recommended Retention</p> <p>Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive the permanent retention of any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.</p>		
<p>19. Name and Title of Preparer Kathy L. Lingo Administrative Officer</p>		<p>20. Telephone Number 410-230-3135</p>		<p>21. Date 4/6/17</p>	

247

<p><u>Instructions</u> –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>PAGE <u>4</u> OF <u>6</u></p>
1. Department/Agency Office of the Attorney General	2. Division Department of Juvenile Services	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 11. Correspondence - Office Administration		5. Earliest Year/Latest Year 2010 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda.			
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>Electronic - pdf format</u> <small>(see electronic record form 550-6)</small>	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume Number _____ <input checked="" type="checkbox"/> File Drawer(s) – 75 cubic feet <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After materials are superceded or no longer relevant Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> - screened annually and destroyed when no longer needed for current business	
13. Current Location(s) (Bldg., Floor, Room) 120 W. Fayette Street, 5th Floor, Baltimore, MD 21201		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes - in the process of electronically storing relevant files <input type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – except for confidential juvenile information CJP §3-8A-27		16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 Formatted list – alphabetical – of all subject matter files		18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value	
19. Name and Title of Preparer Kathy L. Lingo Administrative Officer		20. Telephone Number 410-230-3135	21. Date 4/6/17

248

<p><u>Instructions</u> –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>PAGE <u>5</u> OF <u>6</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Department of Juvenile Services</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 Litigation</p>			<p>5. Earliest Year/Latest Year 2005 to 2017</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.) Litigation – Includes all affirmative litigation, bid protests, civil rights, contract disputes, torts, employment grievances regarding both clients. Purpose: All litigation for Juvenile Services and Governor's Office of Crime Control and Prevention.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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) <u>Electronic - pdf format -</u> <u>(see electronic record form 550-6)</u></p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input 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</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s) – 100 cubic feet</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</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s) – 10 cubic feet</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 5 Years from date of closure of the litigation; 3 years after closure for tort claims.</p> <p>Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> - 3 to 5 years</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 120 W. Fayette Street, 5th Floor, Baltimore, MD 21201</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes - in the process of electronically storing relevant files <input type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – except for confidential juvenile information CJP §3-8A-27</p>			<p>16. Audit Requirements</p> <p><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</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Formatted list – alphabetical – of all subject matter files</p>			<p>18. Recommended Retention</p> <p>Civil Litigation - Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii of OAG Retention Schedule. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.</p> <p>Torts Claims – Retain in office for 3 years after is closed. Transfer to State Records Center: (1) if the matter is a tort matter involves a juvenile and the juvenile has not brought suit or settled, transfer file to the State Records Center for an additional 18 years, to provide for the age of majority period, then destroy; (2) In all other cases, transfer file to the State Records Center for an additional 5 years, then destroy.</p>		
<p>19. Name and Title of Preparer Kathy L. Lingo Administrative Officer</p>		<p>20. Telephone Number 410-230-3135</p>		<p>21. Date 4/6/17</p>	

249

<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>PAGE <u>6</u> OF <u>6</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Department of Juvenile Services</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 Legislation</p>				<p>5. Earliest Year/Latest Year 1988 to 2017</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.) Legislation – materials regarding the preparation and enactment of laws. Contents include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, 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 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) <u>Electronic – pdf format -</u> (see electronic record form 550-6)</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</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s) – 200 cubic feet</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 materials are superceded or no longer relevant</p> <p>Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> - 5 Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) 120 W. Fayette Street, 5th Floor, Baltimore, MD 21201</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes - in the process of electronically storing relevant files <input type="checkbox"/> No</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No – except for confidential juvenile information CJP §3-8A-27</p>		<p>16. Audit Requirements</p> <p><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</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Formatted list – alphabetical – of all legislation files</p>		<p>18. Recommended Retention</p> <p>Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii of OAG Retention Schedule. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.</p>			
<p>19. Name and Title of Preparer Kathy L. Lingo Administrative Officer</p>		<p>20. Telephone Number 410-230-3135</p>		<p>21. Date 4/6/17</p>	

250

<p><u>Instructions</u> –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>PAGE _____ OF _____</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Administration</p>		<p>3. Unit Office of Counsel to the General Assembly</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 12, Legislation B. Bill Review</p>				<p>5. Earliest Year/Latest Year 1974 to 2019</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.)</p> <p>This series consists of correspondence from the Attorney General to the Governor relating to the Office of Attorney General's review for legal sufficiency and constitutionality of legislation passed by the Maryland General Assembly.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p>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 type="checkbox"/> Other (specify) _____</p>	
				<p>10. Annual Accumulation</p> <p>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 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</p> <p>N/A</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Room 104, Legislative Services Bldg.</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>Sandra Brantley, Principal Counsel</p>		<p>20. Telephone Number</p> <p>410-946-5600</p>		<p>21. Date</p> <p>6/19/2019</p>	

251

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		ELECTRONIC RECORDS INVENTORY Page <u>1</u> of <u>7</u>	
1 DEPARTMENT/AGENCY OFFICE OF THE ATTORNEY GENERAL		2 DIVISION DEPARTMENT OF JUVENILE SERVICES		3 UNIT	
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 RECORD SERIES TITLE Letters of Advice				5 EARLIEST YEAR/LATEST YEAR <u>1988</u> TO <u>2017</u>	
6 INPUT - Identify source of information to be entered Letters of Advice – Includes advice given on all subject matter files			7 OUTPUT - Identify the use/s of information generated by system Purpose: legal advice given covering various subject matter given to the Department of Juvenile Services (DJS) and Governor's Office of Crime Control and Prevention (GOCCP)		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Subject matter files on various topics in which advice has been given. Information contained in series includes Advice given in form of Correspondence and Memoranda; research files, case law					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No restriction by OAG/DJS staff on access DJS and GOCCP staff permitted copies of advice when requested, except for confidential juvenile information in accordance with CJP § 3-8A-27					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM When laws change or advice is superseded, updates are required to ensure current/up-to-date advice is given.					
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. Media – PDF; Location – scanned documents stored in Legal Share drive (access permitted for OAG/DJS staff only) under topic "Archive" folders for easy retrieval by all OAG/DJS staff.					
12 RECOMMENDED RETENTION Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures					
13 TYPED OR PRINTED NAME OF PREPARER Kathy L. Lingo		14 TELEPHONE NUMBER 410-230-3135		15 DATE 4/6/17	
16 TITLE OF PREPARER Administrative Officer					
DGS 550-6 (rev. 10/12)					

252

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		ELECTRONIC RECORDS INVENTORY Page <u>2</u> of <u>7</u>	
1 DEPARTMENT/AGENCY OFFICE OF THE ATTORNEY GENERAL		2 DIVISION DEPARTMENT OF JUVENILE SERVICES		3 UNIT	
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 RECORD SERIES TITLE Regulations				5 EARLIEST YEAR/LATEST YEAR <u>2000</u> TO <u>2017</u>	
6 INPUT - Identify source of information to be entered Regulations – All subject matter files on regulations that impact OAG, Department of Juvenile Services (DJS), and Governor's Office of Crime Control and Prevention (GOCCP)			7 OUTPUT - Identify the use/s of information generated by system Regulation files consisting of approvals of administrative rules promulgated by State agencies submitted to OAG for review before they become effective.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Proposed and final regulations, Maryland Register Notices, drafts, correspondence, memos, notes, history, or background documentation, research, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No restrictions on access and use					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM When laws change or regulations become superseded, updates are required to ensure current/up-to-date information is available					
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. Media – PDF; Location – scanned documents stored in Legal Share drive (access permitted for OAG/DJS staff only) under topic "Archive" folders for easy retrieval by all OAG/DJS staff.					
12 RECOMMENDED RETENTION Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii of OAG Record Retention Schedule. Transfer selected files to Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.					
13 TYPED OR PRINTED NAME OF PREPARER Kathy L. Lingo		14 TELEPHONE NUMBER 410-230-3135		15 DATE 4/6/17	
16 TITLE OF PREPARER Administrative Officer					
DGS 550-6 (rev. 10/12)					

253

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		ELECTRONIC RECORDS INVENTORY Page <u>3</u> of <u>7</u>	
1 DEPARTMENT/AGENCY OFFICE OF THE ATTORNEY GENERAL		2 DIVISION DEPARTMENT OF JUVENILE SERVICES		3 UNIT	
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 RECORD SERIES TITLE Correspondence				5 EARLIEST YEAR/LATEST YEAR <u>1988</u> TO <u>2017</u>	
6 INPUT - Identify source of information to be entered Correspondence – regarding all subject matter on various topics			7 OUTPUT - Identify the use/s of information generated by system Communications in written and/or email format covering various subject matter		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Interchanges of written and/or email communications between attorneys, client/agencies, members of legislature, members of general public, organizations, constituents, etc. PIA requests and copies of agency/client minutes and agendas, including but not limited to, letters, memoranda, requests for information, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No restrictions for OAG/DJS staff Attorney/Client privilege on confidential matters CJP § 3-8A-27 restriction on juvenile information					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM When laws change or information provided is superseded, updates required to ensure information is current.					
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. Media – PDF; Location – scanned documents stored in Legal Share drive (access permitted for OAG/DJS staff only) under topic "Archive" folders for easy retrieval by all OAG/DJS staff.					
12 RECOMMENDED RETENTION Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive the permanent retention of any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.					
13 TYPED OR PRINTED NAME OF PREPARER Kathy L. Lingo		14 TELEPHONE NUMBER 410-230-3135		15 DATE 4/6/17	
16 TITLE OF PREPARER Administrative Officer					
DGS 550-6 (rev. 10/12)					

254

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		ELECTRONIC RECORDS INVENTORY Page <u>4</u> of <u>7</u>	
1 DEPARTMENT/AGENCY OFFICE OF THE ATTORNEY GENERAL		2 DIVISION DEPARTMENT OF JUVENILE SERVICES		3 UNIT	
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 RECORD SERIES TITLE Correspondence - This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda.				5 EARLIEST YEAR/LATEST YEAR <u>2010</u> TO <u>2017</u>	
6 INPUT - Identify source of information to be entered Office Administration – all general management files for the division, including but not limited to, policies and procedures, education/training materials, personnel files, budget materials, administration of special programs			7 OUTPUT - Identify the use/s of information generated by system Providing information covering various subject matter for effective management of the office		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Policies and procedures, educational training materials, personnel files, budget materials all used in the managing of the administrative needs of the Unit.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Personnel files and budget materials - use by the Principal Counsel and Administrative Officer of the Unit. Policies and Procedures and educational materials – no restriction on access					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM As materials become superseded they need to be updated so the office stays current on all materials.					
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. Media – PDF; Location – scanned documents stored in Legal Share drive (access permitted for OAG/DJS staff only) under topic “Archive” folders for easy retrieval by all OAG/DJS staff.					
12 RECOMMENDED RETENTION Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value					
13 TYPED OR PRINTED NAME OF PREPARER Kathy L. Lingo		14 TELEPHONE NUMBER 410-230-3135		15 DATE 4/6/17	
16 TITLE OF PREPARER Administrative Officer					
DGS 550-6 (rev. 10/12)					

255

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		ELECTRONIC RECORDS INVENTORY Page <u>5</u> of <u>7</u>	
1 DEPARTMENT/AGENCY OFFICE OF THE ATTORNEY GENERAL		2 DIVISION DEPARTMENT OF JUVENILE SERVICES		3 UNIT	
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 RECORD SERIES TITLE Litigation				5 EARLIEST YEAR/LATEST YEAR <u>2005</u> TO <u>2017</u>	
6 INPUT - Identify source of information to be entered All affirmative litigation, bid protests, civil rights, contract disputes, torts, employment grievances.			7 OUTPUT - Identify the use/s of information generated by system Use in litigation matters with the Department of Juvenile Services and Governor's Office of Crime Control and Prevention		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No restriction for OAG/DJS staff use. Restriction on juvenile information pursuant to CJP § 3-8A-27.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
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. Media – PDF; Location – scanned documents stored in Legal Share drive (access permitted for OAG/DJS staff only) under topic "Archive" folders for easy retrieval by all OAG/DJS staff.					
12 RECOMMENDED RETENTION Civil Litigation - Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii of OAG Retention Schedule. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy. Torts Claims – Retain in office for 3 years after is closed. Transfer to State Records Center: (1) if the matter is a tort matter involves a juvenile and the juvenile has not brought suit or settled, transfer file to the State Records Center for an additional 18 years, to provide for the age of majority period, then destroy; (2) in all other cases, transfer file to the State Records Center for an additional 5 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kathy L. Lingo		14 TELEPHONE NUMBER 410-230-3135		15 DATE 4/6/17	
16 TITLE OF PREPARER Administrative Officer					
DGS 550-6 (rev. 10/12)					

256

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		ELECTRONIC RECORDS INVENTORY Page <u>6</u> of <u>7</u>	
1 DEPARTMENT/AGENCY OFFICE OF THE ATTORNEY GENERAL		2 DIVISION DEPARTMENT OF JUVENILE SERVICES		3 UNIT	
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 RECORD SERIES TITLE Legislation				5 EARLIEST YEAR/LATEST YEAR <u>1988</u> TO <u>2017</u>	
6 INPUT - Identify source of information to be entered Legislation – regarding preparation and enactment of laws			7 OUTPUT - Identify the use/s of information generated by system Purpose: Preparation and enactment of laws regarding the Department of Juvenile Services (DJS) and Governor's Office of Crime Control and Prevention (GOCCP)		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No restriction by OAG/DJS staff on access					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM When laws change, updates are required to ensure current/up-to-date laws are used in all litigation and subject matters within the Departments.					
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. Media – PDF; Location – scanned documents stored in Legal Share drive (access permitted for OAG/DJS staff only) under topic "Archive" folders for easy retrieval by all OAG/DJS staff.					
12 RECOMMENDED RETENTION Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii of OAG Retention Schedule. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kathy L. Lingo		14 TELEPHONE NUMBER 410-230-3135		15 DATE 4/6/17	
16 TITLE OF PREPARER Administrative Officer					
DGS 550-6 (rev. 10/12)					

257

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		ELECTRONIC RECORDS INVENTORY Page <u>7</u> of <u>7</u>	
1 DEPARTMENT/AGENCY OFFICE OF THE ATTORNEY GENERAL		2 DIVISION DEPARTMENT OF JUVENILE SERVICES		3 UNIT	
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 RECORD SERIES TITLE Email Retention				5 EARLIEST YEAR/LATEST YEAR 2012 TO 2017	
6 INPUT - Identify source of information to be entered Communication regarding litigation, subject matter, and legislation			7 OUTPUT - Identify the use/s of information generated by system Information regarding Litigation, subject matter and legislation matters which needs to be retained		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Communication regarding litigation, subject matter and legislation that need to be retained as part of their respective files.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No restriction for OAG/DJS staff use. Restriction on juvenile information pursuant to CJP § 3-8A-27.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Email accounts cannot be used for permanent storage of file and information. Messages should be printed and/or saved as a pdf document and stored in folders on the unit's legal share drive on computer for long-term storage.					
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. Media – PDF; Location – scanned documents stored in Legal Share drive (access permitted for OAG/DJS staff only) under topic "Archive" folders for easy retrieval by all OAG/DJS staff.					
12 RECOMMENDED RETENTION					
13 TYPED OR PRINTED NAME OF PREPARER Kathy L. Lingo		14 TELEPHONE NUMBER 410-230-3135		15 DATE 4/6/17	
16 TITLE OF PREPARER Administrative Officer					
DGS 550-6 (rev. 10/12)					

Retention Schedule #2576

Office of the Attorney General

Lottery and Gaming Control Agency,
Maryland (MLGCA)

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>8</u>	
1. Department/Agency OAG/		2. Division Maryland Lottery and Gaming Control Agency (MLGCA)		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 Accounting Records (24)				5. Earliest Year/Latest Year <u>2014</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Time sheets, Budget Records & Updates, Delivery Orders & Receipts, Expense Reports, Paid Bills & Invoices, Requisitions & Purchase Orders, Publications					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1.5</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>5</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 checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Maryland Lottery and Gaming Control Agency, 1800 Washington Blvd., Suite 330, Baltimore, MD 21230			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No MLGCA		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 3 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.		
19. Name and Title of Preparer Sherry Spady, Administrative Officer II		20. Telephone Number 410-230-8784		21. Date 04/04/17	

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>2</u> OF <u>8</u>	
1. Department/Agency OAG/		2. Division Maryland Lottery and Gaming Control Agency (MLGCA)		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 Administrative Proceedings (5)			5. Earliest Year/Latest Year 2012 to 2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Research, Reporting Documents, Appeals, Finding of Facts, Petitions, Proposed & Final Decisions, MBE Proceedings & Debarment.					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>25</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>25</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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Maryland Lottery and Gaming Control Agency, 1800 Washington Blvd., Suite 330, Baltimore, MD 21230			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No MLGCA		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, which ever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.		
19. Name and Title of Preparer Sherry Spady, Administrative Officer II		20. Telephone Number 410-230-8784		21. Date 04/04/17	

<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 410-798-1830</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>3</u> OF <u>8</u></p>	
<p>1. Department/Agency OAG/</p>		<p>2. Division Maryland Lottery and Gaming Control Agency (MLGCA)</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 Agreements (7)</p>				<p>5. Earliest Year/Latest Year 2012 to 2017</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.) Correspondence, Sponsorships (Events), Instant Tickets, Procurements, Trademarks, Right to Use Agency Logo's, RFP's and other Contracts & Agreements.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 Tapes <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 type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume .5 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tapes(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
		<p>10. Annual Accumulation .10 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 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Maryland Lottery and Gaming Control Agency, 1800 Washington Blvd., Suite 330, Baltimore, MD 21230</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No MLGCA</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office for 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 15 years, then destroy.</p>		
<p>19. Name and Title of Preparer Sherry Spady, Administrative Officer II</p>		<p>20. Telephone Number 410-230-8784</p>		<p>21. Date 04/04/17</p>	

268

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 410-798-1930		AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>8</u>	
1. Department/Agency OAG/		2. Division Maryland Lottery and Gaming Control Agency (MLGCA)		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 Civil Litigation (1)				5. Earliest Year/Latest Year <u>2012</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contract Disputes, Correspondence, Liens including Orders of Satisfaction, Assignment of Lottery Prizes, VLT Documents, Bankruptcies & Foreclosures, Torts, Settlement Costs, Exhibits..					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>5</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>5</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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Maryland Lottery and Gaming Control Agency, 1800 Washington Blvd., Suite 330, Baltimore, MD 21230			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No MLGCA		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Case files resulting in a conviction: Scan to Maryland State Archives then return paper tax returns to Comptroller's Office no less than 30 days or more than 180 days after final disposition. Retain the remainder of the file until the expiration of the sentence, including any incarnation and period of parole and/or probation, then screen files to identify those meeting selection criteria to the Maryland State Archives in electronic and paper formats. Destroy paper files according to OAG destruction policy. Retain electronic files not meeting selection criteria for 5 years or until administrative value ceases, whichever comes last, then destroy.		

