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DEPARTMENT OF GENERAL SERVICES

Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

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RECORDS RETENTION AND DISPOSAL SCHEDULE

for the

OFFICE OF THE ATTORNEY GENERAL

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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 Attn: Janet Stratton 200 St. Paul Place 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.

i.

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.

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.

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. <u>Criminal Prosecutions</u>

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. <u>Administrative Proceedings</u>

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.

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.

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.

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. <u>Investigations</u>

A. <u>Investigations Not Resulting in Prosecution</u>. 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. <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.

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.

<u>Retention:</u> 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.

<u>Retention:</u> 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.

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. <u>Legislation</u>

A. <u>Preparation and Enactment</u>

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.

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.

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.

<u>Retention:</u> 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. <u>Financial Transactions</u>

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.

<u>Retention:</u> 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.

<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.

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.

<u>Retention:</u> 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.

<u>Retention</u>: 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.

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. <u>Consumer Complaints and Arbitrations</u>

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.

<u>Retention:</u> 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.

<u>Retention:</u> 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. <u>Securities Registration and Notice Files</u>

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

<u>Retention:</u> 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.

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

C. <u>ERS – Enforcement Records System Files</u>

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. <u>Inquiry and Investigative Files</u> 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.** <u>Broker-Dealer Registrations</u> Contents of a typical file may include: materials relative to broker-dealer registrations, renewal and status in Maryland.
- **3.** <u>Investment Adviser / Broker Dealer Compliance Files</u> 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.

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.

<u>Retention:</u> 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.

<u>Retention:</u> 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.

<u>Retention:</u> 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.

<u>Retention:</u> 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.

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.

<u>Retention:</u> 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.

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.

<u>Retention:</u> 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.

<u>Retention:</u> 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.

<u>Retention</u>: 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.

<u>Retention</u>: 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.

<u>Retention</u>: 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.

<u>Retention</u>: 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

<u>Retention:</u> 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. <u>Special Accounting Records</u>

1. Reports of audits conducted by the Legislative Auditors

<u>Retention:</u> 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.

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

C. <u>Budget and Fiscal Planning Records</u>

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

Report of Materials and Supplies Request for Position Action

<u>Retention:</u> 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. <u>Payroll Accounting Records</u>

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

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. <u>Miscellaneous Accounting Records</u>

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

<u>Retention:</u> 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

<u>Retention:</u> 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.

<u>Retention:</u> 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. Personne

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

<u>Retention:</u> 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. <u>Workers' Compensation First Report of Injury Reports</u>

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



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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 RECORDS MAN 7275 Waterloo Jessup, M	AGEMENT DIV	ISION	AGENCY RECORDS INVENTORY PAGE OF		
Department/Agency	2. Division	· · · · · · · · · · · · · · · · · · ·	-, - , -	3. Unit		
Office of the Attorney General	Administration			Fiscal/Personnel		
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally file	d and used as	a unit for re	l eference as well as retention and disposition		
Record Series Title 24.A. General Accounting Records				st Year/Latest Year 012 to2017		
6. Record Series Description (Briefly describe the ty series.) Certificates of Deposit and Bank Deposit Slips Distribution of Charges Memorandum of Adjustments Monthly Reports of State Funds Collected and Dep		cuments/forms	found in th	e series. Include the purpose or function of the		
7. Record Series Format(s) List all	8 Record Se	eries Sequence	9. Volume			
☑ Letter Size ☐ Microfilm	☐ Alphabetic		25 Number	25		
☑ Legal Size ☐ Computer Tape	□ Numerica		□ File Drawer(s)			
□ Audio Tape □ Floppy Disk	⊠ Chronolog		☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify)Boxes			
☐ Bound Book ☐ Video Tape	☐ Geograph					
□ Other (specify)	☐ Other (spi). Annual Accumulation		
d one (speeny)	G Other (spi		5 Number			
			☐ File Drav ☐ Microfilm ☐ Compute ☑ Other (s	n Reel(s) er Tape(s)		
11. File is Used		12. File Becom	es Inactive Af	ter ·		
☑ Daily ☐ Weekly ☐ Monthly ☐ Annually	,	3 Number		onth(s) ☑ 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.) ☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No		16. Audit Requirements □ None ☑ State □ Federal □ Independent				
17. In an Inday System upod2 If		10 -				
17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes ☑ No	Retain for 3 administr	18. Recommended Retention Retain for 3 years and until all audit requirements have been fulfilled OI administrative value ceases, whichever comes last, then destroy according to OAG Destruction Procedures				
19. Name and Title of Preparer Janet Stratton	20. Teleph 410-576-7	none Number 938				
OGS 550-4 (Rev. 1/93)		·				

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			_,			
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930			ISION	PAGE OF	
	2 5: :-:		, ,			
Department/Agency	2. Divisi	on	•		3. Unit	
Office of the Attorney General	Adminis				Fiscal/Personnel	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as			
Record Series Title Special Accounting Records					st Year/Latest Year 195 to2017	
Record Series Description (Briefly describe the types of information/documents). Reports of audits conducted by the Legislative Audito				found in th	e series. Include the purpose or function of the	
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume		
☑ Letter Size ☐ Microfilm		☐ Alphabetica	I	1 Number	-	
☑ Legal Size ☐ Computer Tape		□ Numerical		☑ File Drav		
🗖 Audio Tape 🛘 🗖 Floppy Disk		☑ Chronologic	al	☐ Microfilm ☐ Compute	er Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographic	ai	☐ Other (s		
□ Other (specify)		Other (spec	ify)	less tha	Accumulation in 1	
				Number File Drav Microfilm Compute	n Reel(s) er Tape(s)	
11. File is Used			12. File Becom	es Inactive Aft	ler	
□ Daily □ Weekly □ Monthly Annuall	y 		Number	□ Mo	onth(s) ☑ 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.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16. Audit Requirements ☐ None 图 State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes			Recommended Retention 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. Telepho 410-576-79	one Number 38	21. Date October		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	ORDS MANA 5 Waterloo R Jessup, Ma	GENERAL SE GEMENT DIV oad, P.O. Box ryland 20794 99-1930	ISION	AGENCY RECORDS INVENTORY PAGE OF		
Department/Agency	2. Divisio	on			3. Unit		
Office of the Attorney General	Administ	ration			Fiscal/Personnel		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normallý filed	and used as	a unit for re	eference as well as retention and disposition		
Record Series Title 24.C. Budget & Fiscal Planning Records		, , ,	5. Earliest Year/Latest Year2012 to2017				
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		8. Record Serie	es Sequence	9. Volume 3			
☐ Letter Size ☐ Microfilm		· Alphabetical	l	Number			
■ Legal Size □ Computer Tape		□ Numerical		☐ File Drawer(s) ☐ Microfilm Reel(s)			
☐ Audio Tape ☐ Floppy Disk		☑ Chronologic	al	☐ Compute			
☐ Bound Book ☐ Video Tape		☐ Geographica	al		Accumulation		
Other (specify)		☐ Other (speci	ify)	2 Number	-		
				☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify)cubic ft			
11. File is Used			12. File Becom	nes Inactive Aff	ter		
□ Daily □ Weekly □ Monthly 🖾 Annually	y		3 Number □ Month(s) ⊠ 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.) ☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No		16. Audit Requirements □ None ⊠ State □ Federal □ Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes 웹 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. Telepho 410-576-79	ne Number 38	21. Date October			

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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)	REC	ORDS MANA 5 Waterloo R Jessup, Mai	GENERAL SE GEMENT DIV Road, P.O. Box aryland 20794 199-1930	/ISION	PAGE OF	
1. Department/Agency	2. Divisio	on	., 		3. Unit	
Office of the Attorney General	Administ	tration			Fiscal/Personnel	
DEFINITION: RECORD SERIES: A group of relate purposes.	normally filed	and used as	a unit for re	ference as well as retention and disposition		
Record Series Title 24.D. Payroll Accounting Records				5. Earliest Year/Latest Year2012to2017		
Record Series Description (Briefly describe the t series.) Payroll and Check Register Payroll Exceptions Time Report Payroll Transmittals Payroll Warrants	ypes of inf	uments/forms	found in th	e series. Include the purpose or function of the		
7. Record Series Format(s) List all		8. Record Serie	ies Sequence	9. Volume	1.00	
☐ Letter Size ☐ Microfilm		☐ Alphabetical	ıl	15 Number	_	
🗖 Legal Size 🔲 Computer Tape		□ Numerical		File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk	. 1	☑ Chronologic	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) Boxes		
□ Bound Book □ Video Tape	1	☐ Geographica	al		Accumulation	
□ Other (specify)	ļ	☐ Other (speci	ify)	Number	—	
· .				☐ Fite Draw ☐ Microfilm ☐ Compute	n Reel(s)	
11. File is Used		<u> </u>	12. File Becon	nes Inactive Aft	ter	
☐ Daily ☑ Weekly ☐ Monthly ☐ Annually	у		3 Number	□ Mo	onth(s) 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.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ No	· · · · · ·		16. Audit Requirements			
Personal Information Protection Act, Md. Code Com. Law §14-3501	t,		□ None ☑ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ 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. Telepho 410-576-79	one Number 938	21. Date October 3	· · · · · · · · · · · · · · · · · · ·	

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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)		GEMENT DIV	'ISION	AGENCY RECORDS INVENTORY PAGE OF			
Department/Agency	2. Division		•	3. Unit			
Office of the Attorney General	Administration			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			5. Earliest Year/Latest Year				
24. E. Miscellaneous Accounting Records	_		20	009 to2017			
6. Record Series Description (Briefly describe the ty series.)	pes of information/doc	uments/forms	found in th	e series. Include the purpose or function of the			
Bank Books, Statements and Deposit Re Budget Papers and Work Sheets Canceled Checks, Check Copies and Ch Delivery Orders and Receipts Gas Withdrawal Tickets and Mileage Rep Memorandum Receipt and Property Cond Paid Bills and Invoices Paid Bonds and Coupons Periodic Financial Reports to Local/State Receipt Copies and Stubs Receiving Reports Reconciliation and Trial Balance Sheets Renewable Licenses Requisitions and Purchase Orders Time Sheets Withholding/Tax Forms and Statements, 7. Record Series Formal(s) List all Legal Size	eck Stubs ports demnation Report Agencies	deral es Sequence I al	Sequence 9. Volume Number Stile Orawer(s) 12 Microfilm Reel(s) Computer Tape(s) Other (specify)_Boxes43 10. Annual Accumulation				
			☐ Compute ☑ Other (sp				
		12. File Becom	es Inactive 64	er			
☑ Daily ☐ Weekly ☐ Monthly ☐ Annually		3 Number	© Mo				
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 17 th Floor		14. Is Record S	Series Duplicat	ed Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	16. Audit Requirements				
☑ Yes	deral* □ Independent here Federal Grant funds are involved						
17. Is an Index System used? If yes, explain briefly and describe red ☐ Yes ☑ No	quirements	been fulfi	r 3 years lled or ac st, then c	etention and until all audit requirements have dministrative value ceases, whichever destroy according to OAG Destruction			
19. Name and Title of Preparer Janet Stratton	20. Telepho 410-576-79	ne Number 38	21. Date October 3	1. Date ctober 30, 2017			

Instructions –Type or Print a separate form for each new or revised record series. Forward , with Records Retention Schedule (DGS 550-1)		AGEMENT DIV	ISION	AGENCY RECORDS INVENTORY PAGE OF		
Department/Agency	2. Division		····	3. Unit		
Office of the Attorney General	Administration	1		Fiscal/Personnel .		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally file	d and used as	and used as a unit for reference as well as retention and disposition			
Record Series Title 24. F. Purchasing Records – Commodities and Series	vices		5. Earliest Year/Latest Year2009 to2017			
6. Record Series Description (Briefly describe the t series.)	ypes of information/do	cuments/forms	found in th	e series. Include the purpose or function of the		
Actual Emergency and Repairs Report Automation Management Reports Contract Amendments Inventory Dispositions Invoices/Expenditure Transfer Authorizat Materials/Supplies Specifications Out of Schedule Requisition for Supplies Purchase Order Receiving Reports Request for Proposals Requisition for Supplies 7. Record Series Format(s) List all Letter Size	at Reports Continuous Interpretations Interpretations			quisitions ds ipts Printouts ng Tickets, Bills of Lading Itial Delivery scellaneous ons Per(s) 3 Reel(s) r Tape(s) pecify)_Boxes15 Accumulation Per(s) Reel(s) r Tape(s)		
11. File is Used ☑ Daily ☐ Weekly ☐ Monthly ☐ Annually	,	12. File Becom 5 Number		er nth(s) 🗷 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.) □ Yes				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes □ No		16. Audit Requirements				
Personal Information Protection Act, Md. Code Com. Law §14-3501	□ None 図 State 図 Federal * □ Independent . *where Federal Grant funds are involved					
17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes ☑ 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. Teleph 410-576-7	one Number 938	21. Date October 3	30, 2017		