263

		Case files not resulting in a conviction: Scan to Maryland State Archives then return paper tax returns to Comptroller's Office no less than 30 days or more than 180 days after final disposition. Return original documents to the source that provided them within 180 days of disposition. Destroy paper files according to OAG destruction policy. Retain electronic files not meeting selection criteria for 5 years or until administrative value ceases, whichever comes last, then destroy.
19. Name and Title of Preparer Sherry Spady, Administrative Officer II	20. Telephone Number 410-230-8784	21. Date 04/04/17

DGS 550-4 (Rev. 1/93)

264

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>5</u> OF <u>8</u>	
1. Department/Agency OAG/		2. Division Maryland Lottery and Gaming Control Agency (MLGCA)		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 Correspondence (11)			5. Earliest Year/Latest Year <u>2015</u> to <u>2017</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Commission Reports, Public Information Acts Requests, Stout Causey Letters					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>5</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>5</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 checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Maryland Lottery and Gaming Control Agency, 1800 Washington Blvd., Suite 330, Baltimore, MD 21230			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No MLGCA		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archives for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.		
19. Name and Title of Preparer Sherry Spady, Administrative Officer II		20. Telephone Number 410-230-8784		21. Date 04/04/17	

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>8</u>	
1. Department/Agency OAG/		2. Division Maryland Lottery and Gaming Control Agency (MLGCA)		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 Investigations (8)				5. Earliest Year/Latest Year 2012 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Investigations and its Correspondence, Subpoenas, Agent & Player Theft and Abuse, Compliance Check Program					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 5 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 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) _____					
11. File is Used Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Maryland Lottery and Gaming Control Agency, 1800 Washington Blvd., Suite 330, Baltimore, MD 21230			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No MLGCA		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Scan any paper records to Maryland State Archives standards, then destroy paper originals according to OAG Destruction Procedures. Retain scans and born-digital content in the Tellog system for 5 years or until administrative value ceases, whichever comes last, then destroy.		
19. Name and Title of Preparer Sherry Spady, Administrative Officer II		20. Telephone Number 410-230-8784		21. Date 04/04/17	

266

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>7</u> OF <u>8</u>	
1. Department/Agency OAG/		2. Division Maryland Lottery and Gaming Control Agency (MLGCA)		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 Legislation (12)			5. Earliest Year/Latest Year <u>2012</u> to <u>2017</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Drafts of Proposed Agency Legislation, Committee Bills, Research, Agency History, OAG Bill Review, Agency Bill Watch					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>.15</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>.15</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 Daily Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Maryland Lottery and Gaming Control Agency, 1800 Washington Blvd., Suite 330, Baltimore, MD 21230			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No MLGCA		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 5 years, then destroy.		
19. Name and Title of Preparer Sherry Spady, Administrative Officer II		20. Telephone Number 410-230-8784		21. Date 04/04/17	

267

Retention Schedule #2576

Office of the Attorney General

Open Government

<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>PAGE <u>1</u> OF <u>5</u></p>	
<p>1. Department/Agency OAG</p>		<p>2. Division Open Government</p>		<p>3. Unit PAU</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: Public Information Act Compliance Board (PIACB): Series A</p>			<p>5. Earliest Year/Latest Year <u>23</u> 2015 to permanently</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.)</p> <p>This series consists of records held by OAG for the State Public Information Act Compliance Board, also known as the Public Information Act Compliance Board ("Board"). The Board is established by § 4-1A-01 of the General Provisions Article. The OAG provides its staff and maintains its records. Id. at § 4-1A-03</p> <p>This record series includes opinions issued by the Board. Opinions are maintained electronically and posted online.</p>					
<p>7. Record Series Format(s) List all</p> <p>XX 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 Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical XX Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>< 1</u> Number</p> <p>X File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
		<p>10. Annual Accumulation TBD Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>			
<p>11. File is Used</p> <p>xx Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p>__NA__ Number <input type="checkbox"/> Month(s) x Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>200 St. Paul Place, 25th Floor, Baltimore, MD 21202</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes X No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes X No</p>			<p>16. Audit Requirements</p> <p>X 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</p> <p>X Yes <input type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain permanently; transfer to Maryland State Archives every 5 years.</p>		
<p>19. Name and Title of Preparer</p> <p>Janice Clark, Administrative Officer</p>		<p>20. Telephone Number</p> <p>410-576-7033</p>		<p>21. Date</p> <p>03/28/17</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>PAGE <u>2</u> OF <u>5</u></p>			
<p>1. Department/Agency OAG</p>		<p>2. Division Open Government</p>		<p>3. Unit PAU</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: Public Information Act Compliance Board (PIACB): Series B</p>				<p>5. Earliest Year/Latest Year <u>2016</u> to <u>2018</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.)</p> <p>A typical file contains a complaint, custodian response, attachments, correspondence, electronic mail, opinion drafts and print-outs, meeting and conference notices, and other working papers.</p> <p>Series B. This series includes complaint files.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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>Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <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>10. Annual Accumulation <u>TBD</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 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</p> <p><u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>OAG -200 St. Paul Place, 25th Floor, Baltimore, MD 21202;</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><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</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain for 2 years after issuance of the opinion on the complaint and then destroy according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer</p> <p>Janice Clark, Administrative Officer</p>		<p>20. Telephone Number</p> <p>410-576-7033</p>		<p>21. Date</p> <p>03/28/17</p>	

<p><u>Instructions</u> -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>PAGE <u>3</u> OF <u>5</u></p>
<p>1. Department/Agency OAG</p>	<p>2. Division Open Government</p>	<p>3. Unit PAU</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: Public Information Act Compliance Board (PIACB); Series C ^(23C)</p>		<p>5. Earliest Year/Latest Year <u>2015</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.) Series C. This series includes Board agendas, minutes, and annual reports.</p>		
<p>7. Record Series Format(s) List all</p> <p><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 Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u><1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>TBD</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <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</p> <p><u>NA</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>OAG -200 St. Paul Place, 25th Floor, Baltimore, MD 21202;</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain permanently; transfer to Maryland State Archives every 5 years.</p>	
<p>19. Name and Title of Preparer</p> <p>Janice Clark, Administrative Officer</p>	<p>20. Telephone Number</p> <p>410-576-7033</p>	<p>21. Date</p> <p>03/28/17</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>PAGE <u>4</u> OF <u>5</u></p>
<p>1. Department/Agency OAG</p>	<p>2. Division Open Government</p>	<p>3. Unit PAU</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: Public Information Act Compliance Board (PIACB): Series D ⁽²³⁰⁾</p>		<p>5. Earliest Year/Latest Year <u>2015</u> to <u>Permanently</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.)</p> <p>Series D. This series includes correspondence to the General Assembly regarding legislation that affects the operations of the Board.</p>			
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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>Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <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>10. Annual Accumulation <u>TBD</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 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</p> <p><u>NA</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>OAG -200 St. Paul Place, 25th Floor, Baltimore, MD 21202;</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements</p> <p><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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention</p> <p>Retain permanently; transfer to Maryland State Archives every 5 years.</p>	
<p>19. Name and Title of Preparer</p> <p>Janice Clark, Administrative Officer</p>		<p>20. Telephone Number</p> <p>410-576-7033</p>	<p>21. Date</p> <p>03/28/17</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>PAGE <u>5</u> OF <u>5</u></p>
<p>1. Department/Agency OAG</p>	<p>2. Division Open Government</p>	<p>3. Unit PAU</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: Public Information Act Compliance Board (PIACB): Series E (23E)</p>		<p>5. Earliest Year/Latest Year <u>2015</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.)</p> <p>Series E. This series includes correspondence not described in items B and D.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <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>10. Annual Accumulation <u>TBD</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 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</p> <p><u>NA</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>OAG -200 St. Paul Place, 25th Floor, Baltimore, MD 21202;</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements</p> <p><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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention</p> <p>Retain for 90 days or until administrative value ceases, whichever occurs later, then destroy according to OAG Destruction Procedures.</p>
<p>19. Name and Title of Preparer</p> <p>Janice Clark, Administrative Officer</p>	<p>20. Telephone Number</p> <p>410-576-7033</p>	<p>21. Date</p> <p>03/28/17</p>

Retention Schedule #2576

Office of the Attorney General

Natural Resources, Department of

<p><u>Instructions</u> - 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>PAGE 1 OF 1</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Department of Natural Resources</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 1A Civil Litigation</p>				<p>5. Earliest Year/Latest Year 1996 to present</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.) Defensive and affirmative litigation including pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, files, etc.</p>					
<p>7. Record Series Format(s) List all</p> <p><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 checked="" type="checkbox"/> Other (specify) <u>Electronic Files</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Electronic files maintained by each attorney individually</u></p>		<p>9. Volume Number <u>50</u></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>File Room</u></p> <p>10. Annual Accumulation varies</p> <p>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>electronic</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>appeal</u></p> <p>Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Case closes after appeal time ends or after appeal is settled</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) C-4 (hallway & attorney offices) File room (basement)</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Client may have some duplicated material</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Litigation privileges (attorney/client, work product, executive & deliberative)</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 Files are archived before being sent to file room in basement, forms accessible and searchable on computer.</p>			<p>18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.</p>		
<p>19. Name and Title of Preparer Jennifer Wazenski</p>		<p>20. Telephone Number 410-260-8350</p>		<p>21. Date 11/6/17</p>	

275

<p><u>Instructions</u> –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>PAGE 1 OF 1</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Department of Natural Resources</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 1B Civil Litigation</p>				<p>5. Earliest Year/Latest Year 1996 to present</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.) This series includes Torts and Unemployment insurance litigation documents. Contents of a typical file may include: pleadings, briefs, correspondence, settlement, costs, witness depositions, documents, trial transcripts, research, notes, drafts, file opening/closing memorandum, 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 type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tapes</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic Files</u></p>			<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic files maintained by each attorney individually</u></p>		<p>9. Volume 10 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>File Room</u></p> <p>10. Annual Accumulation varies 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>electronic</u></p> <p>10 boxes in basement and multiple files in attorney's file drawers.</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 appeal</p> <p>Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Case closes after appeal time ends or after appeal is settled</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) C-4 (hallway & attorney offices) File room (basement)</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Client may have some duplicated material</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Litigation privileges (attorney/client, work product, executive & deliberative)</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 Files are archived before being sent to file room in basement, forms accessible and searchable on computer.</p>			<p>18. Recommended Retention Retain in office 3 years after file is closed. Transfer to the State Records Center: (1) if the matter is a tort matter involves a juvenile and the juvenile has not brought suit or settled, transfer file to State Records Center for an additional 18 years, to provide for the age of majority period, the destroy; (2) in all other cases, transfer file to the State Record Center for an additional 5 years, then destroy.</p>		
<p>19. Name and Title of Preparer Jennifer Wazenski</p>		<p>20. Telephone Number 410-260-8350</p>		<p>21. Date 11/6/17</p>	

276

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 1 OF 1	
1. Department/Agency Office of the Attorney General		2. Division Département of Natural Resources		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 5 Administrative Proceedings				5. Earliest Year/Latest Year 2001 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.) This series consists of proceedings before administrative agencies performing quasi-judicial duties (i.e. any proceeding in which an administrative agency is acting as a fact-finder in resolving an issue presented to it, Assistant Attorneys General may act as counsel to the administrative agency or as advocates in such proceedings). All administrative proceedings such as those before OAH or before any independent agency, commission, board, department, executive commission or committee acting in a quasi-judicial capacity.					
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 checked="" type="checkbox"/> Other (specify) <u>Electronic Files</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Electronic files maintained by each attorney individually</u>		9. Volume 10 Number <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>File Room</u> 10. Annual Accumulation varies Number <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>electronic</u>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>appeal</u> Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Case closes after appeal time ends or after appeal is settled		
13. Current Location(s) (Bldg., Floor, Room) C-4 (hallway & attorney offices) File room (basement)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Client may have some duplicated material		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Litigation privileges (attorney/client, work product, executive & deliberative)			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 Files are archived before being sent to file room in basement, forms accessible and searchable on computer.			18. Recommended Retention Retain file in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent resolution. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.		
19. Name and Title of Preparer Jennifer Wazenski		20. Telephone Number 410-260-8350		21. Date 11/6/17	

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 410-789-1930		AGENCY RECORDS INVENTORY PAGE 1 OF 1	
1. Department/Agency Office of the Attorney General		2. Division Department of Natural Resources		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 7 Agreements				5. Earliest Year/Latest Year 1997 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.) This series consists of preparation, review and/or approval of agreements on behalf of the state, state agencies, and/or state officials. Contents of a typical file may include: agreements, inter agency agreements, those between country clubs and the Dept. of Assessments and Taxation for preferential tax treatment.					
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 checked="" type="checkbox"/> Other (specify) <u>Electronic Files</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Electronic files maintained by each attorney individually</u>		9. Volume Number <u>3</u> <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>File Room</u>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After signing Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) File closes after agreement is signed and approved.			
13. Current Location(s) (Bldg., Floor, Room) C-4 (hallway & attorney offices) File room (basement)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Client may have some duplicated material			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent Client files may be subject to audit			
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Files are archived before being sent to file room in basement, forms accessible and searchable on computer.		18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.			
19. Name and Title of Preparer Jennifer Wazenski		20. Telephone Number 410-260-8350		21. Date 11/13/17	

<p><u>Instructions</u> - 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>PAGE 1 OF 1</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Department of Natural Resources</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 9 Opinions of the Attorney General</p>				<p>5. Earliest Year/Latest Year 2010 to present</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.) This series consists of published opinions issued by the Attorney General pursuant to requests from state officials, agencies, etc. for clarification of legal matters. Contents of a typical file may include: opinion request, research, memorandum, drafts and final opinion.</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 checked="" type="checkbox"/> Other (specify) <u>Electronic Files</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronic files maintained by each attorney individually</u></p>		<p>9. Volume less than 1 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 less than 1 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 finalized Number</p> <p><input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Opinion finalized and any follow-up actions completed.</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Attorney files</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No OAG HQ (opinions and advice)</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>deliberative process privilege</p>			<p>16. Audit Requirements</p> <p><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</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Final opinions codified; our files generally not indexed unless boxed for archiving.</p>			<p>18. Recommended Retention</p> <p>Transfer copy of Official Opinions of Attorney General to the Maryland State Archives upon publication. Retain official opinion file in office for 7 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Jennifer Wazenski</p>		<p>20. Telephone Number 410-260-8350</p>		<p>21. Date 11/13/17</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>PAGE 1 OF 1</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Department of Natural Resources</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 10 Letters of Advice</p>				<p>5. Earliest Year/Latest Year 2012 to present</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.) This series consists of advice on legal issues pursuant to requests from state officials, agencies, etc. Contents of a typical file may include: the request for advice, research, memoranda, drafts, and letter of advice.</p>					
<p>7. Record Series Format(s) List all</p> <p><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 checked="" type="checkbox"/> Other (specify) <u>Electronic Files</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Electronic files maintained by each attorney individually</u></p>		<p>9. Volume</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <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 finalized</p> <p>Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Opinion finalized and any follow-up actions completed.</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) Attorney files</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No OAG HQ (opinions and advice)</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No attny-client privilege, deliberative process privilege, attny work product attached to litigation</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</p>		<p>18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.</p>			
<p>19. Name and Title of Preparer Jennifer Wazeński</p>		<p>20. Telephone Number 410-260-8350</p>		<p>21. Date 11/13/17</p>	

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 1 OF 1	
1. Department/Agency		2. Division		3. Unit	
Office of the Attorney General		Department of Natural Resources			
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. Earliest Year/Latest Year	
11A Correspondence				2015 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.) This series consists of interchanges of written and/or email communications between attorneys and clients/agencies, members of the legislature, members of the general public, organizations, constituents, etc, PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include letters, memos, requests for information, etc.					
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume varies	
<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 checked="" type="checkbox"/> Other (specify) <u>Electronic Files</u>		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Electronic files maintained by each attorney individually</u>		<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 varies	
				<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			12. File Becomes Inactive After case closes		
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
			Attorneys maintain own files, some correspondence attached to litigation files.		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Attorney files, Support staff files, file room in basement			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No attny-client privilege, deliberative process privilege, attny work product attached to litigation			<input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Chron files indexed/kept by year.			Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to MSA for permanent retention any material that services to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.		
19. Name and Title of Preparer		20. Telephone Number		21. Date	
Jennifer Wazenski		410-260-8350		11/13/17	

<p><u>Instructions</u> -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>PAGE 1 OF 1</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Department of Natural Resources</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 12 Legislation</p>				<p>5. Earliest Year/Latest Year 1991 to present</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.) This series consists of materials regarding the preparation and enactment of laws. Contents of a typical file may include: draft of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc.</p>					
<p>7. Record Series Format(s) List all</p> <p><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 Tapes <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Electronic files</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Electronic files maintained by each attorney individually</u></p>		<p>9. Volume 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>electronic</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 session</p> <p>Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Files inactive after legislative session ends</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) Attorney offices</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No Legislative liaison and clients have files.</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No attny-client privilege, deliberative process privilege</p>		<p>16. Audit Requirements</p> <p><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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to MSA for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.</p>			
<p>19. Name and Title of Preparer Jennifer Wazenski</p>		<p>20. Telephone Number 410-260-8350</p>		<p>21. Date 11/13/17</p>	

282

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>1</u>	
1. Department/Agency		2. Division		3. Unit	
Office of the Attorney General		Department of Natural Resources			
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. Earliest Year/Latest Year	
13 Regulations				2012 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.)					
This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective. Contents of a typical file may include: proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, etc.					
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume varies	
<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 checked="" type="checkbox"/> Other (specify) <u>Electronic Files</u>		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Electronic files maintained by each attorney individually</u>		<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 varies	
				<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			12. File Becomes Inactive After session		
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
			Files inactive after regulation approved and adopted.		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Attorney offices			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No client file		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No attny-client privilege, deliberative process privilege			<input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No files archived before sent to basement.			Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the MSA for permanent retention. Destroy all others according to OAG Destruction Procedures.		
19. Name and Title of Preparer		20. Telephone Number		21. Date	
Jennifer Wazenski		410-260-8350		11/13/17	

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 1 OF 1	
1. Department/Agency		2. Division		3. Unit	
Office of the Attorney General		Department of Natural Resources			
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. Earliest Year/Latest Year	
14 Financial Transactions				2006 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.)					
This series consists of OAG-generated materials relative to the approval of contracts, bonds and/or promissory notes, leases, lease/purchase agreements, loans, grant agreements, and inter-agency or intergovernmental agreements involving the transfer of funds, etc. Contents of a file may include copies of documents such as contracts, bonds, and/or promissory notes, leases, loan agreements, grant agreements, and correspondence, drafts, notes, etc.					
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume	
<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 checked="" type="checkbox"/> Other (specify) <u>Electronic Files</u>		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Electronic files maintained by each attorney individually</u>		<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>file room</u>	
				10. Annual Accumulation varies	
				<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			12. File Becomes Inactive After		
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
			Transaction complete.		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
File Drawer in C-4, basement file room			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No client file		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No attny-client privilege, deliberative process privilege			<input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No files archived before sent to basement.			Retain in office 5 years after term of document expires or until administrative value ceases, whichever comes last. Transfer to the State Records Center for an additional 5 years, then destroy.		
19. Name and Title of Preparer		20. Telephone Number		21. Date	
Jennifer Wazenski		410-260-8350		11/13/17	

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 1 OF 1	
1. Department/Agency		2. Division		3. Unit	
Office of the Attorney General		Department of Natural Resources			
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. Earliest Year/Latest Year	
16B Design/Build Projects				1995 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.) Contents of a typical file may include: deeds, contracts of assignment, appraisal reports, surveys, Board of Public Works agenda items, proposals, related correspondence, etc.					
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume	
<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 checked="" type="checkbox"/> Other (specify) <u>Electronic Files</u>		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>Electronic files maintained by each attorney individually</u>		10 cft Number <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>file room</u> 10. Annual Accumulation varies 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			12. File Becomes Inactive After		
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			1 year Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Files inactive after transaction completed.		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
File Drawer in C-4, basement file room			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No recorded documents in courts throughout state, client		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No attny-client privilege, deliberative process privilege			<input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No files archived before sent to basement.			Retain in office of 2 years or until administrative value ceases, whichever comes last. Transfer to the State Records Center and retain for an additional 10 years after the state takes possession of the building, then destroy.		
19. Name and Title of Preparer		20. Telephone Number		21. Date	
Jennifer Wazenski		410-260-8350		11/14/17	

<p><u>Instructions</u> - 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>PAGE 1 OF 1</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Department of Natural Resources</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 24C Accounting - Budget and Fiscal Planning Records</p>				<p>5. Earliest Year/Latest Year 2013 to present</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.) Budget Estimates, Budget Schedule Amendment, Materials and Supplies Physical Inventory, Report of Fixed Assets, Report of Materials and Supplies, Request for Position Action</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 checked="" type="checkbox"/> Other (specify) <u>Electronic Files</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>1 drawer</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>varies</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <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>1 year</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Files become inactive at end of fiscal year.</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) File Drawer in C-4</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FAS has duplicate records.</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 Documents indexed according to fiscal year.</p>			<p>18. Recommended Retention Retain for 3 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Jennifer Wazenski</p>		<p>20. Telephone Number 410-260-8350</p>		<p>21. Date 11/14/17</p>	

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>1</u>	
1. Department/Agency Office of the Attorney General		2. Division Department of Natural Resources		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 24D Payroll Accounting Records				5. Earliest Year/Latest Year <u>2013</u> to <u>present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Payroll and Check Register, Payroll Exceptions Time Report, Payroll Transmittals, Payroll warrants					
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 checked="" type="checkbox"/> Other (specify) <u>Electronic Files</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 drawer</u> Number <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>Workday</u> 10. Annual Accumulation <u>varies</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 checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly* <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>1 year</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Files become inactive after employee resigns.		
13. Current Location(s) (Bldg., Floor, Room) File Drawer in C-4			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FAS and HR have duplicate records.		
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 Documents indexed according to fiscal year.			18. Recommended Retention Retain for 3 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.		
19. Name and Title of Preparer Jennifer Wazenski		20. Telephone Number 410-260-8350		21. Date 11/14/17	

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>1</u>	
1. Department/Agency		2. Division		3. Unit	
Office of the Attorney General		Department of Natural Resources			
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. Earliest Year/Latest Year	
24E Miscellaneous Accounting Records				2013 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.) Bank books, statements, and deposit receipts, budget papers and work sheets, canceled checks, check copies and check stubs, delivery orders and receipts, gas withdrawal tickets and mileage reports; memorandum receipt and property condemnation reports, paid bills and invoices; paid bonds and coupons; periodic financial reports to local/state agencies, receipt copies and stubs, receiving reports, reconciliation and trial balance sheets, renewable licenses, requisitions and purchase orders, timesheets, withholding/tax forms .					
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume	
<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 checked="" type="checkbox"/> Other (specify) <u>Electronic Files</u>		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		<input checked="" type="checkbox"/> 1 drawer Number _____ <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>Workday</u>	
				10. Annual Accumulation <u>varies</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			12. File Becomes Inactive After		
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			<input checked="" type="checkbox"/> 1 year Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
Files become inactive after employee resigns or at end of fiscal year.					
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
File Drawer in C-4			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FAS and HR have duplicate records.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<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			18. Recommended Retention		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Documents indexed according to fiscal year.			Retain for 3 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.		
19. Name and Title of Preparer		20. Telephone Number		21. Date	
Jennifer Wazenski		410-260-8350		11/14/17	

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>1</u>	
1. Department/Agency		2. Division		3. Unit	
Office of the Attorney General		Department of Natural Resources			
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. Earliest Year/Latest Year	
24F Purchasing Records - Commodities and Services				2013 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.) Actual emergency and repairs report, agency interoffice requisitions, automation management reports, bid tabulation records, contract amendments, credit memorandum, inventory dispositions, invitation for bids, invoices/expenditure transfer authorizations, issues tickets or receipts, materials/supplies specifications, monthly expenditure printouts, out of schedule requisition for supplies, packing slips, shipping tickets, bills of lading, purchase order, purchase register, receiving reports, RFPs, etc.					
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume	
<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 checked="" type="checkbox"/> Other (specify) <u>Electronic files</u>		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		<input checked="" type="checkbox"/> 1 drawer Number <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>Workday</u>	
				10. Annual Accumulation	
				varies 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			12. File Becomes Inactive After		
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			<input checked="" type="checkbox"/> 1 year Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
File Drawer in C-4			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FAS has duplicate records.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<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			18. Recommended Retention		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Documents indexed according to fiscal year.			Retain for 5 years and until all audit requirements have been fulfilled, then destroy according to OAG Destruction Procedures.		
19. Name and Title of Preparer		20. Telephone Number		21. Date	
Jennifer Wazenski		410-260-8350		11/14/17	

<p><u>Instructions</u> –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 410-789-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>1</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Department of Natural Resources</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 25B Workers Compensation</p>				<p>5. Earliest Year/Latest Year <u>2013</u> to <u>present</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.) First report of injury reports</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 checked="" type="checkbox"/> Other (specify) <u>Electronic Files</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>1 drawer</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>Workday</u></p> <p>10. Annual Accumulation varies Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <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>1 year</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) File Drawer in C-4</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FAS and HR have duplicate records.</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 Documents indexed according to fiscal year.</p>			<p>18. Recommended Retention Retain for 5 years, then destroy according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Jennifer Wazenski</p>		<p>20. Telephone Number 410-260-8350</p>		<p>21. Date 11/14/17</p>	

290

Retention Schedule #2576

Office of the Attorney General

Planning, Department of

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 410-769-1930		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>8</u>	
1. Department/Agency OAG		2. Division Maryland Department of Planning		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: Civil Litigation, <u>B</u>				5. Earliest Year/Latest Year 2005 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts.					
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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>10</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____	
11. File is Used: <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Time is project specific.			
13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Crownsville, MD 3.214 301 W. Preston Street, 11 th FL., 1101		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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention: Retain in office 3 years after file is closed. Transfer to the State Records Center: (1) if the matter is a tort matter involves a juvenile and the juvenile has not brought suit or settled, transfer file to the State Records Center for an additional 18 years, to provide for the age of majority period, then destroy; (2) in all other cases, transfer file to the State Records Center for an additional 5 years, then destroy.			
19. Name and Title of Preparer Margaret Drake, Paralegal		20. Telephone Number 410-697-9548		21. Date 04/20/17	

<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 20784 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>8</u></p>	
<p>1. Department/Agency OAG</p>		<p>2. Division Maryland Department of Planning</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: Administrative Proceedings(5)</p>				<p>5. Earliest Year/Latest Year 2005 to 2017</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.) This series consists of proceedings before administrative agencies performing quasi-judicial duties (i.e., any proceeding in which an administrative agency is acting as a fact-finder in resolving an issue presented to it; Assistant Attorneys General may act as counsel to the administrative agency or as advocates in such proceedings).</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) _____ digital records on OAG computers (not necessarily on tape or disk, though both are possible).</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input 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 ____ <1/2 _____ 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 type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Time is project specific.</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Crownsville, MD 3.214 301 W. Preston Street, 11th FL., 1101</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention: Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.</p>		
<p>19. Name and Title of Preparer Margaret Drake, Paralegal</p>		<p>20. Telephone Number 410-697-9548</p>		<p>21. Date 04/20/17</p>	

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 410-769-1930		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>8</u>	
1. Department/Agency OAG		2. Division Maryland Department of Planning		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: Agreements (7)				5. Earliest Year/Latest Year 2005 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of preparation, review and/or approval of agreements on behalf of the state, state agencies, and/or state officials.					
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) ___ digital records on OAG computers (not necessarily on tape or disk, though both are possible).		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) ___		9. Volume <u><1/2</u> Number <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) ___ or an office PC_	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually until matter is resolved/ closed		12. File Becomes Inactive Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Time is project specific.			
13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Crownsville, MD 3.214 301 W. Preston Street, 11 th FL., 1101		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Primary file for grant agreements is with MDP or other clients (MAAMC or CPPDA)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention: Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 15 years, then destroy..			
19. Name and Title of Preparer Margaret Drake, Paralegal		20. Telephone Number 410-697-9548		21. Date 04/20/17	

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 <small>410-788-1830</small>		AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>8</u>	
1. Department/Agency OAG		2. Division Maryland Department of Planning		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: Letters of Advice (lv)				5. Earliest Year/Latest Year 2005 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc.					
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume	
<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) _____ digital records on OAG computers (not necessarily on tape or disk, though both are possible).		<input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		<input checked="" type="checkbox"/> <1/2 Number <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) _____ or on office PC_	
				10. Annual Accumulation 20-50 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ folders_	
11. File is Used			12. File Becomes Inactive After		
<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually until matter is resolved/ closed			Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Time is project specific		
13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Crownsville, MD 3.214 301 W. Preston Street, 11 th FL., 1101			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.		
19. Name and Title of Preparer Margaret Drake, Paralegal		20. Telephone Number 410-697-9548		21. Date 04/20/17	

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>5</u> OF <u>8</u>	
1. Department/Agency OAG		2. Division Maryland Department of Planning		3.	
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: Correspondence (11)				5. Earliest Year/Latest Year 2010 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda.					
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 checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) compact disk		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1/2</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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) 2 Year(s) (for specific files)			
13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Crownsville, MD 3 214 301 W. Preston Street, 11 th FL., 1101			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No Agenda & Minutes are in client files (primary file)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.		
19. Name and Title of Preparer Margaret Drake, Paralegal		20. Telephone Number 410-697-9548		21. Date 04/20/17	

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 410-769-1930		AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>8</u>	
1. Department/Agency OAG		2. Division Maryland Department of Planning		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: Legislation - preparation & enactment				5. Earliest Year/Latest Year 2005 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of materials regarding the preparation and enactment of laws.					
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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>3</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____	
				10. Annual Accumulation <u>N/A</u> Number <input 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 type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Crownsville, MD 3 214 301 W. Preston Street, 11 th FL., 1101			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Not in this format for this purpose		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention: Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.		
19. Name and Title of Preparer Margaret Drake, Paralegal		20. Telephone Number 410-697-9548		21. Date 04/20/17	

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 410-769-1930		AGENCY RECORDS INVENTORY PAGE <u>7</u> OF <u>8</u>	
1. Department/Agency OAG		2. Division Maryland Department of Planning		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: Regulations (13)				5. Earliest Year/Latest Year 2010 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective.					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) COMAR CITE		9. Volume _____/2_____ 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) 5 Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Crownsville, MD 3.214 301 W. Preston Street, 11 th FL, 1101		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Not in this format			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention: Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures..			
19. Name and Title of Preparer Margaret Drake, Paralegal		20. Telephone Number 410-697-9548		21. Date 04/20/17	

DGS 550-4 (Rev. 1/83)

298

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 410-759-1930		AGENCY RECORDS INVENTORY PAGE <u> 8 </u> OF <u> 8 </u>	
1. Department/Agency OAG		2. Division Maryland Department of Planning		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: Real Property Transactions <u>16A</u>				5. Earliest Year/Latest Year 1979 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of OAG-generated materials relative to the review and approval of the purchase, sale, transfer, condemnation or donation of real property and Design/Build Projects.					
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) _____ digital records on OAG computers (not necessarily on tape or disk, though both are possible).		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Number <u> 1 </u> <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) _____ or on office PC _____ 10. Annual Accumulation <u> 25 </u> or fewer Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ folders _____	
11. File is Used. <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive. Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Time is project specific.		
13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Crownsville, MD 3214 301 W. Preston Street, 11 th FL., 1101			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Primary file for real property transactions is with MDP or other clients (MAAMC or CPPDA)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last. Transfer to the Maryland State Archives for permanent retention.		
19. Name and Title of Preparer Margaret Drake, Paralegal		20. Telephone Number 410-697-9548		21. Date 04/20/17	

Retention Schedule #2576

Office of the Attorney General

Police, Maryland State

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 3 OF 7	
1. Department/Agency OAG		2. Division MSP Maryland State Police		3. Unit LCS	
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 Administrative Proceedings (PER, PIA)				5. Earliest Year/Latest Year 1999 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of proceedings before administrative agencies performing quasi-judicial duties (i.e., any proceeding in which an administrative agency is acting as a factfinder in resolving an issue presented to it; Assistant Attorneys General may act as counsel to the administrative agency or as advocates in such proceedings).					
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 type="checkbox"/> Other (specify) _____		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 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 1201 Reisterstown Rd., Bldg. A, 1st Floor, File Room			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Attorney Client Privilege, Attorney Work Product			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 The office maintains an excel spreadsheet cardfile which contains the subject, file number, file type, interested persons, open date, associated date, attorney assigned, opposing attorney, jurisdiction, associated case number, MSP division affected, file close date, closed box number, and destruction date.			18. Recommended Retention Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii, Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.		
19. Name and Title of Preparer Akilah Moore, Secretary		20. Telephone Number 410-653-4228		21. Date 4-13-17	

301

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 4 OF 7	
1. Department/Agency OAG		2. Division MSP		3. Unit LCS	
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: 7 Agreements (MOU)				5. Earliest Year/Latest Year 1981 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of preparation, review and/or approval of agreements on behalf of the state, state agencies, and/or state officials.					
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 type="checkbox"/> Other (specify) _____		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 15 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 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) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 1201 Reisterstown Rd., Bldg. A, 1st Floor, File Room			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Attorney Client Privilege, Attorney Work Product			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 The office maintains an excel spreadsheet cardfile which contains the subject, file number, file type, interested persons, open date, associated date, attorney assigned, opposing attorney, jurisdiction, associated case number, MSP division affected, file close date, closed box number, and destruction date.			18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page II. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 15 years, then destroy.		
19. Name and Title of Preparer Akilah Moore, Secretary		20. Telephone Number 410-653-4228		21. Date 4-13-17	

<p><u>Instructions</u> –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>PAGE 1 OF 7</p>	
<p>1. Department/Agency OAG</p>		<p>2. Division MSP</p>		<p>3. Unit LCS</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: 1A Civil Litigation (LIT-TCA, LIT-PIA, LIT-PER)</p>				<p>5. Earliest Year/Latest Year 1991 to 2017</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.)</p> <p>This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume 34 Number 1</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10 Annual Accumulation Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 1201 Reisterstown Rd., Bldg. A, 1st Floor, File Room</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Attorney Client Privilege, Attorney Work Product</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</p> <p>The office maintains an excel spreadsheet cardfile which contains the subject, file number, file type, interested persons, open date, associated date, attorney assigned, opposing attorney, jurisdiction, associated case number, MSP division affected, file close date, closed box number, and destruction date.</p>			<p>18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page II, Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.</p>		
<p>19. Name and Title of Preparer Akilah Moore, Secretary</p>		<p>20. Telephone Number 410-653-4228</p>		<p>21. Date 4-13-17</p>	

<p><u>Instructions</u> –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>PAGE 2 OF 7</p>	
<p>1. Department/Agency OAG</p>		<p>2. Division MSP</p>		<p>3. Unit LCS</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: 1B Civil Litigation (LIT-TCA)</p>				<p>5. Earliest Year/Latest Year 2007 to 2017</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.) This series includes Torts and Unemployment insurance litigation documents.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume 3 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 1 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 type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 1201 Reisterstown Rd., Bldg. A, 1st Floor, File Room</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Attorney Client Privilege, Attorney Work Product</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 The office maintains an excel spreadsheet cardfile which contains the subject, file number, file type, interested persons, open date, associated date, attorney assigned, opposing attorney, jurisdiction, associated case number, MSP division affected, file close date, closed box number, and destruction date.</p>			<p>18. Recommended Retention Retain in office 3 years after file is closed, Transfer to the State Records Center: (1) if the matter is a tort matter involves a juvenile and the juvenile has not brought suit or settled, transfer file to the State Records Center for an additional 18 years, to provide for the age of majority period, then destroy; (2) in all other cases, transfer file to the State Records Center for an additional 5 years, then destroy.</p>		
<p>19. Name and Title of Preparer Akilah Moore, Secretary</p>		<p>20. Telephone Number 410-853-4228</p>		<p>21. Date 4-13-17</p>	