	T		'' - '' , .			
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	REC	ORDS MANA 5 Waterloo R Jessup, Ma	GENERAL SERVICES GEMENT DIVISION load, P.O. Box 275 ryland 20794 99-1930		PAGE OF	
1. Department/Agency	2. Divisi	on.			3. Unit	
1. Department/Agency	2. Divisi	UII				
Office of the Attorney General	Adminis	tration			Fiscal/Personnel	
DEFINITION: RECORD SERIES: A group of related records normally filed a purposes.			and used as	a unit for re	ference as well as retention and disposition	
4. Record Series Title					st Year/Latest Year	
24. G. Contracts Awarded				20	109 to2017	
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		8. Record Seri	•	9. Volume 10	<u> </u>	
■ Letter Size □ Microfilm			I	Number		
■ Legal Size □ Computer Tape		☐ Numerical		☐ File Drav		
☐ Audio Tape ☐ Floppy Disk		☑ Chronologic	al	☐ Computer Tape(s) ☑ Other (specify) Boxes		
☐ Bound Book ☐ Video Tape		☐ Geographical			Accumulation	
□ Other (specify)		Other (specify)		2-3 Number		
·				☐ File Drav ☐ Microfilm ☐ Compute ☑ Other (si	n Reel(s) er Tape(s)	
11. File is Used			12. File Becom	les Inactive Af	er	
☑ Daily ☐ Weekly ☐ Monthly ☐ Annuali	'v		2 Number		enth(s) 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.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ No		· · · · ·	16. Audit Requirements			
Personal Information Protection Act, Md. Code Com. Law §14-3501,			□ None 図 State 図 Federal * □ Independent *where Federal Grant funds are involved			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes			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. Telepho 410-576-79	one Number 21. Date 938 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 RECORDS MANA 7275 Waterloo F Jessup, Ma	GEMENT DIV	ISION	PAGE OF		
Department/Agency	2. Division		, ,	3. Unit		
Office of the Attorney General	Administration			Fiscal/Personnel		
DEFINITION: RECORD SERIES: A group of relate	d records normally filed	l and used as	a unit for re	ference as well as retention and disposition		
purposes. 4. Record Series Title	 	·· · · · · · · · · · · · · · · · · · ·	5. Earlie	st Year/Latest Year		
25. A. Personnel Records 6. Record Series Description (Briefly describe the t	vnes of information/doc	ruments/forms	found in th	to 2017 e series. Include the purpose or function of the		
series.)						
Upon selection for employment, a per Application		y contain: ppointment	Letter	•		
Correspondence Relating to New Appoin		ersonnel Pa		m ·		
Personnel Position Action Request				nt Screening Report		
Personnel Transaction Form		etirement F		,		
During continued employment, the fol				·		
Change of Address Forms	•	learance Fi	le			
Charges for Removal	_	ommendati	-	·		
Contractual Employment		ounseling S		,		
Disciplinary Actions		fficiency Ra				
EOE Statistical-Reports		eneral Corr		nce		
Grievance Actions	Н	ealth Insura	ance Ben	efits Forms		
Leave Forms	0	rientation F	rogram			
Position History	Р	robation		Ï		
Promotions		esumes				
Suggestion File		ummer Em	ployment			
Suspension Actions	· ·	raining				
The final documents in the folders are		- H		·		
Personnel Payroll Form Retirement		etter of Res ransfer	ignation			
Dismissal	Li	ransier				
Distilissal						
Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume			
☑ Letter Size ☐ Microfilm	■ Alphabetica	ıl	Number			
■ Legal Size ☐ Computer Tape	☐ Numerical	•	☑ File Drawer(s) 32			
☐ Audio Tape ☐ Floppy Disk	☐ Chronologic	cal	□ Microfilm Reel(s) □ Computer Tape(s) ☑ Other (specify) Boxes 30			
☐ Bound Book ☐ Video Tape	☐ Geographic	al	10. Annual Accumulation			
Other (specify)	☐ Other (spec			-		
·			☐ File Oraw	ver(s)		
,			☐ Microfilm Reel(s) ☐ Computer Tape(s)			
				recify)boxes		
11. File is Used		12. File Becom	I nes Inactive Aft	er		
☑ Daily ☐ Weekly ☐ Monthly ☐ Annually	,	3 Number □ Month(s) ☑ 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.) □ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ■ Yes □ No	16. Audit Requirements					
Personal Information Protection Act, Md. Code Com. Law §14-3501	☐ None §	State □ Fe	deral Independent			
HIPPA 45 CFR Part 160 and Part 164, Subparts A and E						
17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes ☑ No	18. Recom		·			
انيا ان انتها انت	⊠ No			ears after termination of employment		
				tive value ceases, whichever comes		
				according to OAG Destruction		
		Procedures.				
19. Name and Title of Preparer	20 Talonh	one Number	21. Date	·		
Janet Stratton	410-576-79		October 3	30, 2017		
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Instructions – Type or Print a separate form for each new or revised record series. Forward		RTMENT OF G			AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930				PAGE OF		
1. Department/Agency	2. Division				3. Unit		
1. Boparanono Agono,	. 5101010				y. Çim		
Office of the Attorney General	Administ	ration			Fiscal/Personnel		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as	a unit for re	reference as well as retention and disposition		
4. Record Series Title					st Year/Latest Year		
25. B. Workers Compensation First Report of Injur	У	•		20	012 to2017		
Record Series Description (Briefly describe the series.)	types of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
Workers Compensation First Report of Injury					•		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	.4		
☑ Letter Size Microfilm				Number	- ·		
☑ Legal Size ☐ Computer Tape		□ Numerical		☐ File Dray			
☐ Audio Tape ☐ Floppy Disk		☐ Chronologica	ai ·	☐ Microfilm ☐ Compute	er Tape(s)		
☐ Bound Book ☐ Video Tape		☐ Geographica	al	Other (specify)_Boxes			
□ Other (specify)		Other (specif	fy)	10. Annual Accumulation5			
				Number			
	1		☐ File Drawer(s) ☐ Microfilm Reel(s)				
				☐ Compute ☑ Other (sp	er Tape(s)		
]				3. S.		
11. File is Used			12. File Becom				
☑ Daily ☐ Weekly ☐ Monthly ☐ Annuall	ly		Number	☐ Mo	onth(s) 2 Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
200 St. Paul Place, 17 th Floor			□ Yes 💆 No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
		ļ	□ None ☑ State □ Federal □ Independent				
Personal Information Protection Act, Md. Code Com. Law §14-350	1,						
HIPPA 45 CFR Part 160 and Part 164, Subparts A and E		ij					
17. Is an Index System used? If yes, explain briefly and describe and Yes St No	equirements		18. Recommended Retention				
•			Retain fo	r 5 years	or administrative value ceases,		
			whichever comes last, then destroy according to OAG				
			Destructi	on Proce	dures		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Janet Stratton		410-576-793		October :			
	j			i			

Office of the Attorney General

Antitrust

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORI 7275 W	RDS MANAG Waterloo Ro	SENERAL SER SEMENT DIVIS Dad, P.O. Box yland 20794 9-1930	SION	AGENCY RECORDS INVENTORY		
Department/Agency OAG	2. Division ANTITR	₹UST			3. Unit		
DEFINITION: RECORD SERIES: A group of related purposes.	records norm	nally filed ar	nd used as a u	nit for refe	rence as well as retention and disposition		
4. Record Series Title Civil Litigation ()					st Year/Latest Year 03 to2017		
 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	8.	. Record Series	s Sequence	9. Volume			
XX Letter Size	-	☐ Alphabetical		ALL Number			
□ Legal Size □ Computer Tape	-	□ Numerical		☐ File Drawer(s)			
□ Audio Tape □ Floppy Disk	□ Chronological		.	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape		□ Geographical		x Other (sp	ecify)_50SHELVES		
X Other (specify)HARD DRIVE	-	Other (specify	n	10. Annual _30_ Number			
				☐ File Draw ☐ Microfilm ☐ Compute	n Reel(s)		
11. File is Used	,		12. File Become		· · -		
X Daily		į	Case or in	ijunction er	ndsnh(s) XYear(s)		
13. Current Location(s) (Bidg., Floor, Room) 200 St. Paul Place, 16 th and 19 th floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requi	rements			
·			□ None □	State Fe	ederal Independent		
17. Is an Index System used? If yes, explain briefly and describe rec	quirements		18. Recomr	nended Re	etention		
X Yes 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		0. Telephor 10-576-648	ne Number 18	21. Date 04/26/17			

DEPARTMENT OF GENERAL SERVICES RECORDS INVENTORY								
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 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 agency is acting as a fact-finder in resolving an administrative agency or as advocates in such proceedings. This series londles, but is not fitted to: all administrative proceedings such as those before the Office of Administrative Proceedings and proceedings are included are Minority Business Enterprises administrative proceedings, and proceedings where companies have beathered 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 Formatis, Lust all Law (Law Law Law Law Law Law Law Law Law Law	each new or revised record series. Forward	RECORDS MANA 7275 Waterloo F Jessup, Ma	AGEMENT DIV Road, P.O. Box aryland 20794	ISION				
Administrative Proceedings (5) 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 (#e. any proceeding in which an administrative agency or as advocates in such proceedings). This series consists of proceedings before 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. In series includes, but is not limited to: all administrative proceedings which an administrative proceedings with not included are findings or before any independent agency, commission, board, department, executive commission or committee acting in a quasi-judicial capacity. Also included are findings of Fact, Conclusions or committee acting in a quasi-judicial capacity. Also included are findings or fact. Conclusions of Law, indictments, correspondence, transcripts, administrative law judges' decisions, documents, research, notes, etc. 7. Record Series Formaticy: List all XX Letter Size Microfilm Alphabetical								
4. Record Series Title 5. Earliest Vear/Latest Year/Latest Year/L		d records normally file	d and used as	a unit for re	ference as well as retention and disposition			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series in the 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. In the 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 any independent agency, commission, board, department, executive commission or committee acting in a quasi-judicial capacity. Also included any independent agency commission, board, department, executive commission or committee acting in a quasi-judicial capacity. Also included any independent agency commission, board, department, executive commission or committee acting in a quasi-judicial capacity. Also included any independent and independent any independent and independent a	4. Record Series Title	 						
7. Record Series Format(s) List all XX Letter Size Microfilm Alphabetical	6. Record Series Description (Briefly describe the series.) This series consists of proceedings bef an administrative agency is acting as a fact-fin the administrative agency or as advocates in straining the series includes, but is not limited to: all adm any independent agency, commission, board, de included are Minority Business Enterprises admi business with, or in, the State of Maryland. Contents of a typical file may include: pleadings,	ore administrative ag der in resolving an is uch proceedings). inistrative proceedings partment, executive conistrative proceedings Proposed Findings of	encies perform sue presented s such as thos ommission or s, and proceed Fact, Conclus	ning quasi to it; Assi e before the committee dings where	judicial duties (i.e., any proceeding in which stant Attorneys General may act as counsel to the Office of Administrative Hearings or before acting in a quasi-judicial capacity. Also be companies have been debarred from doing			
XX Leter Size Microfilm Alphabetical Numerical Numerical Numerical Rise Crowner(s) Microfilm Real(s) Computer Tape Floppy Dlak X Chronological Geographical Geogra				l 9 Volume				
Audio Tape Floppy Disk Schronological Computer Tape(s) Compu			•	54	_			
Computer Tape(s)	XX Legal Size	□ Numerical						
Geographical Other (specify Other	☐ Audio Tape ☐ Floppy Disk	x Chronologic	cal					
Other (specify) Other	□ Bound Book □ Video Tape	☐ Geographi	cal	x Other (specify)SHELVES				
File Drawer(s) Grown Reel(s) Computer Tape(s) Computer Tap	·			_10	Accumulation			
13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements XX None State Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements XX None State Federal Independent 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.				☐ Fite Drav	Reel(s)			
13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements XX None State Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements XX None State Federal Independent 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.	· 	٠.						
13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 200 St. Paul Place, 16 th and 19 th floor 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements XX None State Federal Independent Independent 17. Is an Index System used? If yes, explain briefly and describe requirements X None State Federal Independent 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.	11. File is Used			I nes Inactive Af	er 10			
200 St. Paul Place, 16 th and 19 th floor 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes	☐ Daily XX☐ Weekly ☐ Monthly ☐ Ann	ually		□ Mc	inth(s) X Year(s)			
200 St. Paul Place, 16 th and 19 th floor 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes								
T7. Is an Index System used? If yes, explain briefly and describe requirements X Yes □ 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 20. Telephone Number 21. Date								
17. Is an Index System used? If yes, explain briefly and describe requirements X Yes			16. Audit Req	uirements	· · · · · · · · · · · · · · · · · · ·			
17. Is an Index System used? If yes, explain briefly and describe requirements X Yes			XX None	State	Federal Independent			
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 20. Telephone Number 21. Date								
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	19. Name and Title of Preparer KAREN WADDING, MANAGEMENT ASSOCIATE	1						

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SERVICES		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			SEMENT DIV				
with Records Retention Schedule (DGS 550-1)	1215		oad, P.O. Box yland 20794	215	2 7		
		410-79	9-1930		PAGE _3 OF7		
					,		
1. Department/Agency OAG	2. Divisio				3. Unit		
OAG	ANTI	RUST			,		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records n	ormally filed	and used as a				
4. Record Series Title					st Year/Latest Year		
Investigations (8C)	hinos of inf	ormation/doo	umanta/farma		2to2017		
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	T	8. Record Serie	s Sequence	9. Volume			
XX Letter Size		□ Alphabetical		211 Number			
XX Legal Size		■ Numerical		☐ File Drav	ver(s)		
☐ Audio Tape ☐ Floppy Disk		x Chronologica	ı	☐ Microfilm ☐ Compute			
☐ Bound Book ☐ Video Tape	-	☐ Geographica	il	x Other (specify)SHELVES			
X Other (specify) HARD DRIVE		Other (speci		10. Annual Accumulation 10			
			·· —	Number			
				☐ File Drawer(s)			
				☐ Microfilm ☐ Compute	er Tape(s)		
	•			X Other (sp	ecify)SHELVES		
11. File is Used			12. File Becom	es Inactive Af	ter 10		
XX Daily Weekly Monthly And	nually		5-10 Number				
					•		
13. Current Location(s) (Bidg., Floor, Room) 200 St. Paul Place, 16 th and 19 th floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) XX□ Yes □ No Some files are subject to Proactive Ord	ers or 8 11-205	5/D	16. Audit Requirements				
, and the deline mes are subject to trobultion and		\(\frac{1}{2}\)	XX None	☐ State ☐	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe X Yes	requirements		18. Recommended Retention				
MATTER TRACKER AND FOX PRO			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 ur then destro		trative value ceases, whichever comes last,		
			uion uesut	· ,			
19. Name and Title of Preparer		20. Telepho		21. Date			
KAREN WADDING, MANAGEMENT ASSOCIATE	.	410-576-64	88	04/26/20	1/		