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 6 OF 7	
1. Department/Agency OAG		2. Division MSP		3. Unit LCS	
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: 11 Correspondence (CCO, PIA)				5. Earliest Year/Latest Year 2010 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda.					
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 type="checkbox"/> Other (specify) _____		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 8 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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After 3 Number. <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 1201 Reisterstown Rd., Bldg. A, 1st Floor, File Room Building B - Basement		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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Attorney Client Privilege, Attorney Work Product		16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 The office maintains an excel spreadsheet cardfile which contains the subject, file number, file type, interested persons, open date, associated date, attorney assigned, opposing attorney, jurisdiction, associated case number, MSP division affected, file close date, closed box number, and destruction date.		18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.			
19. Name and Title of Preparer Akilah Moore, Secretary		20. Telephone Number 410-653-4228		21. Date 4-13-17	

<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>PAGE 7 OF 7</p>	
<p>1. Department/Agency OAG</p>		<p>2. Division MSP</p>		<p>3. Unit LCS</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: 12 Legislation (LEG)</p>				<p>5. Earliest Year/Latest Year 2005 to 2017</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.) This series consists of materials regarding the preparation and enactment of laws.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>			<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume 3 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 5 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 type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After 1 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 1201 Reisterstown Rd., Bldg. A, 1st Floor, File Room</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Attorney Client Privilege, Attorney Work Product</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 The office maintains an excel spreadsheet cardfile which contains the subject, file number, file type, interested persons, open date, associated date, attorney assigned, opposing attorney, jurisdiction, associated case number, MSP division affected, file close date, closed box number, and destruction date.</p>			<p>18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.</p>		
<p>19. Name and Title of Preparer Akilah Moore, Secretary</p>		<p>20. Telephone Number 410-653-4228</p>		<p>21. Date 4-13-17</p>	

306

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 5 OF 7	
1. Department/Agency OAG		2. Division MSP		3. Unit LCS	
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 10 Letters of Advice (GRA, PRO, SUB, TCA, TRA, IOP, PER, MSC, OAG)				5. Earliest Year/Latest Year 1989 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc.					
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 type="checkbox"/> Other (specify) _____		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 39 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 5 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 10 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 1201 Reisterstown Rd., Bldg. A, 1st Floor, File Room			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Attorney Client Privilege, Attorney Work Product			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 The office maintains an excel spreadsheet cardfile which contains the subject, file number, file type, interested persons, open date, associated date, attorney assigned, opposing attorney, jurisdiction, associated case number, MSP division affected, file close date, closed box number, and destruction date.			18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.		
19. Name and Title of Preparer Akilah Moore, Secretary		20. Telephone Number 410-653-4228		21. Date 4-13-17	

2017

Retention Schedule #2576

Office of the Attorney General

Port Administration, Maryland

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 1 of 8	
1. Department/Agency Office of the Attorney General		2. Division Maryland Port Administration		3. Unit Legal	
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: 1 A. Civil Litigation				5. Earliest Year/Latest Year: 2006 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Litigation against various business entities regarding contract disputes, claims, bankruptcy filings and other legal challenges. Files include pleadings, briefs, correspondence, case documents, hearing and deposition transcripts, research notes and exhibits.					
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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 78 cubic feet 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 6 cubic feet 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 checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) World Trade Center/Legal Department, 20 th Floor File Room and Attorneys' Office Files			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 checked="" type="checkbox"/> None <input 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 Alphabetical electronic file system with Folders/Subfolders for each litigation matter.			18. Recommended Retention: Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.		
19. Name and Title of Preparer Stephanie A. Hodge, Administrative Officer, III		20. Telephone Number 410-385-4761	21. Date April 12, 2017		

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 2 of 8	
1. Department/Agency Office of the Attorney General		2. Division Maryland Port Administration		3. Unit Legal	
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 Administrative Proceedings				5. Earliest Year/Latest Year: <u>2006 to 2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Proceedings before Administrative agencies performing quasi-judicial duties. Statement of Charges, Findings of Fact, Pleadings, Final Decisions, Notes, Transcripts, Correspondence, Supporting Documents, Appeals, Petition for Judicial Review					
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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>9 Cubic Feet</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>3 Cubic Feet</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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) World Trade Center/Legal Department 20 th Floor File Room and Attorneys' Office Files			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Office of Administrative Hearings, Maryland Port Administration's Human Resources Department		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention: Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.		
19. Name and Title of Preparer Stephanie A. Hodge Administrative Officer, III		20. Telephone Number 410-385-4761		21. Date April 12, 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</p> <p>PAGE 3 of 8</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Maryland Port Administration</p>		<p>3. Unit Legal</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: 7 Agreements</p>				<p>5. Earliest Year/Latest Year: <u>1988 to 2017</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.) Preparation, review and approval of agreement on behalf of the state, state agencies, and/or state officials. Agreements, Correspondence, Documents, Notes, Interagency Agreements.</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 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</p> <p><u>12 cubic feet</u></p> <p>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 type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p><u>5</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>World Trade Center/Legal Department, 20th Floor File Room, Attorney's Office Files</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>MPA Property Management</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention: Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy by shredding.</p>		
<p>19. Name and Title of Preparer</p> <p>Stephanie A. Hodge, Administrative Officer, III</p>		<p>20. Telephone Number</p> <p>410-385-4761</p>		<p>21. Date</p> <p>April 12, 2017</p>	

311

<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>PAGE 4 of 8</p>
<p>1. Department/Agency Office of the Attorney General</p>	<p>2. Division Maryland Port Administration</p>	<p>3. Unit Legal</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: 10 Letters of Advice</p>		<p>5. Earliest Year/Latest Year: <u>2002 to 2017</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.) Requests for Advice, Research, Memorandum, Letter of Advice</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 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</p> <p><u>2 cubic feet</u></p> <p>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</p> <p><u>1 cubic feet</u></p> <p>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 type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>5</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>World Trade Center/Legal Department, 20th Floor Attorneys' Office Files</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.</p>	
<p>19. Name and Title of Preparer</p> <p>Stephanie A. Hodge, Administrative Officer, III</p>	<p>20. Telephone Number</p> <p>410-385-4761</p>	<p>21. Date</p> <p>April 12, 2017</p>

312

<p><u>Instructions</u> –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>PAGE 5 of 8</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Maryland Port Administration</p>		<p>3. Unit Legal</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: 11 A. Correspondence</p>				<p>5. Earliest Year/Latest Year: 2014 to 2017</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.) Interchanges of written and/or e-mail communications between attorneys and client/agencies and PIA requests.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input 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</p> <p><u>1 cubic foot</u></p> <p>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</p> <p><u>1 cubic foot</u></p> <p>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:</p> <p><u>2</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>World Trade Center/Legal Department 20th Floor Attorneys' Office Files</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Maryland Port Administration</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention: Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to MSA Archives for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.</p>		
<p>19. Name and Title of Preparer</p> <p>Stephanie A. Hodge, Administrative Officer, III</p>		<p>20. Telephone Number</p> <p>410-385-4761</p>		<p>21. Date</p> <p>April 12, 2017</p>	

<p><u>Instructions</u> –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>PAGE <u>6</u> of 8</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Maryland Port Administration</p>		<p>3. Unit Legal</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: 12 A. Legislation – Preparation and Enactment</p>				<p>5. Earliest Year/Latest Year: <u>2010 to 2017</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.) Agency/Fiscal Impact Determinations, Correspondence, Advice, Research, Notes,</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>			<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p><u>1 cubic foot</u></p> <p>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 type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>5</u></p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>World Trade Center/Legal Department, 20th Floor Attorneys' Office Files, Office Law Library</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention: Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>Stephanie A. Hodge, Administrative Officer, III</p>		<p>20. Telephone Number</p> <p>410-385-4761</p>	<p>21. Date</p> <p>April 12, 2017</p>		

314

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 7 of 8	
1. Department/Agency Office of the Attorney General		2. Division Maryland Port Administration		3. Unit Legal	
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: 13 Regulations				5. Earliest Year/Latest Year: <u>2010 to 2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Rules promulgated by the Maryland Port Administration and submitted to the Attorney General for review. Drafts, memos, notes, research, background history, correspondence					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1 cubic foot</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 <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) World Trade Center/Legal Department, 20 th Floor Attorney's Office Files			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention: Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.		
19. Name and Title of Preparer Stephanie A. Hodge, Administrative Officer, III		20. Telephone Number 410-385-4761		21. Date April 12, 2017	

315

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>8</u> of 8	
1. Department/Agency Office of the Attorney General		2. Division Maryland Port Administration		3. Unit Legal	
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: 16 Real Property Transactions				5. Earliest Year/Latest Year: <u>2006 to 2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Deeds, Contracts, Surveys or Appraisal reports relative to the review and approval of the purchase sale, transfer, condemnation or donation of real property.					
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 checked="" 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 cubic foot</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 cubic foot</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 <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) World Trade Center/Legal Department, 20th Floor Attorney's Office Files			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention: Retain in office 5 years or until administrative value ceases. Transfer selected files to the Maryland State Archives for permanent retention.		
19. Name and Title of Preparer Stephanie A. Hodge, Administrative Officer, III		20. Telephone Number 410-385-4761	21. Date April 12, 2017		

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		ELECTRONIC RECORDS INVENTORY	
				Page 1 of 6	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Maryland Port Administration		3 UNIT Legal	
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 RECORD SERIES TITLE Civil Litigation (1)				5 EARLIEST YEAR/LATEST YEAR 2006 - 2017	
6 INPUT - Identify source of information to be entered Files/records generated by the attorney and documentation received from the client, defendant or opposing counsel.			7 OUTPUT - Identify the use/s of information generated by system Information may be used internally or electronically shared with the client, defendant or filed with opposing counsel and/or the courts.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials. It also includes, but is not limited to: affirmative litigation, amicus brief cases, bankruptcies, bid protests, civil rights, contract disputes, contractor claims, real property disputes, environmental, pro bono, torts, unemployment insurance, etc. Contents of a typical file may include: pleadings, briefs, correspondence, settlement costs, witness depositions, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Data/files are accessed and used by MPA's Principal Counsel, Deputy Counsel, Assistant Attorney Generals and Legal Administrative Officer					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is revised and updated as the case is litigated and/or a settlement negotiated.					
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. Media: Excel/Word/PDF formats. Documents are stored in the Legal Shared and Litigation Hold drives on MPA's network.					
12 RECOMMENDED RETENTION Retain in office 5 years after file is closed. Screen files to identify those meeting the selection criteria. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Stephanie A. Hodge		14 TELEPHONE NUMBER (410) 385-4761		15 DATE April 12, 2017	
16 TITLE OF PREPARER Administrative Officer, III					
DGS 550-6 (rev. 10/12)					

317

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		ELECTRONIC RECORDS INVENTORY <p style="text-align: center;">Page 2 of 6</p>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Maryland Port Administration		3 UNIT Legal	
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 RECORD SERIES TITLE Administrative Proceedings (5)				5 EARLIEST YEAR/LATEST YEAR 2006 - 2017	
6 INPUT - Identify source of information to be entered . Files/records generated by the attorney including documentation received from the client, defendant or opposing counsel.			7 OUTPUT - Identify the use/s of information generated by system Information may be used internally or electronically shared with the client, defendant or filed with opposing counsel or the administrative agency.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of proceedings before administrative agencies performing quasi-judicial duties. It also includes, but is not limited to: all administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasi-judicial capacity. Contents of a typical file may include: pleadings, Proposed Findings of Fact, Conclusions of Law, indictments, correspondence, transcripts, administrative law judges' decisions, documents, research, notes, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Data/files are accessed and used by MPA's Principal Counsel, Deputy Counsel, Assistant Attorney Generals and Legal Administrative Officer					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is revised and updated as the case is litigated and/or a settlement negotiated.					
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. Media: Excel/Word/PDF formats. Documents are stored in the Legal Shared and Litigation Hold drives on MPA's network.					
12 RECOMMENDED RETENTION Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Stephanie A. Hodge		14 TELEPHONE NUMBER (410) 385-4761		15 DATE April 12, 2017	
16 TITLE OF PREPARER Administrative Officer, III					
DGS 550-6 (rev. 10/12)					

318

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		ELECTRONIC RECORDS INVENTORY <p style="text-align: center;">Page 3 of 6</p>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Maryland Port Administration		3 UNIT Legal	
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 RECORD SERIES TITLE Letters of Advice (107)				5 EARLIEST YEAR/LATEST YEAR 2002 - 2017	
6 INPUT - Identify source of information to be entered Legal advice given to the client on assorted legal, maritime, engineering and contractual matters			7 OUTPUT - Identify the use/s of information generated by system The advice prepared maybe e-mailed, faxed or mailed to the client or state official.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc. Contents of a typical file may include: the request for advice, research, memoranda, drafts and letter of advice.					
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. Data/files are accessed and used by MPA's Principal Counsel, Deputy Counsel, Assistant Attorney Generals and Legal Administrative Officer					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM If there any amendments to the law and/or policy changes, advice provided to the client will be revised to keep current with revisions in the code or statute.					
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. Media: Word/PDF formats. Documents are stored in the Legal Shared drive on MPA's network.					
12 RECOMMENDED RETENTION Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.					
13 TYPED OR PRINTED NAME OF PREPARER Stephanie A. Hodge		14 TELEPHONE NUMBER (410) 385-4761		15 DATE April 12, 2017	
16 TITLE OF PREPARER Administrative Officer, III					
DGS 550-6 (rev. 10/12)					

319

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		ELECTRONIC RECORDS INVENTORY	
				Page 4 of 6	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Maryland Port Administration		3 UNIT Legal	
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 RECORD SERIES TITLE Correspondence (11)				5 EARLIEST YEAR/LATEST YEAR 2014 - 2017	
6 INPUT - Identify source of information to be entered The correspondence created addresses various legal and litigation matters regarding the Port, its departments and facilities.			7 OUTPUT - Identify the use/s of information generated by system Correspondence is generated in Word format, converted/scanned to PDF and/or e-mailed, faxed or mailed to the client/party.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of interchanges of written and or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. File may include: letters, memoranda, requests for information, minutes, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Data/files are accessed and used by MPA's Principal Counsel, Deputy Counsel, Assistant Attorney Generals and Legal Administrative Officer					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM If there are changes in applicable laws/information, updates will be made to keep the data current and relevant.					
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. Media: Excel/Word/PDF formats. Documents are stored in the Legal Shared and Litigation Hold drives on MPA's network.					
12 RECOMMENDED RETENTION Recommended Retention: Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to MSA Archives for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.					
13 TYPED OR PRINTED NAME OF PREPARER Stephanie A. Hodge		14 TELEPHONE NUMBER (410) 385-4761		15 DATE April 12, 2017	
16 TITLE OF PREPARER Administrative Officer, III					
DGS 550-6 (rev. 10/12)					

320

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		ELECTRONIC RECORDS INVENTORY <p style="text-align: center;">Page <u>5</u> of 6</p>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Maryland Port Administration		3 UNIT Legal	
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 RECORD SERIES TITLE Legislation – Preparation and Enactment (12)				5 EARLIEST YEAR/LATEST YEAR 2010 - 2017	
6 INPUT - Identify source of information to be entered The information is gathered from various sources depending on the nature of the legislation being drafted and proposed.			7 OUTPUT - Identify the use/s of information generated by system The legislation prepared and/or advice provided regarding fiscal impact to the Agency and Client will be used internally and may be shared externally should the Legislation be successfully implemented.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of materials regarding the preparation and enactment of laws. Contents of a typical file may include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Data/files are accessed and used by MPA's Principal Counsel, Deputy Counsel, Assistant Attorney Generals and Legal Administrative Officer					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM If the Legislation is repealed or rescinded, revisions and changes will be made as needed.					
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. Media: Word/PDF formats. Documents are stored in the Legal Shared drive on MPA's network.					
12 RECOMMENDED RETENTION Retain in office 5 years or until administrative value ceases. Screen files to identify those meeting selection criteria. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Stephanie A. Hodge		14 TELEPHONE NUMBER (410) 385-4761		15 DATE April 12, 2017	
16 TITLE OF PREPARER Administrative Officer, III					
DGS 550-6 (rev. 10/12)					

321

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		ELECTRONIC RECORDS INVENTORY	
				Page 6 of 6	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Maryland Port Administration		3 UNIT Legal	
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 RECORD SERIES TITLE Regulations (13)				5 EARLIEST YEAR/LATEST YEAR 2010 - 2017	
6 INPUT - Identify source of information to be entered The information originates from various sources depending on the type of Regulation being drafted and proposed.			7 OUTPUT - Identify the use/s of information generated by system The regulation prepared and/or advice provided regarding the impact of the policy on the Agency, clients and vendors will be used internally and externally.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective. Contents of a typical file may include: proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Data/files are accessed and used by MPA's Principal Counsel, Deputy Counsel, Assistant Attorney Generals and Legal Administrative Officer					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM If the Regulation is repealed or rescinded, revisions and changes will be updated if needed.					
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. Media: Word/PDF formats. Documents are stored in the Legal Shared drive on MPA's network.					
12 RECOMMENDED RETENTION Retain in office 5 years after publication. Screen files to identify those meeting selection criteria. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others.					
13 TYPED OR PRINTED NAME OF PREPARER Stephanie A. Hodge		14 TELEPHONE NUMBER (410) 385-4761		15 DATE April 12, 2017	
16 TITLE OF PREPARER Administrative Officer, III					
DGS 550-6 (rev. 10/12)					

372

Retention Schedule #2576

Office of the Attorney General

Professional Development and Planning

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>2</u>	
1. Department/Agency Office of the Attorney General		2. Division Professional Development and Planning		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 11. Correspondence A. General Correspondence (office wide)			5. Earliest Year/Latest Year 2000 (estimated) to 2016		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 11. Correspondence A. General Correspondence (office wide) (Includes correspondence relating to In-House Education Programming and the Law Clerk Program.)					
7. Record Series Format(s) List all <input 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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>20</u> (estimated) Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ boxes _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>2</u> (or as needed) Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 Saint Paul Place, 19 th floor			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <small>Retention: Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.</small>		
19. Name and Title of Preparer Ronda Kirk, Internship and Training Program Specialist		20. Telephone Number 410-576-6352		21. Date October 7, 2016 (revised April 26, 2017)	

Retention Schedule #2576

Office of the Attorney General

Retirement Agency, Maryland State

<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>PAGE <u>1</u> OF <u>13</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Maryland State Retirement Agency</p>		<p>3. Unit Retirement and Pension</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 Civil Litigation B (1)</p>				<p>5. Earliest Year/Latest Year 2015 to 2017</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.) Civil Litigation series includes, but is not limited to" affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing 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 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 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>2</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>2</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 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) 120 E. Baltimore St., 14th Floor, Baltimore, Maryland 21202</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain in office for 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center <u>Records Center</u> for an additional 15 years, then destroy.</p>		
<p>19. Name and Title of Preparer Andrea E. Young, Assistant Attorney General</p>		<p>20. Telephone Number (410) 659-8414</p>		<p>21. Date 04/11/2017</p>	

326

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>2</u> OF <u>13</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland State Retirement Agency		3. Unit Retirement and Pension	
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 Administrative Proceedings B <u>5</u>				5. Earliest Year/Latest Year <u>2015</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series includes, but is not limited to: all administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasi-judicial capacity. Also included are Minority Business Enterprises administrative proceedings, and proceedings where companies have been debarred from doing business with, or in, the State of Maryland.					
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 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 <u>40</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>40</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 type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 120 E. Baltimore St., 14 th Floor, Baltimore, Maryland 21202			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria. Transfer selected files to the MSA for permanent retention. Transfer all others to SRC to be retained for an additional 10 years, then destroy.		
19. Name and Title of Preparer Andrea E. Young, Assistant Attorney General		20. Telephone Number (410) 659-8414		21. Date 04/11/2017	

327

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>13</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland State Retirement Agency		3. Unit Retirement and Pension	
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 Settlements A <u>4</u>				5. Earliest Year/Latest Year <u>2015</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of the files of the Chief of Litigation relating to the terminations of lawsuits by agreement with the approval of the Board of Public Works. The Chief of Litigation or his delegate, has authority to approve agreements to settle certain civil lawsuits brought against the state, a state agency, or state officer, subject to further approval of the Board of Public Works. This series covers the files of the Chief of Litigation, or his delegate, that document the process by which such approvals are sought, considered and granted or denied. Contents of a typical file may include: Settlement Agreements, correspondence, notes, drafts, etc.					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>6</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>6</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 type="checkbox"/> Annually			12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 120 E. Baltimore St., 14 th Floor, Baltimore, Maryland 21202			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 10 years after file is closed, then transfer to SRC for 15 years, then destroy		
19. Name and Title of Preparer Andrea E. Young, Assistant Attorney General		20. Telephone Number (410) 659-8414		21. Date 04/11/2017	

328

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>4</u> OF <u>13</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland State Retirement Agency		3. Unit Retirement and Pension	
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 Agreements B <u>7</u>				5. Earliest Year/Latest Year <u>2015</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series includes, but is not limited to: agreements, interagency agreements, those between county clubs and the Department of Assessments and Taxation for preferential tax treatment, etc. Contents of a typical file may include: agreements, correspondence, documents, notes, etc.					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>24</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>24</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 type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 120 E. Baltimore St., 14 th Floor, Baltimore, Maryland 21202			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 5 years after file is closed, Screen files to identify those meeting selection criteria. Transfer selected files to the MSA for permanent retention. Transfer all others to SRC to be retained for an additional 15 years, then destroy		
19. Name and Title of Preparer Andrea E. Young, Assistant Attorney General		20. Telephone Number (410) 659-8414		21. Date 04/11/2017	

329

<i>Instructions</i> –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>5</u> OF <u>13</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland State Retirement Agency		3. Unit Retirement and Pension	
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 Letters of Advice B <u>10</u>				5. Earliest Year/Latest Year <u>2015</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc. Contents of a typical file may include the request for advice, research, memoranda, drafts and letter of advice, etc.					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>16</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>16</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 type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 120 E. Baltimore St., 14 th Floor, Baltimore, Maryland 21202			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 5 years or until administrative value ceases, whichever comes last, then destroyed, according to OAG Destruction Procedures.		
19. Name and Title of Preparer Andrea E. Young, Assistant Attorney General		20. Telephone Number (410) 659-8414		21. Date 04/11/2017	

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>13</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland State Retirement Agency		3. Unit Retirement and Pension	
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 Correspondence B II				5. Earliest Year/Latest Year <u>2015</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>100</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>100</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 checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 120 E. Baltimore St., 14 th Floor, Baltimore, Maryland 21202			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to MSA for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.		
19. Name and Title of Preparer Andrea E. Young, Assistant Attorney General		20. Telephone Number (410) 659-8414		21. Date 04/11/2017	

331

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>7</u> OF <u>13</u>	
1. Department/Agency Office of the Attorney General		2. Division Maryland State Retirement Agency		3. Unit Retirement and Pension	
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 Legislation B <u>12A</u>				5. Earliest Year/Latest Year <u>2015</u> to <u>2017</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This Series consists of materials regarding the preparation and enactment of laws. Contents of a typical file may include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc.					
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 type="checkbox"/> Other (specify) _____		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>6</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>6</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 type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 120 E. Baltimore St., 14 th Floor, Baltimore, Maryland 21202			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria. Transfer selected files to SRA for permanent retention. <u>Maryland State Archives</u> Transfer all others to SRC to be retained for an additional 5 years, then destroy.		
19. Name and Title of Preparer Andrea E. Young, Assistant Attorney General		20. Telephone Number (410) 659-8414		21. Date 04/11/2017	

832

<p><u>Instructions</u> –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>PAGE <u>8</u> OF <u>13</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Maryland State Retirement Agency</p>		<p>3. Unit Retirement and Pension</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 Regulations A <u>13</u></p>				<p>5. Earliest Year/Latest Year <u>2015</u> to <u>2017</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.) This series consist of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective. Contents of a typical file may include: proposed and final regulations, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, etc.</p>					
<p>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 type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>1</u> Number File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ Boxes _____</p>	
		<p>10. Annual Accumulation Number File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____ Boxes _____</p>			
<p>11. File is Used <input 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) 120 E. Baltimore St., 14th Floor, Baltimore, Maryland 21202</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office for 5 years after publication. Screen files to identify those meeting selection criteria. Transfer selected files to MSA for permanent retention. Destroy all others according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Andrea E. Young, Assistant Attorney General</p>		<p>20. Telephone Number (410) 659-8414</p>		<p>21. Date 04/11/2017</p>	

<p><u>Instructions</u> –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>PAGE <u>9</u> OF <u>13</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Maryland State Retirement Agency</p>		<p>3. Unit Retirement and Pension</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 Financial Transactions A <u>H</u></p>				<p>5. Earliest Year/Latest Year <u>2015</u> to <u>2017</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.) This series consists of OAG-generated materials relative to the approval of contracts, bonds and/or promissory notes, leases, lease / purchased-agreements, loans, grant agreements, and inner-agency or intergovernmental agreements involving the transfer of funds, etc. Contents of a typical file may include copies of documents such as: contracts, bonds, and/or promissory notes, leases, loan agreements, grant agreements; and correspondence, drafts, notes, 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 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 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>84</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>10. Annual Accumulation <u>84</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>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) 120 E. Baltimore St., 14th Floor, Baltimore, Maryland 21202</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office for 5 years after term of document expires or until administrative value ceases, whichever comes last. Transfer to SRC for 15 years for an additional 5 years, then destroy.</p>		
<p>19. Name and Title of Preparer Andrea E. Young, Assistant Attorney General</p>		<p>20. Telephone Number (410) 659-8414</p>		<p>21. Date 04/11/2017</p>	

874

<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>PAGE <u>10</u> OF <u>13</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Maryland State Retirement Agency</p>		<p>3. Unit Retirement and Pension</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 Real Property Transactions A <u>16</u></p>				<p>5. Earliest Year/Latest Year <u>2015</u> to <u>2017</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.) This series consists of OAG-generated materials relative to the review and approval of the purchase, sale, transfer, condemnation or donation of real property and Design/Build Projects. Contents of a typical file may include: deeds, contracts of assignment, appraisal reports, surveys, Board of Public Works agenda items, proposals, related correspondence, etc.</p>					
<p>7. Record Series Format(s) List all Letter Size <input type="checkbox"/> Microfilm x 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) _____</p>		<p>8. Record Series Sequence x Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>16</u> Number File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) x Other (specify) _____ Boxes _____</p>	
				<p>10. Annual Accumulation <u>16</u> Number File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) x Other (specify) _____ Boxes _____</p>	
<p>11. File is Used <input 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) x Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 120 E. Baltimore St., 14th Floor, Baltimore, Maryland 21202</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes x No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes x No</p>			<p>16. Audit Requirements x 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 type="checkbox"/> Yes x No</p>			<p>18. Recommended Retention Retain in office for 5 years or until administrative value ceases, whichever comes last. Transfer to the MSA for permanent retention.</p>		
<p>19. Name and Title of Preparer Andrea E. Young, Assistant Attorney General</p>		<p>20. Telephone Number (410) 659-8414</p>		<p>21. Date 04/11/2017</p>	

335

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		ELECTRONIC RECORDS INVENTORY Page <u>13</u> of <u>13</u>	
1 DEPARTMENT/AGENCY Office of Attorney General		2 DIVISION Maryland State Retirement Agency		3 UNIT Retirement and Pension	
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 RECORD SERIES TITLE Correspondence (2) \				5 EARLIEST YEAR/LATEST YEAR <u>2015</u> TO <u>2017</u>	
6 INPUT - Identify source of information to be entered Correspondence, Notices of Rejection, Notices of Acceptance, Forms, Written Procedures, Letterhead, Internal Correspondence			7 OUTPUT - Identify the use/s of information generated by system		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Correspondence related Eligible Domestic Relations Orders (EDROs) and member issues; Office forms, written procedures, and internal correspondence					
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. None.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM None.					
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. Documents are located on the SRA - G: Drive under Legal file folder					
13 TYPED OR PRINTED NAME OF PREPARER Andrea E. Young		14 TELEPHONE NUMBER (410) 659-8414		15 DATE 04/11/2017	
16 TITLE OF PREPARER Assistant Attorney General					
DGS 550-6 (rev. 10/12)					

33e

Retention Schedule #2576

Office of the Attorney General

Secretary of State, Office of the

<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>PAGE _____ OF _____</p>
<p>1. Department/Agency Office of the Attorney General</p>	<p>2. Division Office of the Secretary of State</p>	<p>3. Unit NA</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 5 - Administrative Proceedings</p>	<p>5. Earliest Year/Latest Year _____ 2015 _____ to _____ 2017 _____</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.)</p> <p>This series consists of proceedings before administrative agencies performing quasijudicial duties (i.e., any proceeding in which an administrative agency is acting as a factfinder in resolving an issue presented to it; Assistant Attorneys General may act as counsel to the administrative agency or as advocates in such proceedings). This series includes, but is not limited to: all administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasijudicial capacity. Also included are Minority Business Enterprises administrative proceedings, and proceedings where companies have been debarred from doing business with, or in, the State of Maryland.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Subject Matter</u></p>	<p>9. Volume</p> <p>_____ 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 checked="" type="checkbox"/> Other (specify) <u>Boxes-5</u></p> <hr/> <p>10. Annual Accumulation</p> <p>_____ NA _____ 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 type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used NA</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____ NA _____ Number</p> <p><input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Wineland Building, 16 Francis Street, Second Floor, Room 209</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Public Information Act, investigatory records exception, GP § 4-351</p>	<p>16. Audit Requirements</p> <p><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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii.</p>	

338

		Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.
19. Name and Title of Preparer	20. Telephone Number	21. Date
Josaphine B. Yuzuik	(410) 260-3855	11/14/2017

DGS 550-4 (Rev. 1/93)

<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>PAGE _____ OF _____</p>
<p>1. Department/Agency Office of the Attorney General</p>	<p>2. Division Office of the Secretary of State</p>	<p>3. Unit NA</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 11 Correspondence- A. General Correspondence (office wide)</p>	<p>5. Earliest Year/Latest Year _____ to _____</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.)</p> <p>This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Subject Matter</u></p>	<p>9. Volume _____ 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 _____ 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 type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used NA</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Wineland Building, 16 Francis Street, Second Floor, Rooms 209 and 204</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Public Information Act, attorney client privilege and interagency memorandum, Sections 4-301, 4-344</p>	<p>16. Audit Requirements Unknown <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin,</p>	

340

		development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value
19. Name and Title of Preparer Josaphine B. Yuzuik	20. Telephone Number (410) 260-3855	21. Date 11/14/2017

DGS 550-4 (Rev. 1/93)

349

<p><u>Instructions</u> –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>PAGE _____ OF _____</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Office of the Secretary of State</p>		<p>3. Unit NA</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 20 Attorney General's Papers A. Official Papers</p>				<p>5. Earliest Year/Latest Year _____2015_____ to _____2017_____</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.)</p> <p>This series consists of official acts of the Attorney General and includes correspondence, speeches, records related to significant events, studies, task force/committee reports, press releases, photographs, audio/video tapes, calendars, 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 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 type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Subject matter</u></p>		<p>9. Volume (2 red file folders) 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>NA</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p>_____NA_____</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>16 Francis Street, Annapolis, MD Room 209</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Public Information Act, attorney client privilege and interagency memorandum, Sections 4-301, 4-344</p>		<p>16. Audit Requirements Unknown</p> <p><input 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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention</p> <p>Transfer every four years or at end of AG final term in office, whichever comes later, to the Maryland State Archives for permanent retention.</p>			
<p>19. Name and Title of Preparer</p> <p>Josaphine B. Yuzuik</p>		<p>20. Telephone Number</p> <p>(410) 260-3855</p>		<p>21. Date</p>	

342

<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>PAGE _____ OF _____</p>
<p>1. Department/Agency Office of the Attorney General</p>	<p>2. Division Office of the Secretary of State</p>	<p>3. Unit NA</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 7- Agreements</p>	<p>5. Earliest Year/Latest Year _____ 2015 _____ to _____ 2017 _____</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.) This series consists of preparation, review and/or approval of agreements on behalf of the state, state agencies, and/or state officials. This series includes, but is not limited to: agreements, interagency agreements, those between country clubs and the Department of Assessments and Taxation for preferential tax treatment, 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 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 type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) <u>Subject matter</u></p>	<p>9. Volume</p> <p>_____</p> <p>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</p> <p>_____ NA _____</p> <p>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 type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used NA</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____ NA _____</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Wineland Building, 16 Francis Street, Second Floor, Room 209</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Public Information Act, attorney client privilege and interagency memorandum, Sections 4-301, 4-344</p>	<p>16. Audit Requirements Unknown</p> <p><input 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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 15 years, then destroy.</p>	

344

19. Name and Title of Preparer Josaphine B. Yuzuik	20. Telephone Number (410) 260-3855	21. Date 11/14/2017

DGS 550-4 (Rev. 1/93)

345

<p><u>Instructions</u> –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>PAGE _____ OF _____</p>
<p>1. Department/Agency Office of the Attorney General</p>	<p>2. Division Office of the Secretary of State</p>	<p>3. Unit NA</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 12. Legislation A. Preparation and Enactment</p>	<p>5. Earliest Year/Latest Year _____ 2015 _____ to _____ 2017 _____</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.)</p> <p>This series consists of materials regarding the preparation and enactment of laws.</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 type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ Subject Matter _____</p>	<p>9. Volume _____ 1 file drawer _____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation _____ NA _____ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used NA</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _____ NA _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Wineland Building, 16 Francis Street, Second Floor, Room 204</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Public Information Act, attorney client privilege and interagency memorandum, Sections 4-301, 4-344</p>	<p>16. Audit Requirements Unknown <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy</p>	

346

19. Name and Title of Preparer Josaphine B. Yuzuik	20. Telephone Number (410) 260-3855	21. Date 11/14/2017

DGS 550-4 (Rev. 1/93)

347

<u>Instructions</u> –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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Office of the Secretary of State		3. Unit NA	
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 1.A. (Civil Litigation other than torts and unemployment insurance)				5. Earliest Year/Latest Year 2015 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts. A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.					
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 type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Subject matter _____		9. Volume (includes flash drive) See below Number <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) removable flash drive _____	
11. File is Used NA <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After NA Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) Wineland Building, 16 Francis Street, Room 209		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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Public Information Act, investigatory records exception, GP § 4-351		16. Audit Requirements Unknown <input type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention			

348

		Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy
19. Name and Title of Preparer	20. Telephone Number	21. Date
Josaphine B. Yuzuik, Assistant Attorney General	(410) 260-3855	11/14/2017

OGS 550-4 (Rev. 1/93)

3089

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division Office of the Secretary of State		3. Unit NA	
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 13 - Regulations				5. Earliest Year/Latest Year 2015 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective.					
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 type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) Subject matter		9. Volume 1 file folder 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 NA Number <input 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 NA <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After NA Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Wineland Building, 16 Francis Street, Second Floor, Room 204			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Public Information Act, attorney client privilege and interagency memorandum, Sections 4-301, 4-344			16. Audit Requirements Unknown <input type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures		

350

19. Name and Title of Preparer Josephine B. Yuzuik, AAG	20. Telephone Number (410) 260-3855	21. Date 11/15/2017
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GS 550-4 (Rev. 1/93)

Retention Schedule #2576

Office of the Attorney General

Securities Division

<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>PAGE <u>1</u> OF <u>10</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Securities Division</p>		<p>3. Unit Securities</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 18A. Securities Registration and Notice Files</p>				<p>5. Earliest Year/Latest Year <u>1991 to 2017</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.) Registration applications, prospectuses, correspondence.</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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>3000 cubic feet</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>1000 cubic feet</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 checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" 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) 200 St. Paul Place, 25th Floor File Room and Attorney's office files</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 STS – Numeric file system with folders and subfolders for each filing.</p>			<p>18. Recommended Retention: Retain in office for period of registration effectiveness or possible renewal. Transfer to the State Records Center for an additional 5 years, then destroy according to OAG destruction policy.</p>		
<p>19. Name and Title of Preparer Mary-Louise Stanczyk, Administrative Officer, III</p>		<p>20. Telephone Number 410-576-7060</p>		<p>21. Date December 18, 2017</p>	