DGS 550-4 (Rev. 1/93

Instructions - Type or Print a separate form for each new or revised record series. Floward with Records Retention Schedule (DGS 550-1) PRINT OF GENERAL SERVICES RECORDS MAINAGEMENT DIVISION 72/3 Waterion Roads P.O. Bay 275 Jossup 1, 10-18 (1922) Jossup 1, 10-18						
with Records Retention Schedule (DGS 550-1) Jessun Meryland 20794 PAGE 4 of 7 Jessun Meryland 20794 PAGE 4 Of 7 Jessun Meryland 20795 PAGE 4 Of 7					AGENCY RECORDS INVENTORY	
Jessup, Maryland 20794 418-795-1530 PAGE 4	1					
1. Department/Agency OAG ANTITRUST 3. Unit Department/Agency OAG ANTITRUST 3. Unit 3. Earliest Year/Latest Year 9-105 1-105	with Records Retention Schedule (DGS 550-1)			2/5	_	
DEFINITION: RECORD SERIES: A group of related records normally filled and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title General Correspondence (1) 5. Earliest Year/Latest Year					PAGE _4 OF7	
DEFINITION: RECORD SERIES: A group of related records normally filled and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title General Correspondence (1) 5. Earliest Year/Latest Year						
DEFINITION: RECORD SERIES: A group of related records normally filled and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title General Correspondence (1) 5. Earliest Year/Latest Year	Department/Agency	2. Division			3. Unit	
A Record Series Tille 5 Earliest Year/Latest Year 1985 to 2017 to 2018 to		ANTITRUST				
A Record Series Tille 5 Earliest Year/Latest Year 1985 to 2017 to 2018 to						
A Record Series Tille S. Earliest Year/Latest Year 1985 to 2017 1985 to 2018 to					<u> </u>	
4. Record Series Title General Correspondence (1) 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/lagencies, 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 Formatic) 7. Record Series Formatic) 8. Record Series Sequence 7. Record Series Formatic) 8. Record Series Sequence 9. Volume XX Legal Size Computer Type Differ (specify) Differ (specif		ed records normally filed	and used as	a unit for re	eference as well as retention and disposition	
R. 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 clien/degencies, members of the legislature, members of the general public, organizations, constituents, etc PlA requests and copies of agency/client minutes and agenda. 7. Record Series Formal(s) List all XX. Letter Size Microtlin XX. Letter				5. Earlie	st Year/Latest Year	
series.) This series consists of interchanges of written and/or e-mail communications between attorneys and client/agencies, members of the legislature, embers 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 Formeti(s). List all all all properties and copies of agency/client minutes and agenda. X. Legal Site Microfilm Alphabetical Numerical N	General Correspondence (11)			198	35 to2017	
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Contents of a typical file may include: letters, memoranda, requests for information, etc. 7. Record Series Format(s) List all XX Leter Size Mccordim XX Legal Size Computer Tape Ploopy Disk Geographical Computer Tape Ploopy Disk Geographical Computer Tape Ploopy Disk Geographical Computer Tape(s) Microfim Real(s) Microfim Re	II	organizations, constitu	ients, etc., Pi	a requests	and copies of agency/client minutes and	
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XX Legal Size Computer Tape Number Number	7. Record Series Format(s) List all	8. Record Ser	ries Sequence	1		
Audio Tape	XX Letter Size	☐ Alphabetic	al			
Geographical Geographical Geographical Geographical Geographical Geographical Other (specify) Geographical Geogra	XX Legal Size	□ Numerical				
Bound Book Video Tape Goographical Other (specify) 10. Annual Accumulation Number Goographical Other (specify) 11. File is Used Grounder Tape(s) Computer Tape(s)	🗖 Audio Tape 🔲 Floppy Disk	x Chronologic	al	☐ Comput	er,Tape(s)	
Other (specify)	☐ Bound Book ☐ Video Tape	☐ Geographi	cal	x Other (sp	pecify)SHELVES	
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Computer Tape(s) X Other (specify) SHELVES 11. File is Used						
11. File is Used						
13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 200 St. Paul Place, 19th floor 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements XX Yes No Some files are subject to Proactive Orders or § 11-205(f) 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.						
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13. Current Location(s) (Bidg., Floor, Room) 200 St. Paul Place, 19 th floor 15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) XXIII Yes			_5			
200 St. Paul Place, 19 th floor 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) XX□ Yes □ No Some files are subject to Proactive Orders or § 11-205(f) 17. Is an Index System used? If yes, explain briefly and describe requirements X Yes □ 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	Daily Weekly XX Monthly Annu	ually	Number	В М	onth(s) X Year(s)	
200 St. Paul Place, 19 th floor 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) XX□ Yes □ No Some files are subject to Proactive Orders or § 11-205(f) 17. Is an Index System used? If yes, explain briefly and describe requirements X Yes □ 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					•	
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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		•	Procedures	with the	following exception: Transfer to Maryland State	
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 04/26/17						
19. Name and Title of Preparer KAREN WADDING, MANAGEMENT ASSOCIATE 20. Telephone Number 410-576-6488 04/26/17						
KAREN WADDING, MANAGEMENT ASSOCIATE 410-576-6488 04/26/17			4.10 1103 00		animica surre, nevan, logar or motoriour value.	
			one Number	21. Date	· · · · · · · · · · · · · · · · · · ·	
	KAREN WADDING, MANAGEMENT ASSOCIATE	410-576-6	488	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) 1. Department/Agency OAG	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930 2. Division ANTITRUST			ISION	PAGE _5 OF7	
DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title	ed records	normally filed	and used as a		eference as well as retention and disposition	
LEGISLATION (12) 6. Record Series Description (Briefly describe the series.) This series consists of materials rega Contents of a typical file may include: drafts of p written testimony, bills in final form, etc.	rding the p	preparation a	nd enactment	198 found in th of laws.	e series. Include the purpose or function of the	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
XX Letter Size	-	☐ Alphabetical		11 Number	_	
XX Legal Size		Numerical		☐ File Drav	wer(s)	
☐ Audio Tape ☐ Floppy Disk		x Chronologica	ı	☐ Microfilm ☐ Compute	n Rèel(s)	
☐ Bound Book ☐ Video Tape	•	☐ Geographica		x Other (specify)SHELVES		
·				10. Annual Accumulation		
Other (specify)		Other (speci	·y)	Number		
				☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) x Other (specify)SHELVES		
11. File is Used		L	12. File Becom	les Inactive Af	ter	
□ Oaily □ Weekly XX□ Monthly □ Anni	ually		10 Number	□ Mo	onth(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 19 th floor AND 16 TH FLOOR			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes XX ☐ No Some files are subject to Proactive Orde	ers or § 11-205	5(f)	16. Audit Requirements XX□ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements X Yes Do No MATTER TRACKER AND FOX PRO			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 KAREN WADDING, MANAGEMENT ASSOCIATE		20. Telepho 410-576-64				

						
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 SER RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930			ISION	PAGE _6 OF7	
Department/Agency OAG	2. Divisio	TRUST			3. Unit	
DEFINITION: RECORD SERIES: A group of relate	ed records i	normally filed	and used as a	a unit for re	I eference as well as retention and disposition	
purposes. 4. Record Series Title REGULATIONS (3) 6. Record Series Description (Briefly describe the the series.) This series consists of approvals of review before they become effective. Contents of a typical file may include: proposed history or background documentation, research,	of administr	rative rules pr	omulgated by	198 found in th y state age	encies submitted to the Attorney General	
7. Record Series Format(s) List all XX Letter Size Microfilm	•	8. Record Serie	,	9. Volume 13 Number	_	
XX Legal Size	□ Numerical x Chronological □ Geographical □ Other (specify)		al fy)	□ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) x Other (specify)SHELVES 10. Annual Accumulation1Number □ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) x Other (specify)SHELVES		
11. File is Used . □ Monthly XX □ Ann	nually		12. File Becomes Inactive After			
13. Current Location(s) (Bidg., Floor, Room) 200 St. Paul Place, 19 th floor AND 16 TH FLOOR		,	14. Is Record :	Series Duplica X No	ated Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes XX No	J Yes XX □ No			16. Audit Requirements XX□ None □ State □ Federal □ Independent		
17. Is an Index System used? If yes, explain briefly and describe X Yes				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 other according to OAG destruction Procedures.		
19. Name and Title of Preparer KAREN WADDING, MANAGEMENT ASSOCIATE	<u> </u>	20. Telepho 410-576-64	21. Da 			

Office of the Attorney General

Budget & Management, Department of

Instructions ype or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo F	GENERAL SERVICES GEMENT DIVISION Road, P.O. Box 275		AGENCY RECORDS INVENTORY
		aryland 20794 799-1930	٠	PAGE OF
Department/Agency	2. Division			3. Unit
	Department of Budget	& Managemen	t	
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed a	and used as a	unit for ref	erence as well as retention and disposition
Record Series Title			1	Year/Latest Year
Civil Litigation, 1A			2012	to <u>2017</u>
6. Record Series Description (Briefly describe the tyleseries.) This series consists of civil lawsuits filed in covers the entire OAG case file, which may be partial.	state and federal courts	against, or on	behalf of	the state, state agencies, and/or state officials, and
7. Record Series Format(s) List all	8. Record Series	Conjones	9. Volume	·
	lo. Record Series	Sequence	9. Volume	·
X Letter Size	X Alphabetical		Number	•
X Legal Size	□ Numerical		X File Draw	er(s)
🛮 Audio Tape 🗘 Floppy Disk	☐ Chronological		□ Microfilm R □ Computer 1	
□ Bound Book □ Video Tape	☐ Geographical		Other (spec	
□ Other (specify)	1		10. Annual Ad	ccumulation
	□ Other (specify)	' ——	1 Number	
			X File Draw Microfilm R Computer T Other (spec	eel(s) Tape(s)
•				
11. File is Used	l	12. File Becomes	Inactive After	
□ Daily □ Weekly □ Monthly X Annually		4 Number	, X Mon	th(s) □ Year(s)
•	•			
13. Current Location(s) (Bidg., Floor, Room) 300 W. Preston Street, Room 307 and/or 407, Baltim	nore	X Yes	□ No	d Elsewhere? (If yes, specify agency or office.)
45 Calvert Street, Annapolis 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	·	16. Audit Require	ugauon), D ements	BM (CCU, OPSB)
X Yes □ No Certain information may be restricted based on HIPP	PA '	1		eral 🛘 Independent
 Is an Index System used? If yes, explain briefly and describe requested. Yes X No 	uirements	18. Recomm		•
		meeting selection	ction criteri te Archives	after file is closed. Screen files to identify those a defined on page ii. Transfer selected files to the sor permanent retention. Transfer all others to the an additional 15 years, then destroy.
19. Name and Title of Preparer Michael Scott Friedman	20. Telepho Number	one	21. Date	
Denuty Counsel/AAG	410-767-12	239		

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Instructions ype or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo F Jessup, Ma	GENERAL SERVICES GEMENT DIVISION Road, P.O. Box 275 Iryland 20794 99-1930		AGENCY RECORDS INVENTORY PAGE OF		
Department/Agency	2. Division			13. Unit		
Office of the Attorney General	Department of Budget	& Managemer	nt			
 DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a	unit for ref	erence as well as retention and disposition		
Record Series Title		•	5. Earliest	Year/Latest Year		
Administrative Proceedings, 5		•	2012	toto		
6. Record Series Description (Briefly describe the ty series.) This series consists of proceedings before administrative agency is acting as a fact-finder in re- administrative agency or as advocates in such proceed.	administrative agencies solving an issue presen	s performing q	uasi-judicia	I duties (i.e., any proceeding in which an		
7. Record Series Format(s) List all	8. Record Series	s Sequence	9. Volume 2			
X Letter Size	X Alphabetical		Number			
X Legal Size Computer Tape	□ Numerical		X File Draw	er(s)		
□ Audio Tape □ Floppy Disk	☐ Chronological		☐ Microfilm R	r Tape(s)		
□ Bound Book □ Video Tape	☐ Geographical		Other (spe			
□ Other (specify)	☐ Other (specify		10. Annual A	ccumulation		
			X File Draw Microfilm R Computer Other (spec	eel(s) Fape(s)		
11. File is Used	•	12. File Become	s Inactive Afte			
□ Daily □ Weekly □ Monthly X Annually		Number	.□ Mont	h(s) X Year(s)		
 Current Location(s) (Bldg., Floor, Room) W. Preston Street, Room 307 and/or 407, Baltin 	nore	X Yes	□ No	d Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		DBM (CCU, OPSB) 16. Audit Requirements				
X Yes © No Certain information may be restricted based on HIPF	' A	□ None X	State □ Fede	eral 🛘 Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes X No			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 superseded or discontinued, whichever is sooner. Transfer selected files the Maryland State Archives for permanent retention. Transfer all other files to the State Records Center to be retained for an additional 10 years.			
19. Name and Title of Preparer Michael Scott Friedman	20. Teleph Number	Novemb		er 15, 2017		
Deputy Coursel/AAG	410-767-12	23 9	ı	· 1		

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Instructions spe or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF RECORDS MAN			AGENCY RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1)		Road, P.O. Box aryland 20794 ⁷⁹⁹⁻¹⁹³⁰	275	PAGE OF		
Department/Agency	2. Division			3. Unit		
Office of the Attorney General	Department of Budget	& Managemer		5. 61m		
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a	unit for refe	erence as well as retention and disposition		
4. Record Series Title		· · · · · · · · · · · · · · · · · · ·	5. Earliest	Year/Latest Year		
Letters of Advice, 10			2011	to <u>2017</u>		
series.) This series consists of letters of advice on le		·		als, agencies, etc.		
7. Record Series Format(s) List all	8. Record Serie	s Sequence	9. Votume			
X Letter Size Microfilm	X Alphabelical		Number			
□ legal Size □ Computer Tape	. D Numerical	•	X File Drawer(s)			
□ Audio Tape □ Floppy Disk	☐ Chronological		□ Microfilm Reel(s)			
□ Bound Book □ Video Tape	☐ Geographical		□ Computer Tape(s) □ Other (specify)			
 _ Other (specify)	Other (specify		10. Annual Accumulation			
	Other (specify		1 Number	-		
			X File Drawe D Microfilm Re Computer T D Other (spec	eel(s) ape(s)		
·			J Guildi (Gpoo			
11. File is Used		12. File Becomes	Inactive After	and the second s		
□ Daily □ Weekly □ Monthly X Annually		Number	□ Monti	n(s) X Year(s)		
13. Current Location(s) (Bidg., Floor, Room) 300 W. Preston Street, Room 307 and/or 407, Baltim 45 Calvert Street, Annapolis	nore	X Yes DBM (Secret	□ No ary, CCU, 0	Elsewhere? (If yes, specify agency or office.) OPSB, etc.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes No Certain information may be restricted based on HIPP	16. Audit Requirements □ None X State □ Federal □ Independent					
□Yes X No				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 Michael Scott Friedman	20. Teleph Number	one	21. Date Novemb	er 15, 2017		
Deputy Counsel/AAG	410-767-1	239				

<u> </u>				· · · · · · · · · · · · · · · · · · ·		
Instructions *ype or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF RECORDS MAN			AGENCY RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1)	7275 Waterloo Jessup, M			PAGEOF		
Department/Agency	2. Division			3. Unit		
Office of the Attorney General	Department of Budget	& Managemer	nt	·		
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a	unit for refe	erence as well as retention and disposition		
4. Record Series Title	·		5. Earliest	Year/Latest Year		
Correspondence, General Correspondence, 11.A.			2012	to <u>2017</u>		
Record Series Description (Briefly describe the ty	pes of information/doc	uments/forms f	ound in the	series. Include the purpose or function of the		
series.) This series consists of interchanges of writ legislature, members of the general public, organiza						
7. Record Series Format(s) List all	8. Record Serie		9. Volume			
		s Sequence	9. Volume			
X Letter Size	☐ Alphabetical		Number	<u> </u>		
□ legal Size □ Computer Tape	 Numerical 		X File Draw			
□ Audio Tape □ Floppy Disk	X Chronologic	al	☐ Microfilm R ☐ Computer T	ape(s)		
☐ Bound Book ☐ Video Tape	□ Geographical		Other (spec	ify)		
Other (specify)	Other (specify	·)	10. Annual Ad	cumulation ·		
•			Number			
			X File Drawe	er(s)		
			☐ Microfilm Re	eel(s)		
	İ		Other (spec			
11. File is Used	I	12. File Becomes	Inactive After			
☐ Daily ☐ Weekly ☐ Monthly X Annually		3	٧			
	•	Number	X Mor	nth(s) Year(s)		
			•			
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13. Current Location(s) (Bldg., Floor, Room)			ries Duplicated	Elsewhere? (If yes, specify agency or office.)		
300 W. Preston Street, Room 307 and/or 407, Baltim 45 Calvert Street, Annapolis	iore	X Yes 🗆	No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requir	ements			
☐ Yes No Certain information may be restricted based on HIPP	'A	X None 🗆 S	state 🗆 Feder	ral 🗆 Independent		
·						
17. Is an Index System used? If yes, explain briefly and describe req	uirements	18. Recomm	ended Ret	ention		
□Yes X No	•	Retain in offi	ce for 2 yea	rs or until administrative value ceases, whichever		
	•	comes last, the	nen destroy	according to OAG Destruction Procedures with		
•				Transfer to Maryland State Archive for permanent at serves to document the origin, development and		
•	,	accomplishm	ents of the	office and has continuing administrative, fiscal,		
		legal or histo				
19. Name and Title of Preparer Michael Scott Friedman	20. Teleph Number	one	21. Date	er 15, 2017		
Deputy Counsel/AAG	410-767-1	239	1404611101	51 10, 2017		

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Instructions *ype or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	RDS MANA Waterloo R	GENERAL SERVICES AGEMENT DIVISION Road, P.O. Box 275		AGENCY RECORDS INVENTORY		
	Jessup, Maryland 20794 410-799-1930				PAGE OF		
Department/Agency	2. Division				3. Unit		
Office of the Attorney General	Departmen	t of Budget &	& Managemer	nt			
DEFINITION: RECORD SERIES: A group of related purposes.	records no	rmally filed a	ind used as a	unit for refe	erence as well as retention and disposition		
4. Record Series Title				5 Farliest	Year/Latest Year		
Legislation, Preparation and Enactment, 12.A.				2012			
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		. Record Series	Sequence	9. Volume			
X Letter Size		∃ Alphabetical		2	<u>.</u>		
		·		Number			
□ legal Size □ Computer Tape		Numerical		X File Drawer(s)			
□ Audio Tape □ Floppy Disk	>	Chronological	I	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
□ Bound Book □ Video Tape		Geographical	•	Other (specify)			
□ Other (specify)	c	Other (specify)		10. Annual Ad 1 Number	ccumulation		
,				X File Drawi Microfilm R Computer T Other (spec	eel(s) Tape(s)		
	[luo en o		•		
11. File is Used			12. File Become	s inactive After			
□ Daily □ Weekly □ Monthly X Annually			Number	a Mon	th(s) X Year(s)		
13. Current Location(s) (Bidg., Floor, Room) 300 W. Preston Street, Room 307 and/or 407, Baltin 45 Calvert Street, Annapolis	more		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements X None					
				-	·		
17. Is an Index System used? If yes, explain briefly and describe rec	quirements	٠	18. Recomm				
			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	T	20. Telepho		21. Date			
Michael Scott Friedman		Number		Novemb	er 15, 2017		
Deputy Counsel/AAG	410-767-1239						

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Instructions Type or Print a separate form for each		RTMENT OF (AGENCY RECORDS INVENTORY		
new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794 410-799-1930			PAGE OF		
1. Department/Agency	2. Division	1	W1.52		3. Unit		
		nt of Budget	& Managemer	nt .			
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DEFINITION: RECORD SERIES: A group of related	records n	ormally filed a	ind used as a	unit for refe	erence as well as retention and disposition		
purposes.		,			•		
4. Record Series Title				5. Earliest	Year/Latest Year		
Regulations, 13				2012	to 2018		
					 .		
Record Series Description (Briefly describe the ty series.) This series consists of approvals of admin they become effective.							
7. Record Series Format(s) List all		8. Record Series	Soguence	9. Volume			
r. Necord Genes Formalis) List all		o. Necord Series	Sequence	2	•		
X Letter Size Microfilm		X Alphabetical		Number			
X legal Size Computer Tape		□ Numerical		X File Drawer(s)			
□ Audio Tape □ Floppy Disk		□ Chronological		eel(s) ape(s)			
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Other (specify)		Other (specify)		10. Annual Ad	ccumulation		
		ļ		Number	 -		
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Daily Weekly Monthly X Annually			Number	☐ Mont	h(s) 1 Year(s)		
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 Current Location(s) (Bldg., Floor, Room) W. Preston Street, Room 307 and/or 407, Baltin Calvert Street, Annapolis 	nore	•	14. Is Record Se □ Yes	X No	l Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requir	rements ·			
□ Yes X No			i o noun noqui	· Cirioinio			
5.00			X None 🗆	State 🗆 Fede	al 🗆 Independent		
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]]		·		
17. Is an Index System used? If yes, explain briefly and describe req	uirements		18. Recomn		. 1		
□ Yes X No					after publication. Screen files to identify those		
	•			ction criteri	a defined on page ii. Transfer selected files to the		
·					for permanent retention. Destroy all others		
				OAG Destr	uction Procedures.		
19. Name and Title of Preparer		20. Telepho	ne	21. Date			
Michael Scott Friedman		Number		Novemb	er 15, 2017		
Deputy Counsel/AAG	410-767-1239						

Office of the Attorney General

Civil Litigation Division

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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)	REC	RTMENT OF G ORDS MANAG 275 Waterloo Ro Jessup, Mary 410-799	EMENT DIVIS ad, P.O. Box 27 vland 20794	ION	PAGE OF			
1. Department/Agency	2. Divis	sion			3. Unit			
Office of the Attorney General		tigation Division	•		,			
DEFINITION: RECORD SERIES: A group of related rec		-		roforono	as wall as retention and disposition numbers			
4. Record Series Title	corus non	nany med and u	sed as a unit for	5. Earl	iest Year/Latest Year			
Litigation Matters Civil Litigation (1)			•		_2000 to2017			
6. Record Series Description (Briefly describe the types of	of informa	tion/documents/	forms found in t	he 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 Serie	es Sequence	9. Vol	ume 50 cubic feet			
X Letter Size Microfilm		Alphabetic	al	Number				
☐ Legal Size ☐ Computer Tape		Numerical			e Drawer(s) crofilm Reel(s)			
☐ Audio Tape ☐ Floppy Disk		Chronologi	ical		mputer Tape(s)			
☐ Bound Book ☐ Video Tape		Geographic	cal		Other (specify)			
Other (specify)		Other (spec	cify)					
				Numbe	er ·			
					e Drawer(s) crofilm Reel(s)			
				□ Co:	mputer Tape(s)			
·			Other (specify)					
11. File is Used		· · · · · · · · · · · · · · · · · · ·	12. File Beco	mes Inac	tive After			
X Daily X Weekly X Monthly X	Annuali	y	Number		☐ Month(s) ☐ Year(s)			
·								
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency					
200 St. Paul Place, 20th Floor			or office.)					
			X Yes ☐ No Some is duplicated in electronic storage					
15. Access Restrictions (If Yes, cite Law(s) & Regulation	ı(s)		16. Audit Re					
Yes X'No			X None	☐ State	Federal Independent			
				•	·			
 Is an Index System used? If yes, explain briefly and of X Yes 	lescribe re	equirements	18. Recomm					
Matter Tracker - AAG					s after file is closed. Screen files to identify those ria defined on page ii of Schedule 2576. Transfer			
			selected files	to the Ma	aryland State Archives for permanent retention. the State Records Center for an additional 15			
			years, then de		the state records Center for an additional 15			
19. Name and Title of Preparer		20. Telephone	l Number	21. Dat	e			
Mary Scanlan, Office Manager		(410) 576-6325			4, 2017			
DGS 550.4 (Rev. 1/93)					·			

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M. 7275 WATERL	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX.275	ELECTRONIC RECORDS INVENTORY							
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		MARYLAND 20794 10) 799-1930	Page of							
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT							
Office of the Attorney General	Civil Litigation I	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	·		5 EARLIEST YEAR/LATEST YEAR							
Litigation Matters Civil Litigation (1)	•		2000 TO 2017							
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the t	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	in or attach copy	if established in writing.								
Policies on access and use of electronic records a	are the same as har	d files.								
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FOR	R REVISING INFORMATION	ON IN THE SYSTEM							
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability										
Server	•	•								
42 DECOMMENDED DETENTION		A. dashari L								
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	14 TELEPHON	IE NUMBER	15 DATE							
Mary Scanlan	(410) 576-632	5	April 14, 2017							
16 TITLE OF PREPARER Office Manager	,									
DGS 550-6 (rev. 10/12)	DGS 550-6 (rev. 10/12)									

Office of the Attorney General

Commerce, Department of

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SER	RVICES AGENCY RECORDS INVENTORY				
each new or revised record series. Forward	RECORDS MAN	AGEMENT DIVI	SION				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo	Road, P.O. Box		:			
	•	aryland 20794	PAGE 1 OF 1				
Department/Agency	2. Division	-799-1930	3. Unit				
Office of the Attorney General	Department of C	Commerce					
Since of the Attention Seneral	Department of C						
purposes.	a records normally file	and used as a	unit for reference as well as retention and disposition				
4. Record Series Title			5. Earliest Year/Latest Year				
Administrative Proceedings		· · ·	2014 to 2017				
6. Record Series Description (Briefly describe the t	ypes of information/do	cuments/forms	found in the series. Include the purpose or function of	the			
series.)							
, ,	•	• • •	cial duties (i.e., any proceeding in which an administra	ll l			
			General may act as counsel to the administrative age trative proceedings such as those before the Office of	ll l			
			ent, executive commission or committee acting in a				
•	•	,	oceedings, and proceedings where companies have b	een			
			may include: pleadings, Proposed Findings of Fact,	Ï			
Conclusions of Law, indictments, correspondence,	transcripts, administra	ntive law judges	decisions, documents, research, notes, etc.				
7. Record Series Format(s) List all	8. Record Se	eries Sequence	9. Volume				
x Letter Size	x Alphabetica	al	2 Number				
x Legal Size ☐ Computer Tape	Numerica	nt	X File Drawer(s)				
x cegar 5/26 Computer 1/ape	Numerica	21 I	Microfilm Reel(s)				
Audio Tape Floppy Disk	Chronolo	glcal	Computer Tape(s) Other (specify) some portions also saved electronically				
Bound Book Video Tape	☐ Geograp	hical					
Other (specify) portions may be also saved electronically	Other (sp	necify)	10. Annual Accumulation				
G care (opening) persons may so also successful and			Number				
			File Drawer(s)				
	l		Microfilm Reel(s)				
			Computer Tape(s)				
			Other (specify)				
11. File is Used		12. File Become	es Inactive After				
x Daily Weekly Monthly Annua	lly	Number	Month(s) x Year(s)				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
World Trade Center, Room 534	•	x Yes	No clients may have coples				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	irements				
Yes x No files are locked up; some info secured electrons	ronically	x None	State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe re	equirements	- 	mended Retention Retain in office for 5 years after file	ie			
Yes x No	•		mended Retention Retain in office for 5 years after file htil expiration of certification or debarment agreement,	19			
·		J	omes last. Screen files to identify those meeting selec	tion			
		II	ed on page ii. Transfer selected files to the Maryland	ll l			
	•	II ontona acm					
	•	li	permanent retention. Transfer all others to State Rec	ords			

· · · · · · · · · · · · · · · · · · ·							
Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECO	RDS MANA	SEMENT DIVI	ISION			
with Records Retention Schedule (DGS 550-1)	7275	Waterloo Ro	oad, P.O. Box	275	·		
, , , , , , , , , , , , , , , , , , , ,	Jessup, Maryland 20794 410-799-1930				PAGE 2 OF 2		
1. Department/Agency	2. Divisio	·	13-1330		3. Unit		
Office of the Attorney General		ent of Comm	erce		5. 51M		
Office of the Attorney Ceneral	рорании	one or oomin	0100				
					·		
DEFINITION: RECORD SERIES: A group of related purposes.	d records r	ormally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
1. Civil Litigation				2014 t	o 2017		
6. Record Series Description (Briefly describe the ty	ypes of info	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.) This series consists of civil lawsuits filed in	n state and	federal cour	ts agaiņst, or o	on behalf c	f the state, state agencies, and/or state officials,		
and covers the entire OAG case file, which may be	partially di	uplicative of r	naterial mainta	ained by of	her State entities, including the courts.		
Description of A on previous page. B. This series in	ncludes To	rts and Unen	nployment Ins	urance litig	ation documents. Contents of a typical file may		
include: pleadings, briefs, correspondence, settlem				-			
opening/closing memoranda, etc.		•		•	•		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
. x Letter Size Microfilm		x Alphabetical		5 Number	•		
				X File Drav			
x Legal Size Computer Tape		☐ Numerical		☐ Microfil	• •		
Audio Tape Floppy Disk		Chronologie	cal		ter Tape(s)		
☐ Bound Book ☐ Video Tape		☐ Geographic	ral	Other (specify) portions may also be saved electronically		
Sourid Book Video Tape		C Geographic	,aı	10. Annual	Accumulation		
Other (specify) portions may also be saved electronically		Other (spec	cify)	•			
				· .			
				☐ File Dra	ower(s)		
			•	☐ Microfil			
					ter Tape(s)		
				Other (specify)			
11. File is Used			12. File Becom	es Inactive Af	ter .		
			23/8				
x Daily 🔲 Weekly 🔲 Monthly 🔲 Annua	lly		Number				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
World Trade Center, Room 534			x Yes No clients may have copies				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	*		16. Audit Requirements				
☐ Yes x No			x None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention		
Yes × No			A. Retain is	n office 5 v	ears after file is closed. Transfer to the State		
			· ·	•	the matter is a tort matter, involves a juvenile and		
				٠.	rought suit or settled, transfer file to the State		
•					additional 18 years, to provide for the age of		
·	•		1		destroy: (2) in all other cases, transfer file to the		
			1				
			<u> </u>		for an additional 5 years, then destroy.		
19. Name and Title of Preparer		•	ne Number	21. Date			
. Barbara Curnin Kountz, Assistant Attorney General	•	410.767.64	56	4/13/17	^		