<p><u>Instructions</u> -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>PAGE <u>2</u> OF <u>10</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Securities Division</p>		<p>3. Unit Securities</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 18B. Exempt Securities Registration</p>				<p>5. Earliest Year/Latest Year <u>1991 to 2017</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.) Form D, and Form MLOE (filings required to coordinate with federal SEC Regulation D offerings), Employee Benefit Plans, Correspondence.</p>					
<p>7. Record Series Format(s) List all</p> <p><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) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>480 cubic feet</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
				<p>10. Annual Accumulation <u>30 cubic feet</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" 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) 200 St. Paul Place, 25th Floor File Room and Attorney's office files</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</p> <p><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 STS - Numeric file system with folders and subfolders for each filing.</p>			<p>18. Recommended Retention: Retain in office for 2 years. Transfer to the State Records Center for an additional 5 years, then destroy according to OAG destruction policy.</p>		
<p>19. Name and Title of Preparer Mary-Louise Stanczyk, Administrative Officer, III</p>		<p>20. Telephone Number 410-576-7060</p>		<p>21. Date December 18, 2017</p>	

354

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>10</u>	
1. Department/Agency Office of the Attorney General		2. Division Securities Division		3. Unit Enforcement	
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 18C1. Enforcement Records System Files Inquiry and Investigative Files				5. Earliest Year/Latest Year 1991 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records of complaints and inquiries and the Division's response, investigative documentation including subpoena responses, complainant/victim data, financial information, pleadings, etc.					
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 checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>480 cubic feet</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>30 cubic feet</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 checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>20</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 25 th Floor File Room and Attorney's office files			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 checked="" type="checkbox"/> None <input 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 ERS – Numeric file system with folders and subfolders for each file.			18. Recommended Retention: Retain in office for 2 years. Transfer to the State Records Center for an additional 20 years, then destroy according to OAG destruction policy.		
19. Name and Title of Preparer Mary-Louise Stanczyk, Administrative Officer, III		20. Telephone Number 410-576-7060		21. Date December 18, 2017	

355

<p><u>Instructions</u> -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>PAGE <u>4</u> OF <u>10</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Securities Division</p>		<p>3. Unit Broker-Dealer</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 18C2. Broker-Dealer Registrations</p>				<p>5. Earliest Year/Latest Year <u>1991 to 2017</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.) Materials relative to broker-dealer registrations, renewal and status in Maryland.</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 type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>142 cubic feet</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>285 cubic feet</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 checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>20</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 25th Floor File Room and Attorney's office files</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 CRD/IARD - Numeric file system with folders and subfolders for each filing.</p>			<p>18. Recommended Retention: Retain in office for 2 years. Transfer to the State Records Center for an additional 20 years, then destroy according to OAG destruction policy.</p>		
<p>19. Name and Title of Preparer Mary-Louise Stanczyk, Administrative Officer, III</p>		<p>20. Telephone Number 410-576-7060</p>		<p>21. Date December 18, 2017</p>	

254

<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>PAGE <u>5</u> OF <u>10</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Securities Division</p>		<p>3. Unit Investment Adviser/Broker-Dealer</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 18C3. Investment Adviser/Broker Dealer Compliance Files</p>				<p>5. Earliest Year/Latest Year <u>1991 to 2017</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.) Records of administrative actions brought by the Division to obtain compliance by registered persons with the broker-dealer and investment adviser provisions of the Maryland Securities Act.</p>					
<p>7. Record Series Format(s) List all</p> <p><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) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>30 cubic feet</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>cubic feet</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>20</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 25th Floor File Room and Attorney's office files</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 CRD/IARD - Numeric file system with folders and subfolders for each filing.</p>			<p>18. Recommended Retention: Retain in office for 2 years. Transfer to the State Records Center for an additional 20 years, then destroy according to OAG destruction policy.</p>		
<p>19. Name and Title of Preparer Mary-Louise Stanczyk, Administrative Officer, III</p>		<p>20. Telephone Number 410-576-7060</p>		<p>21. Date December 18, 2017</p>	

357

<p><u>Instructions</u> –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>PAGE <u>6</u> OF <u>10</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Securities Division</p>		<p>3. Unit Investment Advisor</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 18D. Investment Adviser Registrations</p>				<p>5. Earliest Year/Latest Year <u>1991 to 2017</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.) Materials pertaining to investment adviser and investment adviser representative registration in Maryland.</p>					
<p>7. Record Series Format(s) List all</p> <p><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) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>929 cubic feet</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
				<p>10. Annual Accumulation <u>cubic feet</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>8</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 25th Floor File Room and Attorney's office files</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 CRD/IARD – Numeric file system with folders and subfolders for each filing.</p>			<p>18. Recommended Retention: Retain in office for period of registration or possible re-registration. Transfer to the State Records Center for an additional 8 years, then destroy according to OAG destruction policy.</p>		
<p>19. Name and Title of Preparer Mary-Louise Stanczyk, Administrative Officer, III</p>		<p>20. Telephone Number 410-576-7060</p>		<p>21. Date December 18, 2017</p>	

358

<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>PAGE <u>7</u> OF <u>10</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Securities Division</p>		<p>3. Unit Securities</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 18E. Issuer Agent Registrations</p>				<p>5. Earliest Year/Latest Year <u>1991 to 2017</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.) Materials relating to issuer agent, a category of regulated individuals who sell securities in Maryland on behalf of certain issuers, registration, renewal and status in Maryland.</p>					
<p>7. Record Series Format(s) List all</p> <p><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) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>15 cubic feet</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
				<p>10. Annual Accumulation <u>2 cubic feet</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" 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) 200 St. Paul Place, 25th Floor File Room and Attorney's office files</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 STS – Numeric electronic file system with Folders/Subfolders for each filing.</p>			<p>18. Recommended Retention: Retain current records in office during period of registration or possible re-registration. Transfer to the State Records Center for an additional 5 years, then destroy according to OAG destruction policy.</p>		
<p>19. Name and Title of Preparer Mary-Louise Stanczyk, Administrative Officer, III</p>		<p>20. Telephone Number 410-576-7060</p>		<p>21. Date December 18, 2017</p>	

359

<p><u>Instructions</u> -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>PAGE <u>8</u> OF <u>10</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Securities Division</p>		<p>3. Unit Franchise</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 18F. Franchise Quarterly Sales Reports</p>				<p>5. Earliest Year/Latest Year 2015 to 2017</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.) Sales reports submitted by various franchisors that offer and/or sell franchises in Maryland.</p>					
<p>7. Record Series Format(s) List all</p> <p><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) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>15 cubic feet</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>2 cubic feet</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>6</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 25th Floor File Room and Attorney's office files</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention: Retain in office for 1 year. Transfer to the State Records Center for an additional 6 years, then destroy according to OAG destruction policy.</p>		
<p>19. Name and Title of Preparer Mary-Louise Stanczyk, Administrative Officer, III</p>		<p>20. Telephone Number 410-576-7060</p>		<p>21. Date December 18, 2017</p>	

360

<p><u>Instructions</u> –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>PAGE <u>9</u> OF <u>10</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Securities Division</p>		<p>3. Unit Franchise</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 18G. Franchise Registrations</p>				<p>5. Earliest Year/Latest Year <u>1991 to 2017</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.) Materials relating to the registration, renewal and status of franchise offerings, which are offered and/or sold in Maryland.</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 type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>101,250 cubic feet</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>1,920 cubic feet</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 checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 25th Floor File Room and Attorney's office files</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 STS – Numeric file system with folders and subfolders for each filing.</p>			<p>18. Recommended Retention: Retain in office for 2 years. Transfer to the State Records Center for an additional 5 years, then destroy according to OAG destruction policy.</p>		
<p>19. Name and Title of Preparer Mary-Louise Stanczyk, Administrative Officer, III</p>		<p>20. Telephone Number 410-576-7060</p>		<p>21. Date December 18, 2017</p>	

361

<p><u>Instructions</u> -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>PAGE <u>10</u> OF <u>10</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Securities Division</p>		<p>3. Unit Franchise</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 18H. No Action Letters and Interpretive Opinions</p>				<p>5. Earliest Year/Latest Year <u>1991 to 2017</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.) Materials relating to no action letters and interpretive opinions with respect to the Maryland Securities Act and Maryland Franchise registration and disclosure law.</p>					
<p>7. Record Series Format(s) List all</p> <p><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) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>90 cubic feet</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
				<p>10. Annual Accumulation <u>10 cubic feet</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 25th Floor File Room and Attorney's office files</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 STS - Numeric file system with folders and subfolders for each filing.</p>			<p>18. Recommended Retention: Retain in office for 2 years or for the duration of regulatory, then scan according to Maryland State Archives standards and retain permanently. Transfer record copy of the scan annually to the Maryland State Archives for permanent retention. Retain original in office until administrative value ceases then destroy according to OAG destruction policy.</p>		
<p>19. Name and Title of Preparer Mary-Louise Stanczyk, Administrative Officer, III</p>		<p>20. Telephone Number 410-576-7060</p>		<p>21. Date December 18, 2017</p>	

362

Retention Schedule #2576

Office of the Attorney General

Technology Development Corporation,
Maryland (TEDCO)

<p><u>Instructions</u> -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>PAGE 1 OF 8</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division</p>		<p>3. Unit MD Technology Development Corporation (TEDCO)</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 1A: Civil Litigation</p>				<p>5. Earliest Year/Latest Year 2016 to 2017</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.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts. A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing 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 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) Electronic copies of some records stored on server.</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume 2 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 checked="" type="checkbox"/> Other (specify) Electronic copies of some records stored on server.</p>	
				<p>10. Annual Accumulation 1 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 checked="" type="checkbox"/> Other (specify) Electronic copies of some records stored on server.</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 401 E. Pratt Street- 5th Floor, Baltimore, MD 21202</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention: Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the MD State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.</p>		
<p>19. Name and Title of Preparer Ira Schwartz, Esq., Gen'l. Counsel</p>		<p>20. Telephone Number (410) 767-6452</p>		<p>21. Date April 23, 2017</p>	

364

<u>Instructions</u> –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 2 OF 8	
1. Department/Agency Office of the Attorney General		2. Division		3. Unit MD Technology Development Corporation (TEDCO)	
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 7: Agreements			5. Earliest Year/Latest Year 2016 to 2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of preparation, review and/or approval of agreements on behalf of the state, state agencies, and/or state officials. This series includes, but is not limited to: agreements, interagency agreements, those between country clubs and the Department of Assessments and Taxation for preferential tax treatment, etc. Contents of a typical file may include: agreements, correspondence, documents, notes, etc.					
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) Electronic copies of some records stored on server.		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 20 Number <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) Electronic copies of some records stored on server.	
				10. Annual Accumulation 10 Number <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) Electronic copies of some records stored on server.	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 401 E. Pratt Street- 5 th Floor, Baltimore, MD 21202			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention: Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the MD State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.		
19. Name and Title of Preparer Ira Schwartz, Esq., Gen'l. Counsel		20. Telephone Number (410) 767-6452		21. Date April 23, 2017	

BeE

<p><u>Instructions</u> –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>PAGE 3 OF 8</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division</p>		<p>3. Unit MD Technology Development Corporation (TEDCO)</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 10: Letters of Advice</p>				<p>5. Earliest Year/Latest Year 2016 to 2017</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.) This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc. Contents of a typical file may include: the request for advice, research, memoranda, drafts and letter of advice.</p>					
<p>7. Record Series Format(s) List all x 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 x Other (specify) Electronic copies of some records stored on server.</p>		<p>8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical x Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume 1 Number x File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) x Other (specify) Electronic copies of some records stored on server.</p>	
		<p>10. Annual Accumulation 1 Number x File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) x Other (specify) Electronic copies of some records stored on server.</p>			
<p>11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly x Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) x Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 401 E. Pratt Street- 5th Floor, Baltimore, MD 21202</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes x No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes x No</p>			<p>16. Audit Requirements x 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 type="checkbox"/> Yes x No</p>			<p>18. Recommended Retention: Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Ira Schwartz, Esq., Gen'l. Counsel</p>		<p>20. Telephone Number (410) 767-6452</p>		<p>21. Date April 23, 2017</p>	

Blade

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 4 OF 8	
1. Department/Agency Office of the Attorney General		2. Division		3. Unit MD Technology Development Corporation (TEDCO)	
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 11: Correspondence			5. Earliest Year/Latest Year 2016 to 2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.					
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) E-mails stored on server.		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 10 Number <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) E-mails stored on server. 10. Annual Accumulation 5 Number <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) E-mails stored on server.	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 2 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 401 E. Pratt Street- 5 th Floor, Baltimore, MD 21202			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention: Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to MD State Archives for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.		
19. Name and Title of Preparer Ira Schwartz, Esq., Gen'l. Counsel		20. Telephone Number (410) 767-6452		21. Date April 23, 2017	

367

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 5 OF 8	
1. Department/Agency Office of the Attorney General		2. Division		3. Unit MD Technology Development Corporation (TEDCO)	
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 12A: Legislation- Preparation and Enactment				5. Earliest Year/Latest Year 2016 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of materials regarding the preparation and enactment of laws. Contents of a typical file may include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc.					
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) Electronic copies of some records stored on server.		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 checked="" type="checkbox"/> Other (specify) Electronic copies of some records stored on server.	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 1 Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 401 E. Pratt Street- 5 th Floor, Baltimore, MD 21202			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention: Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the MD State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.		
19. Name and Title of Preparer Ira Schwartz, Esq., Gen'l. Counsel		20. Telephone Number (410) 767-6452		21. Date April 23, 2017	

768

<p><u>Instructions</u> - 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>PAGE 6 OF 8</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division</p>		<p>3. Unit MD Technology Development Corporation (TEDCO)</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 13: Regulations</p>				<p>5. Earliest Year/Latest Year 2016 to 2017</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.) This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective. Contents of a typical file may include: proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, 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 type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) Electronic copies of some records stored on server.</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume 2 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) Electronic copies of some records stored on server.</p> <p>10. Annual Accumulation 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) Electronic copies of some records stored on server.</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p>1 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 401 E. Pratt Street- 5th Floor, Baltimore, MD 21202</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention: Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the MD State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Ira Schwartz, Esq., Gen'l. Counsel</p>		<p>20. Telephone Number (410) 767-6452</p>		<p>21. Date April 23, 2017</p>	

369

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 7 OF 8	
1. Department/Agency Office of the Attorney General		2. Division		3. Unit MD Technology Development Corporation (TEDCO)	
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 14: Financial Transactions			5. Earliest Year/Latest Year 2016 to 2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of OAG-generated materials relative to the approval of contracts, bonds and/or promissory notes, leases, lease/purchase agreements, loans, grant agreements, and inter-agency or intergovernmental agreements involving the transfer of funds, etc. Contents of a typical file may include copies of documents such as: contracts, bonds and/or promissory notes, leases, loan agreements, grant agreements; and correspondence, drafts, notes, etc.					
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) Electronic copies of some records stored on server.		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 12 Number <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) Electronic copies of some records stored on server.	
10. Annual Accumulation 6 Number <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) Electronic copies of some records stored on server.					
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 401 E. Pratt Street- 5 th Floor, Baltimore, MD 21202			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention: Retain in office 5 years after term of document expires or until administrative value ceases, whichever comes last. Transfer to State Records Center for an additional 5 years, then destroy.		
19. Name and Title of Preparer Ira Schwartz, Esq., Gen'l. Counsel		20. Telephone Number (410) 767-6452		21. Date April 23, 2017	

2010

Retention Schedule #2576

Office of the Attorney General

Transportation, Department of

<p><u>Instructions</u> –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>PAGE _____ OF _____</p>	
<p>1. Department/Agency Maryland Department of Transportation</p>		<p>2. Division Office of the Attorney General</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 Civil Litigation (1)</p>				<p>5. Earliest Year/Latest Year Varies</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.) Civil lawsuits filed in the state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other state entities, including the courts. Includes but not limited to affirmative & defensive litigation, amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, pro-bono, unemployment, tort, and other legal challenges.</p>					
<p>7. Record Series Format(s) List all</p> <p><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) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume Approx. 25 cubic feet – shelves & boxes Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
		<p>10. Annual Accumulation 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) Boxes</p>			
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After Varies based on matter</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 7201 Corporate Center Dr., Hanover, MD 21076 4th Floor</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No **Partially depending on matter</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 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain 5 years in office after file is closed. Transfer all files not for permanent retention to State Records for an additional 15 years, then destroy.</p>		
<p>19. Name and Title of Preparer Christina Ackerman – Paralegal</p>		<p>20. Telephone Number 410-865-1108</p>		<p>21. Date 4/13/17</p>	

372

<p><u>Instructions</u> -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>PAGE _____ OF _____</p>	
<p>1. Department/Agency Maryland Department of Transportation</p>		<p>2. Division Office of the Attorney General</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 Administrative Proceedings (5)</p>				<p>5. Earliest Year/Latest Year Varies</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.) Includes but not limited to administrative proceedings before the OAH, or any independent agency, commission, board, department, executive commission or committee acting in a quasijudicial capacity. Also, includes MBE, personnel matters and paratransit.</p>					
<p>7. Record Series Format(s) List all</p> <p><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) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume Total of 30 cubic feet (shelves/boxes) 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) Boxes</p>	
<p>10. Annual Accumulation 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) Boxes</p>					
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Varies</p>			<p>12. File Becomes Inactive After Varies</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 7201 Corporate Center Dr., Hanover, MD 21076 - 4th Floor</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Partial depending on file</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 type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office for 5 years after files is closed. Transfer non-permanent files to State Records to be retained for an additional 10 years then destroy. Permanent files are sent to Maryland State Archives</p>		
<p>19. Name and Title of Preparer Christina Ackerman - Paralegal</p>		<p>20. Telephone Number 410-865-1108</p>		<p>21. Date 4/13/17</p>	

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 _____ OF _____	
1. Department/Agency Maryland Department of Transportation		2. Division Office of the Attorney General		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 Agreements (7)				5. Earliest Year/Latest Year Varies	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Agreements, interagency agreements, correspondence, drafts, non-grants, MOUs					
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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Approx 10 cubic feet 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 checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Varies		12. File Becomes Inactive After After closed Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 7201 Corporate Center Drive, Hanover, MD 21076 - 4 th Floor			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 5 years after file is closed. Transfer non-permanent files to State Records to be retained for 15 years, then destroy. Send permanent files to Maryland State Archives.		
19. Name and Title of Preparer Christina Ackerman - Paralegal		20. Telephone Number 410-865-1108		21. Date 4/13/17	