				1		7	
Instructions –Type or Print a separate form for	DEPAR.	TMENT OF G	SENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			GEMENT DIVI				
with Records Retention Schedule (DGS 550-1)	7275	5 Waterloo R	oad, P.O. Box	275		ŀ	
		Jessup, Mai	ryland 20794		PAGE 1 OF 1		
	 		99-1930			_	
1. Department/Agency	2. Divisio		,		3. Unit		
Office of the Attorney General	Departine	ent of Comm	erce				
DEFINITION: RECORD SERIES: A group of relate	tod roosdo r	ormally filad	and used as a	unit for ro	forence as well as retention and disposition	_	
purposes.	.ea recoras n		and used as a			4	
4. Record Series Title					st Year/Latest Year		
12. Legislation Series A				1990 to	0 2017		
0.00					and the second of the	4	
Record Series Description (Briefly describe the series.)	types of info	ormation/doc	uments/forms t	ouna in th	e series. Include the purpose or function of the		
Preparation and Enactment. This series consists	of materials	regarding the	e preparation a	and enactn	nent of laws. Contents of a typical file may		
include: drafts of proposed legislation, notes, corre							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		1	
x Letter Size		☐ Alphabetical					
_					•		
Legal Size Computer Tape		Numerical Numerical			aver(s) [·] m Reel(s)		
☐ Audio Tape ☐ Floppy Disk		Chronological			ter Tape(s) ecify) space as needed		
Bound Book Video Tape		Geographical				_	
☐ Other (specify) portions may also be saved electronically		v Other (specifi	v) hill number	bill number varies Number			
Guiler (speeding) portions may also be sured discussionally.		A Caron (Opcon)	y, biii nambor				
				File Dra	ower(s)	.	
				☐ Microfilm	m Reel(s)		
				Comput x Other (spe	ter Tape(s) ecify) varies		
			10.51.5	•		_	
11. File is Used			12. File Become 5	s inactive Aπ	(er	•	
x Daily during session Weekly Monthly otherwise, as needed	Annuai	illy	Number	М	fonth(s) x Year(s) or after administrative value ceases		
13. Current Location(s) (Bldg., Floor, Room)		-	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
World Trade Center, Room 535, Room 538 and some also electron	onically saved		x Yes No client has copies				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements		7	
Yes x No			x None □	State F	ederal Independent		
					_ ·		
	y and describe requirements			mended R	etention	1	
17. Is an Index System used? If yes, explain briefly and describe			Recommended Retention Retain in office 5 years or until administrative value ceases, whichever				
Is an Index System used? If yes, explain briefly and describe Yes x No		ı ı			es last. Screen files to identify those meeting selection criteria		
			comes last.	defined on page ii. Transfer selected files to the Maryland State			
			ll	oage ii. Tra	ansfer selected files to the Maryland State		
			defined on p Archives for	permaner	nt retention. Transfer all others to the State		
			defined on p Archives for	permaner			

Instructions –Type or Print a separate form for	DEDAR	TMENT OF C	SENERAL SE	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward			GEMENT DIV				
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box		,		
	, = /		ryland 20794		PAGE 1 OF 1		
		• •	99-1930	• •			
Department/Agency	2. Divisi	on			3. Unit		
Office of the Attorney General	Departm	ent of Comm	erce				
DEFINITION: RECORD SERIES: A group of related purposes.	d records	normally filed	and used as a	a unit for re	eference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
7. Agreements				2000 t	o 2017		
				<u> </u>			
6. Record Series Description (Briefly describe the ty	ypes of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
This series consists of preparation, review and/or a		•			· · ·		
includes, but is not limited to: agreements, interage for preferential tax treatment, etc. Contents of a type				•			
7. Record Series Format(s) List all	Jiçai ille ill	8. Record Serie		9. Volume			
_				l ———			
x Letter Size Microfilm		X Alphabetical		Number			
Legal Size Computer Tape	,	☐ Numerical	•	X File Drav	ver(s)		
☐ Audio Tape ☐ Floppy Disk		☐ Chronologi	cal	Microfil	m Reel(s) ter Tape(s)		
- Additionable - Interphy class	Chronolog				pecify) may also be stored electronically		
☐ Bound Book ☐ Video Tape	Geographi						
Other (specify) may also be stored electronically	Other (specify) may also be stored electronically			ther (specify) unknown			
			Number				
·				File Dra	awer(s)		
			•		Microfilm Reel(s)		
·			☐ Othe		ter Tape(s) specify)		
			<u>,, </u>	ļ			
11. File is Used			12. File Becom 20	ies Inactive Af	iter		
Daily Weekly x Monthly Annual	ly		Number Month(s) x Year(s)				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
World Trade Center, Room 538		•	x Yes	☐ No Cite	nt may also have copies.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
☐ Yes x No			☐ None	x State □ i	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe re	equiremente	,	10 0	monded	latantian		
Yes x No	-40		18. Recom		'		
				•	is after file is closed. Screen files to identify those eria defined on page ii. Transfer selected files to		
			l .		chives for permanent retention. Transfer all		
			1		cords Center to be retained for an additional 15		
			years, then	destroy.			
19. Name and Title of Preparer		20. Telepho	one Number	21. Date			
Barbara Curnin Kountz, Assistant Attorney General		410.767.64	56	4/13/17	•		
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				GENERAL SERVICES AGENCY RECORDS INVE		
Instructions –Type or Print a separate form for each new or revised record series. Forward			GEMENT DIV			
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box		PAGE 1 OF 1	
		•	yland 20794			
Department/Agency	2. Divisio		99-1930	· V	3. Unit	
Office of the Attorney General	Departm	ent of Comm	erce			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	a unit for re	eference as well as retention and disposition	
4. Reçord Series Title				5. Earlie	st Year/Latest Year	
11. General Correspondence (office wide)				2010 t	o 2017	
C. Danvid Carina Danvikling (Dringly, denovibe the t	unno of inf			found in th	a parior landed the number of the	
Record Series Description (Briefly describe the tyseries.)	ypes or ini	ormation/doct	iments/torms	iouna in th	e series. Include the purpose of function of the	
This series consists of interchanges of written and/	or e-mail c	ommunication	ns between at	torneys an	d client/agencies, members of the legislature,	
members of the general public, organizations, cons	stituents, e	tc., PIA reque	sts and copie	s of agenc	y/client minutes and agenda. Contents of a typical	
file may include: letters, memoranda, requests for in	nformation			T	· · · · · · · · · · · · · · · · · · ·	
7. Record Series Format(s) List all .		8. Record Serie	ss Sequence	9. Volume		
x Letter Size Microfilm	i	Alphabetica	ıl	Number		
Legal Size Computer Tape		Numerical		X File Draw		
☐ Audio Tape ☐ Floppy Disk		Chronologic	cal	Compu	ter Tape(s)	
☐ Bound Book ☐ Video Tape		Geographic	al		ecify) portions may also be stored electronically	
x Other (specify) portions may also be stored electronically		X Other (specif	y)	10. Annual unknown	Accumulation .	
		by topic or clier	nt .	Number		
				☐ File Dra	· · ·	
			│			
				Other (specify)	
11. File is Used			12. File Becom	l nes Inactive Af	ter	
. Daily x Weekly Monthly Annua	illy		2 Number		fonth(s) x 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.) Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		···	16. Audit Requirements			
x Yes No			10. Addit Regi	unements	•	
attorney/client privilege or PIA confidential information			☐ None >	x State 🔲 F	ederal Independent .	
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention	
☐ Yes x No			į		ears or until administrative value ceases,	
			whichever of	comes last,	, then destroy according to OAG Destruction	
					ollowing exception: Transfer to Maryland State	
		į		•	t retention any material that serves to document	
				•	nt and accomplishments of the office and has ive, fiscal, legal or historical value.	
19. Name and Title of Preparer	, 7	20. Telepho	ne Number	21. Date		
Barbara Curnin Kountz, Assistant Attorney General		410.767.64		4/13/17	ſ	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	REC	ORDS MANA	GENERAL SER GEMENT DIVIS	SION	AGENCY RECORDS INVENTORY		
warrecords retention concade (6.55 005-1)	, 2.	Jessup, Ma	ryland 20794 99-1930	., 0	PAGE 1 OF 1		
Department/Agency	2. Divisio	on			3. Unit		
Office of the Attorney General	Departm	ent of Comme	rce				
, .							
DEFINITION: RECORD SERIES: A group of related purposes.	d records r	normally filed a	nd used as a u	nit for refei	ence as well as retention and disposition		
4. Record Series Title					st Year/Latest Year		
10. Letters of Advice				2000 t	o 2017		
6. Record Series Description (Briefly describe the ty	pes of info	ormation/docui	ments/forms for	and in the s	series. Include the purpose or function of the		
series.) This series consists of letters of advice on legal issu	ies nursua	int to requests	from state offic	ials agend	ries etc. Contents of a typical file may include: the		
request for advice, research, memoranda, drafts an	•	·	nom state offic	iais, ayeill	nos, etc. Contents of a typical file may include, the		
1044053 (v) advice, research, memoranda, draits an	o iolicia U						
7. Record Series Format(s) List all		8. Record Series	Sequence	9. Volume			
x Letter Size		Alphabetical		Number			
Legal Size Computer Tape	Numerical ·			x File Drawer(s) Microfilm Reel(s)			
Audio Tape Floppy Disk	·	☐ Chronologica	ıl	Compu	tler Tape(s) specify) may also be stored electronically		
Bound Book Video Tape .		☐ Geographica		Ciries (specify) may also be stored electronically			
Other (specify) may also be stored electronically		x Other (specify)	by topic of advice	10. Annual varies Number	Accumulation .		
				Number			
				X File Drawer(s) Microfilm Reel(s)			
•		•			nputer Tape(s)		
•				Other (specify) may also be stored electronically			
11. File is Used	1		12. File Becomes Inactive After 5				
☐ Daily ☐ Weekly x Monthly ☐ Annual	lỳ		Number : Month(s) x Year(s) or until administrative value ceases				
			·				
Current Location(s) (Bldg., Floor, Room) World Trade Center, Room 535 and on OAG computer system			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes x No			16. Audit Requirements				
-			x None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe re	aulener t-						
Yes x No	quirements		18. Recomm		,		
				•	or until administrative value ceases, whichever		
			comes last, ți	nen aestro	y according to OAG Destruction Procedures.		
19. Name and Title of Preparer	· · · · · ·	20. Telephon	e Number	21. Date			
Barbara Curnin Kountz, Assistant Attorney General	'	410.767.6456		4/13/17			
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Instructions –Type or Print a separate form for	DEPAR	RTMENT OF C	SENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			GEMENT DIV			
with Records Retention Schedule (DGS 550-1)			oad, P.Q. Box			
with the series of the terminal contesting (200 set) 1,	Jessup, Maryland 20794			2.0	PAGE 1 OF 1	
		· ·	99-1930			
Department/Agency	2. Divisi	on		· · · ·	3. Unit	
Office of the Attorney General	Departm	nent of Comm	erce			
					·	
DEFINITION: RECORD SERIES: A group of relate	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition	
purposes. 4. Record Series Title			•	5 Fortio	st Year/Latest Year	
				1	to 2017	
15. Bonds				1990		
Record Series Description (Briefly describe the t	vnes of inf	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)	7000 01 1111	omadon/doc	amonta/ioiiiis	iounu iii lii	o solitos. Iniciado trio parpose or idiricació or trie	
This series consists of OAG-generated materials re	elative to h	onds and hor	nd counsel C	ontents of :	a typical file may include: draft bond, draft offering	
documents and/or bond purchase agreements, fea					•	
issue documentation, bond counsel contracts, corn				,	,	
7. Record Series Format(s) List all	,	8. Record Serie		9. Volume		
				8		
x Letter Size		Alphabetica	al	Number	•	
x Legal Size Computer Tape		Numerical		x File Draw		
☐ Audio Tape ☐ Floppy Disk		Chronologi	cal .	Compu	ter Tape(s)	
☐ Bound Book ☐ Video Tape		Geographic	cal	X Other (sp	ecify) portions may also be stored electronically	
		Other ()*			Accumulation	
Other (specify) some portions may also be stored electronical	ly	x Other (specify numbered by c		unknown Number		
·		Portfol system			·	
				File Dra	* *	
			· · · · · · · · · · · · · · · · · · ·		m Reel(s)	
•		•		Other (
ss Ella la Hand		L .	12 File Becom	on Innetion Aff		
11. File is Used			12. File Becom Bond is paid of		lei	
☐ Daily x Weekly ☐ Monthly ☐ Annua	ally		Number Month(s) 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.) x Yes			
15 Access Destrictions (II Ven ethal and 2.5 Parallel and 2.5						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) x Yes ☐ No			16. Audit Requirements			
Portion of file subject to PIA (confidential information).			☐ None	x State x Fe	deral (if tax-exempt bond) 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention	
x Yes No					s after last principal and interest payment on	
Use client's Portfol system.			l	•	ntil administrative value ceases, whichever comes	
					tate Records Center for an additional 7 years,	
			then destro			
•				-		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Barbara Curnin Kountz, Assistant Attorney General		410.767.64		4/13/17		
Daniel Square (Salaria) (Solidaria) (Solidaria)						
	•					