874

<p><u>Instructions</u> –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>PAGE _____ OF _____</p>	
<p>1. Department/Agency Maryland Department of Transportation</p>		<p>2. Division Office of the Attorney General</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 Legislation (12)</p>				<p>5. Earliest Year/Latest Year Varies</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.) Generally, Section B of Series – printed first & third readers of the bill, hearing schedules, letters, memo, etc.</p>					
<p>7. Record Series Format(s) List all</p> <p><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) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume Approx 7 cubic feet Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p> <p>Varies</p>		<p>12. File Becomes Inactive After Varies Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) 7201 Corporate Center Drive, Hanover, MD 21076 – 4th Floor</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office for 5 years, then destroy.</p>		
<p>19. Name and Title of Preparer Christina Ackerman - Paralegal</p>		<p>20. Telephone Number 410-865-1108</p>		<p>21. Date 4/13/17</p>	

<u>Instructions</u> - 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 _____ OF _____	
1. Department/Agency Maryland Department of Transportation		2. Division Office of the Attorney General		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 Financial Transactions (14)				5. Earliest Year/Latest Year Varies	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) OAG generated materials relative to the approval of contracts, bonds, leases, loans, grant agreements, and inter-agency agreements					
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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 12-13 cubic feet 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 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 checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Varies			12. File Becomes Inactive After Administrative Value Ceases Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 7201 Corporate Center Dr., Hanover, MD 21076 - 4 th Floor			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years after term of document expires or until administrative value ceases. Transfer to State Records for additional 5 years, then destroy.		
19. Name and Title of Preparer Christina Ackerman - Paralegal		20. Telephone Number 410-865-1108		21. Date 4/13/17	

376

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 _____ OF _____	
1. Department/Agency Maryland Department of Transportation		2. Division Office of the Attorney General		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 Bonds (15)				5. Earliest Year/Latest Year Varies	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) OAG generated materials relative to bonds and bond counsel. Includes draft bonds, draft offering documents and/or bond purchase agreements, feasibility studies, agreements, advice, bond issue documentation, bond counsel contracts, correspondence, memos, etc.					
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 checked="" type="checkbox"/> Other (specify) CD		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 12 cubic feet 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 Varies Number <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) Boxes	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Varies			12. File Becomes Inactive After Varies depending on length of bond Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 7201 Corporate Center Drive, Hanover, MD 21076 - 4th Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Partial in Finance		
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 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 in office for 7 years after last principal & interest payment on bonds are made. Transfer to State Records for an additional 7 years, then destroy.		
19. Name and Title of Preparer Christina Ackerman - Paralegal		20. Telephone Number 410-865-1108		21. Date 4/13/17	

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 _____ OF _____	
1. Department/Agency		2. Division		3. Unit	
Maryland Department of Transportation		Office of the Attorney General			
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. Earliest Year/Latest Year	
Real Property Transactions (16)				Varies	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) OAG generated materials relative to review and approval of the purchase, sale, transfer, condemnation or donation of real property and design build. Includes deeds, contract of assignment, appraisal reports, surveys, BPW agenda items, correspondence, etc.					
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume	
<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) _____		<input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		5 cubic feet 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	
				Varies Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Boxes	
11. File is Used			12. File Becomes Inactive After		
<input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Varies			Varies Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
7201 Corporate Center Dr, Hanover, MD 21076 - 4 th Floor			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Retain in office for 5 years or administrative value cease. Transfer to Maryland State Archives		
19. Name and Title of Preparer		20. Telephone Number		21. Date	
Christina Ackerman - Paralegal		410-865-1108		4/13/17	

Retention Schedule #2576

Office of the Attorney General

Transportation, Department of - Maryland
Aviation Administration

<p><u>Instructions</u> –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 410-789-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE _____ OF _____</p>	
<p>1. Department/Agency Maryland Department of Transportation Maryland Aviation Administration</p>		<p>2. Division Office of the Attorney General</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 Civil Litigation (1)</p>				<p>5. Earliest Year/Latest Year Varies</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.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other state entities, including the courts. A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro-bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing 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 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 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</p> <p>Approx. 30 cubic feet – shelves & boxes</p> <p>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 checked="" type="checkbox"/> Other (specify) boxes</p>	
<p>10. Annual Accumulation</p> <p>Varies</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 checked="" type="checkbox"/> Other (specify) boxes</p>					
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p>Varies</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>BWI Terminal Building, Third Floor, Suite 350</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Partially depending on subject matter</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input 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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention</p> <p>Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.</p>		
<p>19. Name and Title of Preparer</p> <p>Brenda Carter – Administrative Officer</p>		<p>20. Telephone Number</p> <p>410-859-7067</p>		<p>21. Date</p> <p>04/21/17</p>	

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 _____ OF _____	
1. Department/Agency Maryland Department of Transportation Maryland Aviation Administration		2. Division Office of the Attorney General		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 Administrative Proceedings (5)				5. Earliest Year/Latest Year Varies	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of proceedings before administrative agencies performing quasijudicial duties (i.e., any proceeding in which an administrative agency is acting as a fact-finder in resolving an issue presented to it; Assistant Attorneys General may act as counsel to the administrative agency or as advocates in such proceedings). This series includes, but is not limited to: all administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasijudicial capacity. Also included are Minority Business Enterprises administrative proceedings, and proceedings where companies have been debarred from doing business with, or in, the State of Maryland. Contents of a typical file may include: pleadings, Proposed Findings of Fact, Conclusions of Law, indictments, correspondence, transcripts, administrative law judges' decisions, documents, research, notes, etc.					
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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Approx. 40 cubic feet - shelves & boxes <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) boxes	
10. Annual Accumulation Varies <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) boxes					
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After Varies Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) BWI Terminal Building, Third Floor, Suite 350			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Partially depending on subject matter		
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 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 in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.		
Name and Title of Preparer Brenda Carter - Administrative Officer		20. Telephone Number 410-859-7067		21. Date 04/21/17	

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 _____ OF _____	
1. Department/Agency Maryland Department of Transportation Maryland Aviation Administration		2. Division Office of the Attorney General		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 Agreements (7)				5. Earliest Year/Latest Year Varies	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of preparation, review and/or approval of agreements on behalf of the state, state agencies, and/or state officials. This series includes, but is not limited to: agreements, interagency agreements, those between country clubs and the Department of Assessments and Taxation for preferential tax treatment, etc. Contents of a typical file may include: agreements, correspondence, documents, notes, etc.					
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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Approx. 15 cubic feet – shelves & boxes Number <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) boxes	
				10. Annual Accumulation Varies Number <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) boxes	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After Varies Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) BWI Terminal Building, Third Floor, Suite 350			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Partially depending on subject matter		
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 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 in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 15 years, then destroy.		
19. Name and Title of Preparer Brenda Carter – Administrative Officer		20. Telephone Number 410-859-7067		21. Date 04/21/17	

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 _____ OF _____	
1. Department/Agency Maryland Department of Transportation Maryland Aviation Administration		2. Division Office of the Attorney General		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 Correspondence (117)				5. Earliest Year/Latest Year Varies	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of interchanges of written and/or email communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letter, memoranda, requests for information, etc.					
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 checked="" type="checkbox"/> Other (specify) binders		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 Approx. 20 cubic feet - shelves & binders Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) binders	
				10. Annual Accumulation Varies Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) shelves	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After Varies Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) BWI Terminal Building, Third Floor, Suite 350			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Partially depending on subject matter		
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 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 in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archives for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.		
19. Name and Title of Preparer Brenda Carter -- Administrative Officer		20. Telephone Number 410-859-7067		21. Date 04/21/17	

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 _____ OF _____	
1. Department/Agency Maryland Department of Transportation Maryland Aviation Administration		2. Division Office of the Attorney General		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 Legislation (12)			5. Earliest Year/Latest Year Varies		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. Preparation and Enactment This series consists of materials regarding the preparation and enactment of laws. Contents of a typical file may include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc.					
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 Approx. 20 cubic feet - 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 Varies 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 checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After Varies Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) BWI Terminal Building, Third Floor, Suite 350			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Partially depending on subject matter		
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 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 in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.		
19. Name and Title of Preparer Brenda Carter - Administrative Officer		20. Telephone Number 410-859-7067		21. Date 04/21/17	

<p><u>Instructions</u> –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>PAGE _____ OF _____</p>	
<p>1. Department/Agency Maryland Department of Transportation Maryland Aviation Administration</p>		<p>2. Division Office of the Attorney General</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 Financial Transactions (14)</p>				<p>5. Earliest Year/Latest Year Varies</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.) This series consists of OAG-generated materials relative to the approval of contracts, bonds and/or promissory notes, leases, lease/purchase agreements, loans, grant agreements, and inter-agency or intergovernmental agreements involving the transfer of funds, etc. Contents of a typical file may include copies of documents such as: contracts, bonds and/or promissory notes, leases, loan agreements, grant agreements; and correspondence, drafts, notes, etc.</p>					
<p>7. Record Series Format(s) List all</p> <p><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)</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)</p>		<p>9. Volume Approx. 30 cubic feet - Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other BOXES</p>	
		<p>10. Annual Accumulation Varies Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other boxes</p>			
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After Varies Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) BWI Terminal Building, Third Floor, Suite 350</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Partially depending on subject matter</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 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office 5 years after term of document expires or until administrative value ceases, whichever comes last. Transfer to the State Records Center for an additional 5 years, then destroy.</p>		
<p>19. Name and Title of Preparer Brenda Carter – Administrative Officer</p>		<p>20. Telephone Number 410-859-7067</p>		<p>21. Date 04/21/17</p>	

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 _____ OF _____	
1. Department/Agency Maryland Department of Transportation Maryland Aviation Administration		2. Division Office of the Attorney General		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 Bonds (15)			5. Earliest Year/Latest Year Varies		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of OAG-generated materials relative to bonds and bond counsel. Contents of a typical file may include: draft bond, draft offering documents and/or bond purchase agreements, feasibility studies, financial analysis reports, agreements, related opinions and advice letters, bond issue documentation, bond counsel contracts, correspondence, memos, research, etc.					
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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume Approx. 30 cubic feet – Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other boxes	
				10. Annual Accumulation Varies Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other boxes	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After Varies Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) BWI Terminal Building, Third Floor, Suite 350			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Partially depending on subject matter		
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 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 in office 7 years after last principal and interest payment on bonds are made, or until administrative value ceases, whichever comes last then transfer to State Records Center for an additional 7 years, then destroy.		
19. Name and Title of Preparer Brenda Carter – Administrative Officer		20. Telephone Number 410-859-7067		21. Date 04/21/17	

386

<p><u>Instructions</u> --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>PAGE _____ OF _____</p>	
<p>1. Department/Agency Maryland Department of Transportation Maryland Aviation Administration</p>		<p>2. Division Office of the Attorney General</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 Real Property Transactions (16)</p>				<p>5. Earliest Year/Latest Year Varies</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.) This series consists of OAG-generated materials relative to the review and approval of the purchase, sale, transfer, condemnation or donation of real property and Design/Build Projects. A Transactions. Real Property Purchases, Sales, Transfers, Condemnations, or Donations. Contents of a typical file may include: deeds, contracts of assignment, appraisal reports, surveys, Board of Public Works agenda items, proposals, related correspondence, etc.</p>					
<p>7. Record Series Format(s) List all</p> <p><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)</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume Approx. 20 cubic feet - 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 boxes</p>	
				<p>10. Annual Accumulation Varies 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 boxes</p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After Varies Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) BWI Terminal Building, Third Floor, Suite 350</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Partially depending on subject matter</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 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last. Transfer to the Maryland State Archives for permanent retention.</p>		
<p>19. Name and Title of Preparer Brenda Carter -- Administrative Officer</p>		<p>20. Telephone Number 410-859-7067</p>		<p>21. Date 04/21/17</p>	

Retention Schedule #2576

Office of the Attorney General

Transportation Authority, Maryland - Legal

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Page 1 - Civil Lit

<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>PAGE _____ OF _____</p>
<p>1. Department/Agency OAG</p>	<p>2. Division <i>Maryland Transportation Authority</i> MDTA-LEGAL</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 CIVIL LITIGATION <i>A+B</i></p>	<p>5. Earliest Year/Latest Year 1996 to 2017</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.)</p> <p>A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trust, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closing, pro bon, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.</p> <p>B. This series includes Torts and Unemployment insurance litigation documents. Contents of a typical file may include: pleadings, briefs, correspondence, settlement, costs, witness depositions, documents, trial transcripts, research, notes, drafts, file opening/closing 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 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 type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 157 cubic ft. Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) = 16 file drawers</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) 5 boxes</p> <hr/> <p>10. Annual Accumulation 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 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</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 2310 Broening Hwy., Baltimore, MD 21224</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><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</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>A. Retention: Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15</p>	

389

Page 2 - Civil Lit

			years, then destroy.
			B. <u>Retention</u> : Retain in office 3 years after file is closed. Transfer to the State Records Center: (1) if the matter is a tort matter involves a juvenile and the juvenile has not brought suit or settled, transfer file to the State Records Center for an additional 18 years, to provide for the age of majority period, then destroy; (2) in all other cases, transfer file to the State Records Center for an additional 5 years, then destroy.
19. Name and Title of Preparer Barbara Jones, Office Manager	20. Telephone Number 410-537-1008	21. Date April 11, 2017	

DGS 550-4 (Rev. 1/93)

390

<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 410-789-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE _____ OF _____</p>	
<p>1. Department/Agency OAG</p>		<p>2. Division MDTA- LEGAL</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 ADMINISTRATIVE PROCEEDINGS (5)</p>				<p>5. Earliest Year/Latest Year 2011 to 2017</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.) This series consists of proceedings before administrative agencies performing quasi-judicial duties (i.e., any proceeding in which an administrative agency is acting as a fact-finder in resolving an issue presented to it; Assistant Attorneys General may act as counsel to the administrative agency or as advocates in such proceedings). This series includes, but is not limited to: all administrative proceedings such as those before the Office of Administrative Hearings or before any independent agency, commission, board, department, executive commission or committee acting in a quasijudicial capacity. Also included are Minority Business Enterprises administrative proceedings, and proceedings where companies have been debarred from doing business with, or in, the State of Maryland. Contents of a typical file may include: pleadings, Proposed Findings of Fact, Conclusions of Law, indictments, correspondence, transcripts, administrative law judges' decisions, documents, research, notes, 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 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"/> Sound 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 type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p>1.5 cubic ft. Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) = 1</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 type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) 2310 Broening Hwy., Baltimore, MD 21224</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention Retention: Retain in office for 5 years after file is closed or until expiration of certification or debarment agreement, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for.</p>			

Pg. 2 - Administrative Proc.

		permanent retention. Transfer all others to State Records Center to be retained for an additional 10 years, then destroy.
19. Name and Title of Preparer Barbara Jones, Office Manager	20. Telephone Number 410-537-1008	21. Date April 11, 2017

DGS 550-4 (Rev. 1/93)

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 410-789-1930		AGENCY RECORDS INVENTORY PAGE _____ OF _____	
1. Department/Agency OAG		2. Division MDTA-LEGAL		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 CORRESPONDENCE (11)				5. Earliest Year/Latest Year 2009 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.					
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 type="checkbox"/> Other (specify) _____		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 6 cubic ft. Number <input checked="" type="checkbox"/> File Drawer(s) = 2 file drawers <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) 3-4 boxes	
				10. Annual Accumulation 1.5 cubic ft. Number <input checked="" type="checkbox"/> File Drawer(s) 1 1/2 file drawers <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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 2310 Broening Hwy., Baltimore, MD 21224			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 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 Retention: Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archives for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.		
19. Name and Title of Preparer Barbara Jones, Office Manager		20. Telephone Number 410-537-1008		21. Date: April 11, 2017	

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 410-796-1830		AGENCY RECORDS INVENTORY PAGE _____ OF _____	
1. Department/Agency OAG		2. Division MDTA-LEGAL		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 LEGISLATION (12)				5. Earliest Year/Latest Year 1990 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) B. Legislation - First and Third Readers: Bill Watch This series consists of all printed bills and materials regarding the Bill Watch process. Contents of this series may include: the printed First and Third Readers, hearing schedules, activity charts, letters memoranda, etc.					
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 type="checkbox"/> Other (specify) _____		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 1.5 cubic ft. Number <input checked="" type="checkbox"/> File Drawer(s) = 1 <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation .38 cubic ft. Number <input checked="" type="checkbox"/> File Drawer(s) = 1/4 file drawer <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 type="checkbox"/> Annually			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 2310 Broening Hwy., Baltimore, MD 21224			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <u>Retention:</u> Retain in office for 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.		
19. Name and Title of Preparer Barbara Jones, Office Manager		20. Telephone Number 410-537-1008		21. Date April 11, 2017	

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 410-789-1830		AGENCY RECORDS INVENTORY PAGE _____ OF _____	
1. Department/Agency OAG		2. Division MDTA - LEGAL		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 REGULATIONS (13)				5. Earliest Year/Latest Year 1989 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective. Contents of a typical filed may include: proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, etc.					
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 type="checkbox"/> Other (specify) _____		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 .75 cubic ft. Number <input checked="" type="checkbox"/> File Drawer(s) = 1/2 file drawer <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation .05 cubic ft. Number <input checked="" type="checkbox"/> File Drawer(s) = 1 file <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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 2310 Broening Hwy., Baltimore, MD 21224			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retention: Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page II. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.		
19. Name and Title of Preparer Barbara Jones, Office Manager		20. Telephone Number 410-537-1008		21. Date April 12, 2017	

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 410-769-1830		AGENCY RECORDS INVENTORY PAGE _____ OF _____	
1. Department/Agency OAG		2. Division MDTA -LEGAL		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 FINANCIAL TRANSACTIONS (14)				5. Earliest Year/Latest Year 2010 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consisted of OAG-generated materials relative to the approval of contracts, bonds and/or promissory notes, leases, loan agreements, grant agreements; and correspondence, drafts, notes, etc. Contents of a typical file may include copies of documents such as: contracts, bonds and/or promissory notes, leases, loan agreements, grant agreements; and correspondence, drafts, notes, etc.					
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 type="checkbox"/> Other (specify) _____		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 .75 cubic ft. Number <input checked="" type="checkbox"/> File Drawer(s) = 1/2 file drawer <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation .15 cubic ft. Number <input checked="" type="checkbox"/> File Drawer(s) 2-3 files <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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 2310 Broening Hwy., Baltimore, MD 21224			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retention: Retain in office 5 years after term of document expires or until administrative value ceases, whichever comes last. Transfer to the State Records Center for an additional 5 years, then destroy.		
19. Name and Title of Preparer Barbara Jones, Office Manager		20. Telephone Number 410-537-1008		21. Date April 12, 2017	

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 410-789-1930		AGENCY RECORDS INVENTORY PAGE _____ OF _____	
1. Department/Agency OAG		2. Division MDTA – LEGAL		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 BONDS (15)				5. Earliest Year/Latest Year _____ to _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of OAG-generated materials relative to bonds and bond counsel. Contents of a typical file may include: draft bond, draft offering documents and/or bond purchase agreements, feasibility studies, financial analysis reports, agreements, feasibility studies, financial analysis reports, agreements, related opinions and advice letters, bond issue documentation, bond counsel contracts, correspondence, memos, research, etc.					
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 type="checkbox"/> Other (specify) _____		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 21.5 cubic ft. Number <input checked="" type="checkbox"/> File Drawer(s) = 1 file drawer <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) 20 plastic storage containers	
10. Annual Accumulation .75 cubic ft. Number <input checked="" type="checkbox"/> File Drawer(s) = 1/2 file drawer <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 type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 2310 Broening Hwy., Balto., MD 21224			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 checked="" type="checkbox"/> Federal <input 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 <u>Retention:</u> Retain in office 7 years after last principal and interest payment on bonds are made, or until administrative value ceases, whichever comes last then transfer to State Records Center for an additional 7 years, then destroy.		
19. Name and Title of Preparer Barbara Jones, Office Manager		20. Telephone Number 410-537-1008		21. Date April 12, 2017	

Page 1 - Real Property

<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>PAGE _____ OF _____</p>	
<p>1. Department/Agency OAG</p>		<p>2. Division MDTA - LEGAL</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 REAL PROPERTY TRANSACTIONS (16)</p>				<p>5. Earliest Year/Latest Year 1984 to 2017</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.) This series consists of OAG-generated materials relative to the review and approval of the purchase, sale, transfer, condemnation or donation of real property and Design/Build Projects. A. Transactions. Real Property Purchases, Sales, Transfers, Condemnations, or Donations. Contents of a typical file may include: deeds, contracts of assignment, appraisal reports, surveys, Board of Public Works agenda items, proposals, related correspondence, etc. B. Design/Build Projects. Contents of a typical file may include: deeds, contracts of assignment, appraisal reports, surveys, Board of Public Works agenda items, proposals, related correspondence, etc.</p>					
<p>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 type="checkbox"/> Other (specify) _____</p>		<p>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) _____</p>		<p>9. Volume 1.5 cubic ft. Number <input checked="" type="checkbox"/> File Drawer(s) = 1 <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
<p>11. File Is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) 2310 Broening Hwy., Balto., MD 21224</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention A. Retention: Retain in office 5 years or until administrative value ceases, whichever comes last. Transfer to the Maryland State Archives for permanent retention. B. Retention: Retain in office for 2 years or until administrative value ceases, whichever comes last. Transfer to the State Records Center</p>		

398

Page 2 - Real Property

		and retain for an additional 10 years after the state takes possession of the building, then destroy.
19. Name and Title of Preparer Barbara Jones, Office Manager	20. Telephone Number 410-537-1008	21. Date April 12, 2017

DGS 550-4 (Rev. 1/93)

399

Page 1 - Personnel

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 _____ OF _____	
1. Department/Agency OAG		2. Division MDTA - LEGAL		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 PERSONNEL (25)				5. Earliest Year/Latest Year 1995 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Upon selection for employment, a personnel folder may contain: Application, Appointment Letter, Correspondence Relating to New Appointment, Personnel Payroll Form, Personnel Position Action Request, Personnel Recruitment Screening Report, Personnel Transaction Form, Retirement Form. During continued employment, the folder may contain: Change of Address Forms, Clearance File, Charges for Removal, Commendations, Contractual Employment, Counseling Sessions, Disciplinary Actions, Efficiency Ratings, EOE Statistical-Reports, General Correspondence, Grievance Actions, Health Insurance Benefits Forms, Leave Forms, Orientation Program, Position History, Probation, Promotions, Resumes, Suggestion File, Summer Employment, Suspension Actions, Training. The final documents in the folder are: Personnel Payroll Form, Letter of Resignation, Retirement, Transfer, Dismissal.					
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 type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume .75 cubic ft. Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) 1/2 file drawer	
				10. Annual Accumulation Number <input 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 2310 Broening Highway, Baltimore, Maryland 21224			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Confidential GP Section 4-311			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retention: Retain in office 3 years after termination of employment or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures.		

400

Page 2 - Personnel

19. Name and Title of Preparer Barbara Jones, Office Manager	20. Telephone Number 410-537-1008	21. Date April 13, 2017
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DGS 550-4 (Rev. 1/93)

401

Retention Schedule #2576

Office of the Attorney General

Treasurer's Office, State

<p><u>Instructions</u> -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>PAGE _____ OF _____</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division State Treasurer's Office</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 Bonds (15)</p>				<p>5. Earliest Year/Latest Year 1986 to 2017</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.) This series consists of OAG-generated materials relative to bonds and bond counsel. Contents of a typical file may include: draft bond, draft offering documents and/or bond purchase agreements, feasibility studies, financial analysis reports, agreements, related opinions and advice letters, bond issue documentation, bond counsel contracts, correspondence, memos, research, 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 type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) <u>cds and dvds</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>20</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>boxes</u></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>varies</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 80 Calvert Street, rm 400</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 type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office 7 years after last principal and interest payment on bonds are made, or until administrative value ceases, whichever comes last then transfer to State Records Center for an additional 7 years, then destroy.</p>		
<p>19. Name and Title of Preparer Megan Schutz, Treasury Specialist III, Legal Division</p>		<p>20. Telephone Number 410-260-7928</p>		<p>21. Date 4/3/16</p>	

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division State Treasurer's Office		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 Legislation (12)				5. Earliest Year/Latest Year 2003 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of materials regarding the preparation and enactment of laws. Contents of a typical file may include: drafts of proposed legislation, notes, correspondence, memoranda, research, administrative history, written testimony, bills in final form, etc.					
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 type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 2 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>boxes</u>	
				10. Annual Accumulation <1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>box</u>	
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 <u>varies</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 80 Calvert Street, rm 400			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center to be retained for an additional 5 years, then destroy.		
19. Name and Title of Preparer Megan Schutz, Treasury Specialist III, Legal Division		20. Telephone Number 410-260-7928		21. Date 4/3/17	

404

<p><u>Instructions</u> -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>PAGE _____ OF _____</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division State Treasurer's Office</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 Regulations (13)</p>			<p>5. Earliest Year/Latest Year _____ to _____ ongoing</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.) This series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective. Contents of a typical file may include: proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, 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 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 type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume 1 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>box</u></p>	
<p>10. Annual Accumulation <1 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>box</u></p>					
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>varies</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 80 Calvert Street, rm 400</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer Megan Schutz, Treasury Specialist III, Legal Division</p>		<p>20. Telephone Number 410-260-7928</p>		<p>21. Date 4/3/17</p>	

<p><u>Instructions</u> –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>PAGE _____ OF _____</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division State Treasurer's Office</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 Civil Litigation B (1)</p>				<p>5. Earliest Year/Latest Year _____ to _____ ongoing</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.) This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materials maintained by other State entities, including the courts. This series includes Torts litigation documents. Contents of a typical file may include: pleadings, briefs, correspondence, settlement, costs, witness depositions, documents, trial transcripts, research, notes, drafts, file opening/closing 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"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>cds and dvds</u></p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>29</u> Most files kept electronically Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>boxes</u></p>	
				<p>10. Annual Accumulation <u>5</u> Most files kept electronically Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>boxes</u></p>	
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After <u>varies</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) <u>80 Calvert Street, rm 400</u></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 For active and recently closed files, an Excel spreadsheet is maintained with detailed information about the case. For cases closed prior to 2015, a spreadsheet is maintained with plaintiff's name and case number.</p>			<p>18. Recommended Retention Retain in office 3 years after file is closed. Transfer to the State Records Center: (1) if the matter is a tort matter involves a juvenile and the juvenile has not brought suit or settled, transfer file to the State Records Center for an additional 18 years, to provide for the age of majority period, then destroy; (2) in all other cases, transfer file to the State Records Center for an additional 5 years, then destroy.</p>		
<p>19. Name and Title of Preparer Megan Schutz, Treasury Specialist III, Legal Division</p>		<p>20. Telephone Number 410-260-7928</p>		<p>21. Date 4/3/17</p>	

406

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 _____ OF _____	
1. Department/Agency Office of the Attorney General		2. Division State Treasurer's Office		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 Letters of Advice (10)				5. Earliest Year/Latest Year _____ to _____ ongoing	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) This series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc. Contents of a typical file may include: the request for advice, research, memoranda, drafts and letter of advice.					
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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 1 _____ Most files kept electronically Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>box</u>	
				10. Annual Accumulation <1 _____ Most files kept electronically Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>box</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>varies</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 80 Calvert Street, rm 400			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 checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.		
19. Name and Title of Preparer Megan Schutz, Treasury Specialist III, Legal Division		20. Telephone Number 410-260-7928		21. Date 4/3/17	

409

<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>PAGE _____ OF _____</p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division State Treasurer's Office</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 Financial Transactions (14)</p>				<p>5. Earliest Year/Latest Year _____ to _____ ongoing</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.) This series consists of OAG-generated materials relative to the approval of contracts, bonds and/or promissory notes, leases, lease/purchase agreements, loans, grant agreements, and inter-agency or intergovernmental agreements involving the transfer of funds, etc. Contents of a typical file may include copies of documents such as: contracts, bonds and/or promissory notes, leases, loan agreements, grant agreements; and correspondence, drafts, notes, etc.</p>					
<p>7. Record Series Format(s) List all</p> <p><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) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume 24 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) boxes</p>	
				<p>10. Annual Accumulation 3 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) boxes</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After varies Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 80 Calvert Street, rm 400</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 Titles of contracts and their active years are recorded in Excel spreadsheets</p>			<p>18. Recommended Retention Retain in office 5 years after term of document expires or until administrative value ceases, whichever comes last. Transfer to the State Records Center for an additional 5 years, then destroy.</p>		
<p>19. Name and Title of Preparer Megan Schutz, Treasury Specialist III, Legal Division</p>		<p>20. Telephone Number 410-260-7928</p>		<p>21. Date 4/3/17</p>	

Retention Schedule #2576

Office of the Attorney General

Workers' Compensation Commission -
General Counsel

<p><u>Instructions</u> –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>PAGE <u>1</u> OF <u>1</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Workers' Compensation Commission</p>		<p>3. Unit General Counsel</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 Civil Litigation (1)</p>				<p>5. Earliest Year/Latest Year 2000 to 2017</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.) Civil Litigation series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing 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 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 type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>4</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
<p>File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>10. Annual Accumulation <u>.25</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>			
<p>11. File Becomes Inactive After</p> <p><u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>			<p>12. File Becomes Inactive After</p> <p><u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) 10 E. Baltimore St., Baltimore, MD 21202; 7th Floor, Rm 723</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Attorney-Client Privilege, Attorney Work Product Privilege</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.</p>		
<p>19. Name and Title of Preparer H. Scott Curtis, Principal Counsel</p>		<p>20. Telephone Number 410-864-5313</p>		<p>21. Date 3/28/2017</p>	

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>1</u>	
1. Department/Agency Office of the Attorney General		2. Division Workers' Compensation Commission		3. Unit General Counsel	
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 Letters of Advice (10)				5. Earliest Year/Latest Year 2000 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Letters of Advice series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc. Contents of a typical file may include: the request for advice, research, memoranda, drafts and letter of advice.					
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 type="checkbox"/> Other (specify) _____		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>3</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>.25</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) _____	
File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 10 E. Baltimore St., Baltimore, MD 21202; 7 th Floor, Rm 723			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Attorney-Client Privilege, Attorney Work Product Privilege			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.		
19. Name and Title of Preparer H. Scott Curtis, Principal Counsel		20. Telephone Number 410-864-5313		21. Date 3/28/2017	

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>1</u>	
1. Department/Agency Office of the Attorney General		2. Division Workers' Compensation Commission		3. Unit General Counsel	
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 Correspondence (11)				5. Earliest Year/Latest Year 2000 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Correspondence series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.					
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 type="checkbox"/> Other (specify) _____		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>2</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) _____	
File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 10 E. Baltimore St., Baltimore, MD 21202; 7 th Floor, Rm 723			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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Attorney-Client Privilege, Attorney Work Product Privilege			16. Audit Requirements <input checked="" type="checkbox"/> None <input 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.		
19. Name and Title of Preparer H. Scott Curtis, Principal Counsel		20. Telephone Number 410-864-5313		21. Date 3/28/2017	

<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</p> <p>PAGE <u>1</u> OF <u>1</u></p>	
<p>1. Department/Agency Office of the Attorney General</p>		<p>2. Division Workers' Compensation Commission</p>		<p>3. Unit General Counsel</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 Regulations (13)</p>				<p>5. Earliest Year/Latest Year 2000 to 2017</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.) Regulations series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective. Contents of a typical file may include: proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, etc.</p>					
<p>7. Record Series Format(s) List all</p> <p><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 type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>	
<p>File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>			
<p>11. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</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) 10 E. Baltimore St., Baltimore, MD 21202; 7th Floor, Rm 723</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Attorney-Client Privilege, Attorney Work Product Privilege</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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain in office 5 years after publication. Screen files to identify those meeting selection criteria. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.</p>		
<p>19. Name and Title of Preparer H. Scott Curtis, Principal Counsel</p>		<p>20. Telephone Number 410-864-5313</p>		<p>21. Date 3/28/2017</p>	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 1-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u> 1 </u> of <u> 1 </u>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Workers' Compensation Commission		3 UNIT General Counsel	
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 RECORD SERIES TITLE Civil Litigation (1)				5 EARLIEST YEAR/LATEST YEAR 2000 to 2017	
6 INPUT - Identify source of information to be entered Files created or received by attorneys assigned to Division and supervisors; documents received from opposing counsel or courts			7 OUTPUT - Identify the use/s of information generated by system Internal uses or electronic documents filed with opposing counsel or courts		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Civil Litigation series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation of costs, witness deposition transcripts, documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access and use limited to attorneys assigned to Division and supervisors.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information revised only as needed. Historic information and files (closed files or files not in use) not revised.					
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. Main electronic data file(s) stored locally on PC and on network drive of client agency. Access limited to attorneys assigned to Division and supervisors.					
12 RECOMMENDED RETENTION Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER H. Scott Curtis		14 TELEPHONE NUMBER 410-864-5313		15 DATE 3/28/2017	
TITLE OF PREPARER Principal Counsel			/s/		
DGS 550-6 (rev. 10/12)					

404

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 1-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>1</u> of <u>1</u>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Workers' Compensation Commission		3 UNIT General Counsel	
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 RECORD SERIES TITLE Letters of Advice (10)				5 EARLIEST YEAR/LATEST YEAR 2000 to 2017	
6 INPUT - Identify source of information to be entered Files created or received by attorneys assigned to Division and supervisors			7 OUTPUT - Identify the use/s of information generated by system Internal uses only; pdf copies of letters emailed to client.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Letters of Advice series consists of letters of advice on legal issues pursuant to requests from state officials, agencies, etc. Contents of a typical file may include: the request for advice, research, memoranda, drafts and letter of advice.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access and use limited to attorneys assigned to Division and supervisors.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information revised only as needed. Historic information and files (closed files or files not in use) not revised.					
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. Main electronic data file(s) stored locally on PC and on network drive of client agency. Access limited to attorneys assigned to Division and supervisors.					
12 RECOMMENDED RETENTION Retain in office 5 years or until administrative value ceases, whichever comes last, then destroy, according to OAG Destruction Procedures.					
13 TYPED OR PRINTED NAME OF PREPARER H. Scott Curtis		14 TELEPHONE NUMBER 410-864-5313		15 DATE 3/28/2017	
16 TITLE OF PREPARER Principal Counsel					
DGS 550-6 (rev. 10/12)					

415

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS (1)-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		ELECTRONIC RECORDS INVENTORY Page <u> 1 </u> of <u> 1 </u>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Workers' Compensation Commission		3 UNIT General Counsel	
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 RECORD SERIES TITLE Correspondence (11)				5 EARLIEST YEAR/LATEST YEAR 2000 to 2017	
6 INPUT - Identify source of information to be entered Files created or received by attorneys assigned to Division and supervisors			7 OUTPUT - Identify the use/s of information generated by system Correspondence in pdf format emailed to recipients.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Correspondence series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, members of the general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda. Contents of a typical file may include: letters, memoranda, requests for information, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access and use limited to attorneys assigned to Division and supervisors.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information revised only as needed. Historic information and files (closed files or files not in use) not revised.					
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. Main electronic data file(s) stored locally on PC and on network drive of client agency. Access limited to attorneys assigned to Division and supervisors.					
12 RECOMMENDED RETENTION Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.					
13 TYPED OR PRINTED NAME OF PREPARER H. Scott Curtis		14 TELEPHONE NUMBER 410-864-5313		15 DATE 3/28/2017	
16 TITLE OF PREPARER Principal Counsel			/s/		
DGS 550-6 (rev. 10/12)					

416

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 13-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u> 1 </u> of <u> 1 </u>	
1 DEPARTMENT/AGENCY Office of the Attorney General		2 DIVISION Workers' Compensation Commission		3 UNIT General Counsel	
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 RECORD SERIES TITLE Regulations (13)				5 EARLIEST YEAR/LATEST YEAR 2000 to 2017	
6 INPUT - Identify source of information to be entered Files created or received by attorneys assigned to Division and supervisors			7 OUTPUT - Identify the use/s of information generated by system Internal uses only		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Regulations series consists of approvals of administrative rules promulgated by state agencies submitted to the Attorney General for review before they become effective. Contents of a typical file may include: proposed and final regulation, Maryland Register notice, drafts, correspondence, memos, notes, history or background documentation, research, etc.					
POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access and use limited to attorneys assigned to Division and supervisors.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information revised only as needed. Historic information and files (closed files or files not in use) not revised.					
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. Main electronic data file(s) stored locally on PC and on network drive of client agency. Access limited to attorneys assigned to Division and supervisors.					
12 RECOMMENDED RETENTION Retain in office 5 years after publication. Screen files to identify those meeting selection criteria. Transfer selected files to the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.					
13 TYPED OR PRINTED NAME OF PREPARER H. Scott Curtis		14 TELEPHONE NUMBER 410-864-5313		15 DATE 3/28/2017	
16 TITLE OF PREPARER Principal Counsel			/s/		
DGS 550-6 (rev. 10/12)					

417