Instructions –Type or Print a separate form for	DEPAR	RTMENT OF C	SENERAL SE	RVICES	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	Ī		GEMENT DIV					
with Records Retention Schedule (DGS 550-1)	.		oad, P.O. Box		·			
,		Jessup, Ma	ryland 20794		PAGE 1 OF 1			
Department/Agency	2. Divisi				3. Unit			
Office of the Attorney General	Departm	nent of Comm	erce					
,								
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.								
4. Record Series Title				5. Earlie	st Year/Latest Year			
14. Financial Transactions				1990	to 2017			
6. Record Series Description (Briefly describe the t	ypes of inf	formation/doc	uments/forms	l found in th	e series. Include the purpose or function of the			
series.)								
This series consists of OAG-generated materials re	elative to th	ne approval o	f contracts, bo	nds and/or	promissory notes, leases, lease/purchase			
agreements, loans, grant agreements, and inter-ag	jency or in	tergovernmer	ntal agreemen	ts involving	the transfer of funds, etc. Contents of a typical			
file may include copies of documents such as: conf	tracts, bon	ds and/or pro	missory notes	, leases, lo	an agreements, grant agreements; and			
correspondence, drafts, notes, etc.		r	,		· · · · · · · · · · · · · · · · · · ·			
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume 102				
x Letter Size Microfilm		Alphabetica	al	Number	·			
x Legal Size Computer Tape		Numerical	•	X File Draw	` `			
Audio Tape Floppy Disk		Chronologi	cal	Compu				
Bound Book Video Tape		☐ Geographic	al	A Other (sp				
Other (specify) portions may also be stored electronically		x Other (specify	νl	10. Annual Accumulation unknown				
Contact (appears), portions may also so stored discontinuously		numbered usin						
		Portfol system						
•				wer(s) m Reel(s)				
		,		Computer Tape(s)				
	٠			Other (s	specify)			
11. File is Used	.,		12. File Becom	es Inactive Aff	er ·			
•			Loan is paid of	f	,			
☐ Daily x Weekly ☐ Monthly ☐ Annua	illy		Number		lonth(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
World Trade Center, Room 538			x Yes No client has copies of some documents					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements				
x Yes No Some information subject to PIA restrictions (confidential information	ות		│	x State x Fed	leral (if federal funds used) Independent			
	,,,,		None x State x Federal (If rederal funds used) Independent					
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention			
x Yes No			Retain in of	fice 5 years	s after term of document expires or until			
Use client's Portfol system				•	eases, whichever comes last. Transfer to the			
			State Reco	rds Center	for an additional five years, then destroy.			
					·			
]					
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date				
Barbara Curnin Kountz, Assistant Attorney General	,	410.767.64	56	4/13/17	·			

					l		
Instructions –Type or Print a separate form for	a separate form for DEPARTMENT OF G				AGENCY RECORDS INVENTORY		
each new or revised record series. Forward		ORDS MANAC					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo						
,	Jessup, Maryland 20794				PAGE 1 OF 1		
Department/Agency	2. Divisi	on			3. Unit		
Office of the Attorney General	Departm	nent of Comme	erce	•			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	a unit for re	eference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
13. Regulations					to 2017		
6. Record Series Description (Briefly describe the	types of inf	formation/docu	uments/forms	found in th	ne series. Include the purpose or function of the		
series.) This series consists of approvals of administrative	rules prom	ulgated by sta	ite agencies s	submitted t	o the Attorney General for review before they		
become effective. Contents of a typical file may in							
notes, history or background documentation, resea			g ,	,	, , , , , , , , , , , , , , , , , , ,		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
x Letter Size		Alphabetica	ıl	1 Number			
x Legal Size Computer Tape		☐ Numerical			x File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk		Chronologic	cal		uter Tape(s)		
☐ Bound Book ☐ Video Tape		☐ Geographic	al	Other (specify)		
Other (specify)		x Other (specify) by COMAR	10. Annual	Accumulation		
•		numbering		Number			
				☐ File Dra			
				☐ Microfilm Reel(s) ☐ Computer Tape(s)			
				_	ecify) varies		
11. File is Used			12. File Becom	nes Inactive A	fter .		
☐ Daily x Weekly ☐ Monthly ☐ Annua	illy		Number	ا 🗆 .	Month(s) Year(s)		
					·		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record 5	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
World Trade Center, Room 533	•		x Yes No clients may have some copies				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	ulrements			
Yes ×No ·			x None F	State	Federal Independent		
,			_	-	. -		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended F	Retention		
Yes x No			Retain in of	ffice 5 year	rs after publication. Screen files to identify those		
					eria defined on page ii. Transfer selected files to		
			l '		rchives for permanent retention. Destroy all others		
			according t	o UAG De	struction Procedures.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	·		
Barbara Curnin Kountz, Assistant Attorney Genera	ıl	410.767.64		4/13/17			

Instructions –Type or Print a separate form for	DEDAR	TMENT OF (SENERAL SEL	PVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION					
with Records Retention Schedule (DGS 550-1)		275 Waterloo Road, P.O. Box 275					
		Jessup, Ma	ryland 20794 199-1930		PAGE 1 OF 2		
Department/Agency	2. Divisio	on	,		3. Unit		
Office of the Attorney General	Departm	ent of Comm	erce				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year				
Civil Litigation			2014 to 2017				
6. Record Series Description (Briefly describe the t	types of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.) This series consists of civil lawsuits filed i	n state and	d federal cour	ts against, or e	on behalf o	f the state, state agencies, and/or state officials,		
and covers the entire OAG case file, which may be	partially d	uplicative of r	material maint	ained by ot	her State entities, including the courts.		
A. This series includes, but is not limited to: affirmation	ative litigat	ion, defensive	e litigation (oth	er than tor	ts or unemployment insurance litigation), amicus		
brief cases, bankruptcies, bid protests, charitable to		•					
garnishments, guardianships, hospital closings, pro		•	•		, , , , , , , , , , , , , , , , , , , ,		
correspondence, settlement documents, document			seposition, doc	cuments, tr	iai transcripts, research, notes, draπs, file		
opening/closing memoranda, etc. Description of B	OII IOIIOWII	ig page.					
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume 5			
x Letter Size		x Alphabetical		Number			
x Legal Size Computer Tape	☐ Numericat			X File Draw	• •		
☐ Audio Tape ☐ Floppy Disk	☐ Chronologi		cal	Comput	ter Tape(s)		
□ Bound Book □ Video Tape □ □ Geographi			cal .		specify) portions may also be saved electronically		
Other (specify) portions may also be saved electronically		Other (spe	cify)	10. Annual varies	Accumulation		
	-			Number			
				File Drawer(s)			
				Microfile			
		•	Computer Tape(s) Other (specify)				
			<u></u>				
11. File is Used			12. File Becomes Inactive After 20				
x Daily Weekly Monthly Annua	ally		Number Month(s) x 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.) x Yes \text{No clients may have copies}				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
☐ Yes x No			x None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended R	etention		
☐ Yes x No			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				
19. Name and Title of Preparer	·	20 Tolopho	destroy. hone Number 21. Date				
Barbara Curnin Kountz, Assistant Attorney General	.	410.767.64		4/13/17			
Darbara Gurmir Rouniz, Assistant Attorney General	Dara Curnin Kountz, Assistant Attorney General 410.767.648		7/13/17				

Instructions	<u> </u>								
## RECORDS MANAGEMENT DIVISION 7275 Walarto Road, P.O. Box 275 Jassup, Manyland 20794 ************************************	Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES	AGENCY RECORDS INVENTORY			
Jessiph, Maryland 20794 Jessiph 20		RECORDS MANAGEMENT DIV							
1. Department/Agency 1. Department/Agency 2. Division Department of Commerce Secret Report with Records Retention Schedule (DGS 550-	7275 Waterloo Road, P.O. Box 27								
1. Department/Agency Office of the Attorney General Department of Commerce Department of Department of Commerce Department of Department of Commerce Department of Commerce Department of Department of Commerce Department of Department of Commerce Department of Commerce Department of Department of Commerce Department of Department of Commerce Department of Department of Department of Commerce Department of	1)	Jessup, Maryland 20794				PAGE 1 OF 1			
Office of the Attorney General Department of Commerce DEFINITION: RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retarnion and disposition purposes. 4. Record Series Title 8. Investigations (not resulting in prosecution) 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 7. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 7. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) 7. Record Series Includes investigations where records obtained through the grand jury are confidential. See Courts & Judicial Proceedings Anticle, Section 3-213 et sea, Contents of a typical in many include. correspondence grand jury submode as an electronic and transcription of interviews and attorney work, product which should be labeled as such. 7. Record Series Tomatic). Use at a feederal agency records and reports; bank records, business ledgers and other business records; personnel records:	·	410-799-1930							
Office of the Attorney General Department of Commerce DEFINITION: RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retarnion and disposition purposes. 4. Record Series Title 8. Investigations (not resulting in prosecution) 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 7. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 7. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) 7. Record Series Includes investigations where records obtained through the grand jury are confidential. See Courts & Judicial Proceedings Anticle, Section 3-213 et sea, Contents of a typical in many include. correspondence grand jury submode as an electronic and transcription of interviews and attorney work, product which should be labeled as such. 7. Record Series Tomatic). Use at a feederal agency records and reports; bank records, business ledgers and other business records; personnel records:	1 Department/Agency	2 Division				3 Unit			
EFINITION. RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retainfon and disposition purposes. 4. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 5. Earliest Vear/Latest Year 2014 to 2017 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) 7. In 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 supposes and evidence; tax returns; credit reports; police reports; transcripts of interviews; and stormey work, product within should be labeled as such. 7. Record Series General Active Seas Securic 1 of Mooths				re ·		3. 51iii			
8. Record Series Title 8. Investigations (not resulting in prosecution) 8. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose of function of the series.) This series includes investigations where records obtained through the grand jury are conflicted. See Courts & Judicial Proceedings Article, Section 8-213 et seq. Contents of a typical file may include: correspondence; grand jury subpoens and evidence; tax refurns, credit reports; policer reports; transcripts; memorands; medical records; state, local and federal agency records and reports; bank records, business ladgers and other business records; personnel records; promore records; recordings and/or transcripts of interviews; and attorney work product which both dot be labeled as such. 7. Record Series Sequence	Since of the Attorney Central	Беракто	in or comme	QC .					
8. Record Series Title 8. Investigations (not resulting in prosecution) 8. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose of function of the series.) This series includes investigations where records obtained through the grand jury are conflicted. See Courts & Judicial Proceedings Article, Section 8-213 et seq. Contents of a typical file may include: correspondence; grand jury subpoens and evidence; tax refurns, credit reports; policer reports; transcripts; memorands; medical records; state, local and federal agency records and reports; bank records, business ladgers and other business records; personnel records; promore records; recordings and/or transcripts of interviews; and attorney work product which both dot be labeled as such. 7. Record Series Sequence						·			
8. Investigations (not resulting in prosecution) 8. 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 supponeas and evidence; tax returns, credit reports, police reports, it proceedings Article, Section 8-213 et seq. Contents of a typical file may include: correspondence; grand jury supponeas and evidence; tax returns, credit reports, police records, personnel records; phone records; person		ed records r	normally filed	and used as a					
6. Record Series Description (Briefly describe the types of Information/documental/forms found in the series. Include the purpose or function of the series.) This series 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 attempts with product with should be labeled as such. 7. Record Series Format(i) Lut all 8. Record Series Sequence 9. Noticer 1. Audio Tape Propay Dais Propay Dais De stored electronically Propay Dais Description Propay Dais Dais Dais Dais Dais Dais Dais Dais									
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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 withich should be labeled as such. 7. Record Series Formatis]. List all									
phone records; recordings and/or transcripts of interviews; and atomey work product which should be labeled as such. 7. Record Series Format(s) List at all subsets to the product of the	seq. Contents of a typical file may include: corre	spondence;	grand jury su	bpoenas and	evidence; ta	x returns; credit reports; police reports; transcripts;			
7. Record Series Formal(t) List all	memoranda; medical records; state, local and fed	eral agency	records and	eports; bank	records, bus	iness ledgers and other business records; personnel records;			
X Letter Site Microfilm X Alphabetical Number Num	phone records; recordings and/or transcripts of in	erviews; an	d attorney wo	rk product wh	ich should b	e labeled as such.			
Legal Size Computer Tape Number	7. Record Series Format(s) List all	,	8. Record Serie	es Sequence					
Audio Tape Floopy Disk Chronological Computer Tape(s) Comput	x Letter Size Microfilm		X Alphabetical						
Audio Tape Fipopy Disk Chronological Computer Tape(s) Other (specify) may also be stored electronically Other (specify) may also be stored electronically Other (specify) portions may also be stored electronically Other (specify) Other (specify) portions may also be stored electronically Other (specify) Other (spe	Legal Size Computer Tape		☐ Nymerical			* *			
Other (specify) portions may also be stored electronically	Audio Tape	Chronological		cal	Compute	<u> </u>			
Number	Bound Book Video Tape	☐ Geographical			10. Annual A	ccumulation			
File Drawer(s) Microfilm Ree(s) Computer Tape(s) Other (specify) 11. File is Used	Other (specify) portions may also be stored electronically	Other (specify)		cify)					
Microfilm Real(s) Computer Tape(s) Other (specify)					Number				
Computer Tape(s) Computer Ta					File Draw	ver(s)			
11. File is Used					_	* *			
S Number Month(s) X Year(s) or until administrative value ceases									
S Number Month(s) X Year(s) or until administrative value ceases									
13. Current Location(s) (Bidg., Floor, Room) World Trade Center, Room 534 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes	11. File is Used			I	es Inactive Afte	r			
Yes x No 16. Audit Requirements 16. Audit Requirements 17. Is an Index System used? If yes, explain briefly and describe requirements 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. 19. Name and Title of Preparer 20. Telephone 21. Date 4/13/17	x Daily Weekly Monthly Ann	ually		Number	☐ Mo	nth(s) x Year(s) or until administrative value ceases			
Yes x No 16. Audit Requirements 16. Audit Requirements 17. Is an Index System used? If yes, explain briefly and describe requirements 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. 19. Name and Title of Preparer 20. Telephone 21. Date 4/13/17									
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes									
Yes									
17. Is an Index System used? If yes, explain briefly and describe requirements Yes		ite electronic file	es.	16. Audit Requirements					
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. 19. Name and Title of Preparer 20. Telephone 21. Date Harbara Curnin Kountz, Assistant Attorney General Number]	x None State Federal Independent					
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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. 19. Name and Title of Preparer 20. Telephone 21. Date Barbara Curnin Kountz, Assistant Attorney General Number 4/13/17	Yes x No			,					
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. 19. Name and Title of Preparer 20. Telephone 21. Date Barbara Curnin Kountz, Assistant Attorney General Number 4/13/17					•				
value ceases, whichever comes last, then destroy according to OAG Destruction Procedures. 19. Name and Title of Preparer Barbara Curnin Kountz, Assistant Attorney General 20. Telephone 21. Date 4/13/17									
Procedures. 19. Name and Title of Preparer 20. Telephone Barbara Curnin Kountz, Assistant Attorney General Number 21. Date 4/13/17									
19. Name and Title of Preparer Barbara Curnin Kountz, Assistant Attorney General 20. Telephone Number 21. Date 4/13/17		value cea			e ceases, whichever comes last, then destroy according to OAG Destruction				
Barbara Curnin Kountz, Assistant Attorney General Number 4/13/17	·	Procedure			cedures.				
	19. Name and Title of Preparer		20. Telepho	ne	21. Date				
410.767.6456	Barbara Curnin Kountz, Assistant Attorney Genera	al	Number		4/13/17				
			410.767.64	56					

Office of the Attorney General

Comptroller

	DEPARTMENT OF GE	NERAL SERVIC	ES AGENCY RECORDS INVENTORY			
form for each new or revised record	RECORDS MANAGE					
series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Roa Jessup, Maryla		l .			
Retention ouneduic (Boo 555-1)	410-799-		PAGE <u>1</u> OF <u>12</u>			
1 = -1	2. Division		3. Unit			
Offices of the Attorney General Treasury Bldg., Rm. 303	Comptroller					
80 Calvert St., Annapolis, MD 21401			· ·			
		· · · · · · · · · · · · · · · · · · ·				
	related records norma	lly filed and used	sed as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title 1. Civil Litigation (1)			5. Earliest Year/Latest Year			
-			1978 to Present			
			orms found in the series. Include the purpose or function of the			
OAG case file, which may be partially duplicative			behalf of the state, state agencies, and/or state officials, and covers the entire ities, including the courts.			
A. This series includes, but is not lim	nited to: affirmative litigati	ion, defensive litig	gation (other than torts or unemployment insurance litigation), amicus brief			
		putes, contractor c	laims, disabilities, foreclosures, forfeitures, garnishments, guardianships,			
hospital closings, pro bono, and other legal challe			ant documents documentation of coats witness documents.			
Contents of a typical file may include documents, trial transcripts, research, notes, draft			ent documents, documentation of costs, witness deposition transcripts,			
B. This series includes Torts and Uncertainty	employment insurance litig	gation documents.				
Contents of a typical file may include			ent, costs, witness depositions, documents, trial transcripts, research, notes,			
drafts, file opening/closing memoranda, etc. 7. Record Series Format(s) List all	l e Pacord Sa	-i Comuneo	9. Volume			
/. Record Series Format(s) List all	6. Record Ser	ries Sequence	9. Volume 1 16			
□ Microfilm		al	Number			
□ Computer Tape	Numerical		□ File Drawer(s) (Lateral) filed alphabetical □ Microfilm Reel(s)			
⊠ Audio Tape ☐ Floppy Disk	☐ Chronolog	ical	☐ Computer Tape(s) ☐ Other (specify) 195 Record Storage Boxes in basement			
☐ Bound Book ☐ Video Tape	☐ Geographi	ical	EX Other (specify) 133 (Second Oldrings Boxes III basement			
☑ Other (specify) <u>CD</u>	☐ Other (spe					
s 	Record Se	ries	10. Annual Accumulation			
	1	•	10			
			Number			
			☐ File Drawer(s)			
		İ	☐ Microfilm Reel(s)			
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			M Other (speedby) income charage baxes			
11. File is Used		12. File Beco	mes Inactive After			
ST Date Table 1		1 Number	ST Manager (a) TI Vanada) ONOE OLOGED			
☑ Daily ☐ Weekly ☐ Mont	hly 🗌 Annually	Number	Month(s) ☐ Year(s) ONCE CLOSED			
13. Current Location(s) (Bldg., Floor, Ro	, ,	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Louis L. Goldstein Treasury Building, Room and Basement	303	Partially duplicative by the courts and/or Comptroller's Office and/or Baltimore City				
and outsinent		Liquor Board.				
15. Access Restrictions (If Yes, cite Law(s) &		16. Audit Red	quirements			
		None	☐ State ☐ Federal ☐ Independent			
Jud. Proc. § 9-108; Md. Rules 2-402(d) and		│ │ │ │ │ │ │ │ │ │ │ │ │ │ │ │ │ │ │				
17. Is an Index System used? If yes, explain	briefly and describe	1	ended Retention			
requirements · ☑ Yes ☐ No	·		ffice 5 years after file is closed. Screen files to identify those meeting			
List of closed files with box number	ľ		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.			
			ffice 3 years after file is closed. Transfer to the State Records Center: (1) if			
•			tort matter involves a juvenile and the juvenile has not brought suit or settled, the State Records Center for an additional 18 years, to provide for the age of			
			I, then destroy; (2) in all other cases, transfer file to the State Records Center			
			al 5 years, then destroy.			
			·			
19. Name and Title of Preparer	20. Telephone		21. Date			
Brian L. Oliner, Assistant Attorney	410-260-7808		April 25, 2017			

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward RECORDS MANAG			•	,		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275					
,	Jessup, Maryland 20794			PAGE <u>2</u> OF <u>12</u>		
	410-799-1930					
Department/Agency , , , , , , , , , , , , , , , , , , ,	2. Division			3. Unit		
Offices of the Attorney General Louis L. Goldstein Treasury Building, Room 303						
80 Calvert St., Annapolis, MD 21401						
DEFINITION: RECORD SERIES: A group of relate	d records normally filed	and used as	unit for refe	erence as well as retention and disposition purposes.		
4. Record Series Title			5. Earliest Year/Latest Year			
2. Criminal Prosecutions (2)			2014 to Present			
				series. Include the purpose or function of the series.) This		
section applies to criminal proceedings filed in state and This series includes, This series includes, but is		•		e Attorney General. It the state, public corruption, theft, securities fraud, procurement		
				ealth care providers and equipment suppliers receiving Medicaid		
trafficking, violent crimes and all crimes for which the A				surance fraud, human trafficking, firearms violations, narcotics ute.		
				grand jury subpoenas and evidence; tax returns; credit reports;		
records; phone records; recordings and/or transcripts of i				k records, business ledgers and other business records; personnel labeled as such.		
7. Record Series Format(s) List all	8. Record Se	ries Sequence	9. Volume			
□ Letter Size □ Microfilm		cal	4 Number			
				•		
Legal Size Computer Tape /	Numerica Numerica	I	File Draw	ver(s) (Alphabetically)		
Audio Tape Floppy Disk	☐ Chronolo	☐ Chronological		uter Tape(s)		
			Other (sp	Other (specify) Record Storage Boxes in Attorneys' Offices		
☐ Bound Book ☐ Video Tape	Geographical		10. Annual A	ccumulation		
Other (specify) CD	Other (specify) <u>CD</u> 🛛 Other (sp		1/2			
	Record Serie	<u>s</u>	Number			
98			File Draw	ver(s)		
•		Microfilm		• •		
		I == 1		mputer Tape(s) ner (specify) Record storage box		
		T · · · · · · · · · · · · · · · · · · ·				
11. File is Used		12. File Becon	nes Inactive Afte	or .		
☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	ually	Number	⊠ Mo	onth(s) Year(s) ONCE CLOSED		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record	Series Duplicate	d Elsewhere? (If yes, specify agency or office.)		
Louis L. Goldstein Treasury Building, Room 303, and basement		Yes No Partially duplicative by the courts and Comptroller's Office				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Reg	uirements			
Yes No Tax-Gen. § 13-202; Gen. Prov.						
333, 4-334, 4-335, 4-336, 4-344, and 4-345; Cts. & Md. Rules 2-402(d) and 19-301.6	Jud. Proc. § 9-108;	☑ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recon	nmended Re	tention		
⊠ Yes				a conviction: Scan to Maryland State Archives, then return paper		
List of closed files with box number		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 incarcer	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 destruc	ction policy. Retain electronic files not meeting selection criteria for		
		(B) Case file	es not resultin	ative value ceases, whichever comes last, then destroy. g 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 final disposition. Return original documents to the source that provided them within			
•	•	of disposition	n. Destroy pa	per files according to OAG destruction policy. Retain electronic		
10. Name and Title of Brances	70 Talsal			Iministrative value ceases, whichever comes last, then destroy.		
19. Name and Title of Preparer Brian L. Oliner, Assistant Attorney General and	20. Teleph Number	ione	21. Date April 25, 2	017		
Principal Counsel to the Comptroller	410-260-7	808 · i	April 20, 2			

	•				
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MA 7275 Waterlo Jessup,	OF GENERAL SERVICES ANAGEMENT DIVISION DO Road, P.O. Box 275 , Maryland 20794 410-799-1930	AG	PAGE 3 OF 12	
Department/Agency Offices of the Attorney General Louis L. Goldstein Treasury Building, Room 303 80 Calvert St., Annapolis, MD 21401	2. Division Comptroller	410/199-1930	3. Unit		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well 4. Record Series Title 5. Administrative Proceedings				nd disposition purposes. /ear/Latest Year Present	
6. Record Series Description (Briefly describe the ty series consists of proceedings before administrative agent resolving an issue presented to it; Assistant Attorneys Ge This series includes, but is not limited to: all adrommission, board, department, executive commission of and proceedings where companies have been debarred from Contents of a typical file may include: pleadings, decisions, documents, research, notes, etc.	cies performing quasi-judicial neral may act as counsel to the ninistrative proceedings such or committee acting in a quasily om doing business with, or in,	I duties (i.e., any proceeding in which as administrative agency or as advocates i as those before the Office of Administra adicial capacity. Also included are Mino the State of Maryland.	n administrative n such proceedi tive Hearings of rity Business Er	agency is acting as a fact- finder in ings). The before any independent agency, and interprises administrative proceedings,	
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·	
☐ Letter Size ☐ Microfilm	`		11 Number ☑ File Drawer	(s) (Alphabetically).	
☐ Legal Size ☐ Computer Tape		Numerical Numeric	☐ Microfilm Re	* * *	
☐ Audio Tape ☐ Floppy Disk		☐ Chronological	`	ify) 113 boxes in basement	
Bound Book Video Tape	ound Book Video Tape		10. Annual Accumulation 10 Number		
☑ Other (specify) <u>CD</u>		☑ Other (specify) Record Series	File Drawer	eel(s)	
11. File is Used		12. File Becomes Inactive After			
☑ Daily ☐ Weekly ☐ Monthly ☐ Annu	ally .	 Number ⊠ Month(s) ☐ Year	s) ONCE CLOSE	<u>D</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.) Yes No Partially duplicated by Maryland Tax Court, Office of Administrative Hearings, Comptroller's Office, and/or Baltimore City Liquor Board				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No Tax-Gen. § 13-202; Gen. Prov. 4-334, 4-335, 4-336, 4-344, and 4-345; Cts. & Jud. Rules 2-402(d) and 19-301.6	16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe re ☑ Yes ☐ No List of closed files with box number	quirements	debarment agreement, whichever con selection criteria defined on page ii.	is closed or until expiration of certification or mes last. Screen files to identify those meeting. Transfer selected files to the Maryland State ansfer all others to State Records Center to be nen 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	
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				<u>,</u>		
Instructions –Type or Print a separate form for	DEPARTMENT OF	CENEDAL SE	פאורבק	AGENCY RECORDS INVENTORY		
i	ach new or revised record series. Forward RECORDS MANAG					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo			·		
,,		aryland 20794	2.0	PAGE <u>4</u> OF <u>12</u>		
``	410-799-1930					
Department/Agency	2. Division			3. Unit		
Offices of the Attorney General Louis L. Goldstein Treasury Building, Room 303	Comptroller		:	·		
80 Calvert St., Annapolis, MD 21401	, , ,					
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally file	d and used as a	a unit for re	ference as well as retention and disposition		
Record Series Title		5. Earliest Year/Latest Year				
(7) Agreements				o <u>Present</u>		
6. Record Series Description (Briefly describe the ty						
series.) This series consists of preparation, review and/o	r approval of agreement	s on behalf of the	state, state	agencies, and/or state officials.		
This series includes, but is not limited to: agreen for preferential tax treatment, etc.	nents, interagency agree	nents, those betw	een country	clubs and the Department of Assessments and Taxation		
Contents of a typical file may include: agreemen	its, correspondence, doc	uments, notes, et	c.			
7. Record Series Format(s) List all		ries Sequence	9. Volume			
☐ Letter Size ☐ Microfilm		cal	1 Number			
□ Legal Size □ Computer Tape	. Numerica	ı	l =	File Drawer(s) (standard) (Alphabetical)		
Audio Tape	☐ Chronolo	gical	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
Bound Book Video Tape	☐ Geograp	ical	☐ Other (specify) 3 Record Storage Boxes.in Basement 10. Annual Accumulation			
Other (specify)	⊠ Other (sp	ecify)	1/2 Number			
	Record Serie		, valider	·		
	1		File Dra			
	ļ		☐ Microfila	• •		
			Other (s	specify) Record Storage box		
11. File is Used		12. File Becom	es Inactive Aft	er		
		1				
Daily Weekly Monthly Annu	ualty	Number	⊠ M	lonth(s) Year(s) ONCE CLOSED		
40 Coursell assistants) (Olds Flore Passe)		44 15 000001	Sanian Dundings	- Claude - 2 (III and a secific and a secietar and a secific and a secietar and a secipic and a secipic and a secipic and a secietar and a secipic an		
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.) ☐ Yes ☐ No Comptroller's Office				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
Yes No Cts. & Jud. Proc. § 9-108; Md. Rule 19-30	1.6; Gen. Prov. § 4-344					
	None ☐ State ☐ Federal ☐ Independent					
17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recommended Retention				
⊠ Yes ☐ No		Retain in office 5 years after file is closed. Screen files to identify those meeting				
List of closed files with box number		selection criteria defined on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records				
				an additional 15 years, then destroy.		
19. Name and Title of Preparer	one Number 21. Date					
Brian L. Oliner, Assistant Attorney General and Principal Counsel to the Comptroller	410-260-78	08	April 25,	2017		
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Instructions –Type or Print a separate form for	DEPARTMENT OF GENER	AL SERVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.	O. Box 275	0.05 5 05 40		
·	Jessup, Maryland 20794		PAGE <u>5</u> OF <u>12</u>		
	410-799-1930				
1. Department/Agency	2. Division		3. Unit		
Offices of the Attorney General Louis L. Goldstein Treasury Building, Room 303	Comptroller				
80 Calvert St., Annapolis, MD 21401					
	ted records normally filed and us	ed as a unit for r	eference as well as retention and disposition purposes.		
4. Record Series Title			5. Earliest Year/Latest Year		
(8) Investigations			2014 to Present		
6. Record Series Description (Briefly describe the	types of information/documents	/forms found in ti	ne series. Include the purpose or function of the series.)		
Judicial Proceedings Article, §8-213 et seq. Contents	of a typical file may include: corresp nd federal agency records and repor	oondence; grand juits; bank records, bu	sobtained through the grand jury are confidential. See Courts & ry subpoenas and evidence; tax returns; credit reports; police reports; usiness ledgers and other business records; personnel records; phone		
B. Consensual Monitoring/Electronic Surve			ally monitored conversations and video tapes of police surveillance		
used in criminal prosecutions.	victs of telephone/letter logs used to	record missellaneo	us complaints and referrals from third parties to the Criminal		
Investigations Division. A typical telephone/letter log					
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume			
Letter Size		1/2 Number	•		
		1	•		
☐ Legal Size ☐ Computer Tape	Numerical		standard) (Alphabetical)		
☐ Audio Tape ☐ Floppy Disk	Chronological	☐ Microfilm Reel(s			
		Other (specify)			
Bound Book Video Tape	Geographical				
·⊠ Other (specify) CD	Other (specify)	10. Annual Accumu 1/2	lation		
	Record Series Title	Number			
		_	•		
		☐ File Drawer(s) ☐ Microfilm Reel(s			
	,	Computer Tape			
			Record Storage box in Basement		
11. File is Used	,	12. File Becomes II	nactive After		
, 🛛 Daily 🗌 Weekly 📄 Monthly 🔲 A	nnually	Number Month(s) . Year(s). ONCE CLOSED			
13. Current Location(s) (Bldg., Floor, Room)			s Duplicated Elsewhere? (If yes, specify agency or office.)		
Louis L. Goldstein Treasury Building, Room 303, and basement	⊠ Yes □ Board		No Partially duplicative by Comptroller's Office and/or Baltimore City Liquor		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requiren	nents		
335, 4-336, 4-344, and 4-345; Cts. & Jud. Proc. § 9-1(301.6		⊠ None □ :	State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	e requirements	'18. Recommended Retention			
List of closed files with box number		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 ir Procedures, bala	vestigation. Shred or incinerate, according to OAG Destruction nee of file. Retain electronic files for 5 years or until administrative pichever comes last, then destroy according to OAG Destruction		
		Procedures.			
		Proceedings Art	ice in a locked room for 10 years pursuant to Courts and Judicial icle, §10-408, then destroy, according to OAG Destruction e wiretap materials were used as evidence in a case which resulted in		
·		a conviction, reta	ain for the longer of ten years or the duration of the sentence plus five by according to OAG Destruction Procedures		
		C. Scan any par	per 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	- · · · · · · · · · · · · · · · · · · ·		
19. Name and Title of Preparer	20. Telephone Number	21. Date			
Brian L. Oliner, Assistant Attorney General and Principal Counsel to the Comptroller	410-260-7808	April 25, 2017			

Instructions -Type or Print a separate form for	OF GENERAL SE	ם אורב	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward						
with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275					
· Will Necolds Neterlian Conedate (200 556 1)	Jessup, Maryland 20794		(2/5	PAGE <u>6</u> OF <u>12</u>		
		410-799-1930				
Department/Agency	2. Division		•	3. Unit		
Offices of the Attorney General	Comptroller		İ			
Louis L. Goldstein Treasury Building, Room 303 80 Calvert St., Annapolis, MD 21401	İ	•		·		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally	filed and used as a	a unit for re	ference as well as retention and disposition		
Record Series Title			5. Earliest Year/Latest Year			
9. Opinions of the Attorney General			1978 to Present			
6. Record Series Description (Briefly describe the t	ypes of information/	/documents/forms	found in th	e series. Include the purpose or function of the		
series.) This series consists of published opinions issue	d by the Attorney Ger	neral pursuant to req	luests from s	state officials, agencies, etc. for clarification of legal		
matters.						
Contents of a typical file may include: opinion i	request, research, mer	noranda, drafts and	final opinio	n, etc.		
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume			
■ Letter Size		hotical	1/2 Number	_		
C Letter 2126 Milcrothitt	E CIPTURE	Delicai	Mannoer			
□ Legal Size □ Computer Tape	⊠ Nume	erical	1 ==	awer(s) (Alphabetically)		
	Chron	nological ·	Microfile			
	·	1 = '	specify) 3 Record Storage Boxes in Basement			
☐ Bound Book ☐ Video Tape	☐ Geogr	raphical				
Other (specify)	. 🛛 🖂 Other	(specify)	10. Annual	Accumulation		
	Record Se	* * * * * * * * * * * * * * * * * * * *	Number	- .		
•						
	-		File Dra	1		
			Comput			
• •			Other (s	specify) Record Storage Box		
11. File is Used		12. Fite Becom	nes inactive Aft	ter		
· .		1	1			
☑ Daily ☐ Weekly ☐ Monthly ☐ Anni	ally	Number	Number Month(s) Year(s) ONCE CLOSED			
13. Current Location(s) (Bldg., Floor, Room)		H		ted Elsewhere? (If yes, specify agency or office.)		
Louis L. Goldstein Treasury Building, Room 303, and basement		∑ Yes	∐ No <u>Oth</u>	ner OAG Divisions		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	.	16. Audit Requ	16. Audit Requirements			
Yes - No Md. Rule 19-301.6, Cts. & Jud. Proc. § 9	-108	1 2				
		⊠ Nove	None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recom	18. Recommended Retention			
✓ Yes				Opinions of Attorney General to the Maryland State		
LIST OF CIOSEO HIES WITH DOX HUMBER		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 Des				
			T			
19. Name and Title of Preparer	i	ephone Number	21. Date			
Brian L. Oliner, Assistant Attorney General and Principal Counsel to the Comptroller	0-7808	April 25, 2017				

							
Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL S			NERAL SERVICES AGENCY RECORDS INVEN			
each new or revised record series. Forward	REC	ORDS MANA	GEMENT DIV	ISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2			275	PAGE 7 OF 12		
	Jessup, Maryland 20794				PAGE <u>7</u> OF <u>12</u>		
Department/Agency	2. Divisi		-		3. Unit		
Offices of the Attorney General	Comptro						
Louis L. Goldstein Treasury Building, Room 303 80 Calvert St., Annapolis, MD 21401				į			
DEFINITION: RECORD SERIES: A group of relate	d records	normally filed	and used as	unit for en	forence as well as retention and disposition		
purposes.	u records	normally liled	and used as a	a unit for re	nerence as well as retention and disposition		
4. Record Series Title			,	5. Earlie	st Year/Latest Year		
10. Letters of Advise			١	1978	o Present		
·							
6. Record Series Description (Briefly describe the t	ypes of inf	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.) This series consists of letters of advice on legal	issues purs	suant to request	s from state off	icials, agenc	ies, etc.		
Contents of a typical file may include the request for ad-	vina rocca-	ah mamararda	drofts and law	ar of adulca			
Contents of a typical file may include: the request for ad-	vice, ieseaf	on, memoranda	i, uiaits allu lett	or auvice.			
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
□		Alphabetica	al	1/2 Number	_		
2 Carrier (1820)		KZI , iibiianeiica	•				
☐ Legal Size ☐ Computer Tape		⊠ Numerical		File Drawer(s) (Alphabetically) Microfilm Reel(s)			
☐ Audio Tape ☐ Floppy Disk		Chronologi	cal	Compu	Computer Tape(s)		
		Geographic	cal .	Other (s	Other (specify) 5 Record Storage Boxes in Basement		
				10. Annual	10. Annual Accumulation		
Other (specify)		Other (spec	cify)	1/2 Number	_		
		TOTOTO SENES		Inditibet			
				File Dra	• •		
				Microfit	• •		
			•	☐ Computer Tape(s) ☐ Other (specify) Record Storage Box			
		L	r				
11. File is Used			12. File Becom	ies Inactive Aff	er .		
☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	ually		Number	⊠ M	onth(s) Year(s) ONCE CLOSED		
13. Current Location(s) (Bldg., Floor, Room)			l		ed Elsewhere? (If yes, specify agency or office.)		
Louis L. Goldstein Treasury Building, Room 303, and basement			· 🔀 Yes Board	∐ № Oth	er OAG Divisions, Comptroller's Office and Baltimore City Liquor		
			<u> </u>				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No Md. Rule 19-301.6; Cts. & Jud. Proc. § 9	-108: Gen Pi	rov 8 4-334	16. Audit Requ	uirements			
23 103 At Mar. 1990 100, Ola. 6 300. Floc. 9 3	,00, Gen. F	, ior. <u>y 1-004</u>	None	State	Federal Independent		
•				•			
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention		
⊠ Yes		•	i .		or until administrative value ceases, whichever comes		
List of closed files with box number			last, then des	stroy, accord	ing to OAG Destruction Procedures.		
19. Name and Title of Preparer		20 Telepho	ne Number	21. Date			
Brian L. Oliner, Assistant Attorney General and		410-260-780		April 25,	2017		
Principal Counsel to the Comptroller		. ==0 . 30		,			

		 				
Instructions -Type or Print a separate form for each new	DEPARTMENT OF G	ENERAL SERVICES	AGENCY RECORDS INVENTORY			
or revised record series. Forward with Records	EMENT DIVISION					
Retention Schedule (DGS 550-1)	7275 Waterloo Ro					
Tracertion concours (BGG 330-1)	Jessup, Mary		PAGE <u>8</u> OF <u>12</u>			
	410-799					
Department/Agency	2. Division	····	3. Unit			
Offices of the Attorney General	Comptroller					
Louis L. Goldstein Treasury Building, Room 303 80 Calvert St., Annapolis, MD 21401						
	la normally flad and wood a	a unit for reference as u	vall or retention and disposition average			
DEFINITION: RECORD SERIES: A group of related record 4. Record Series Title	is normally liled and used a	s a unit for reference as v	5. Earliest Year/Latest Year			
11. Correspondence			1978 to Present			
		- fod in the conine (a)				
6. Record Series Description (Briefly describe the types of General Correspondence (office wide)	information/documents/form	is round in the series. Inc	clude the purpose or function of the series.) A.			
This series consists of interchanges of written and/or e-r public, organizations, constituents, etc., PIA requests and copies			s, members of the legislature, members of the general			
Contents of a typical file may include: letters, memorane	da, requests for information, e	ic.				
7. Record Series Format(s) List all		8. Record Series	9. Volume			
Minnelle		Sequence	17			
Letter Size		✓ Alphabetical	Number			
□ Legal Size □ Computer Tape			☑ File Drawer(s) (Alphabetically)			
		Numerical Numerical	Microfilm Reel(s)			
Audio Tape Floppy Disk		☐ Chronological	☐ Computer Tape(s) ☐ Other (specify) 27 Record Storage Boxes in Basement			
☐ Bound Book ☐ Video Tape						
Char (marify)		Geographical	10. Annual Accumulation			
Other (specify)	•	Other (specify)	5 Number			
`.		Record Series	· ·			
•	•		File Drawer(s)			
			Other (specify) Record Storage Boxes			
			<u> </u>			
11. File is Used	•	12. File Becomes Inactive Aft	er			
☑ Daily ☐ Weekly ☐ Monthly ☐ Annually		Number M	Ionth(s) Year(s) ONCE CLOSED			
13. Current Location(s) (Bldg., Floor, Room)		lt	red Elsewhere? (If yes, specify agency or office.)			
Louis L. Goldstein Treasury Building, Room 303, and basement		☐ Yes ☐ No Oth Board	er OAG Divisions, Comptroller's Office and Baltimore City Liquor			
•		<u> </u>	. •			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
		None ☐ State ☐ Federal ☐ Independent				
4-550, 4-544, and 4-545, Cls. & Jud. Froc. § 9-108, Mid. Rules 2	-402(d) and 19-301.0	M None D State	receial Independent			
17. Is an Index System used? If yes, explain briefly and describe requiremen	ts	18. Recommended R	etention			
			ars or until administrative value ceases, whichever according to OAG Destruction Procedures with the			
Elst of closed field with box trained			according to OAG Destruction Procedures with the ansfer to Maryland State Archive for permanent			
			at serves to document the origin, development and			
		historical value.	office and has continuing administrative, fiscal, legal or			
19. Name and Title of Preparer	<u>.</u>	20. Telephone Number	21. Date .			
Brian L. Oliner, Assistant Attorney General and	•	410-260-7808	April 25, 2017			
Principal Counsel to the Comptroller	•		•			
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Instructions –Type or Print a separate form for	DEPARTMENT OF C	SENERAL SEL	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANA				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R			•	
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	• •	99-1930			
1. Department/Agency	2. Division			3. Unit	
Offices of the Attorney General Louis L. Goldstein Treasury Building, Room 303	Comptroller				
80 Calvert St., Annapolis, MD 21401					
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title			5. Earlie:	st Year/Latest Year	
12. Legislation			<u>1978</u> (o Present	
6. Record Series Description (Briefly describe the type	pes of information/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.) A. <u>Preparation and Enactment</u> . This series of	consists of materials rega	rding the prepar	ration and er	nactment of laws.	
Contents of a typical file may include: drafts of p bills in final form, etc.	proposed legislation, note	s, corresponden	ce, memora	nda, research, administrative history, written testimony,	
B. Legislation - First and Third Readers: Bil	I Watch. This series cor	nsists of all prin	ted bills and	materials regarding the Bill Watch process.	
Contents of this series may include: the printed F					
Contents of this series may include, the printed r	not and third ixeaucis, i		o, activity C	ina a, ionois, monorana, etc.	
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume		
	57		1/2		
✓ Letter Size	Alphabetica	11	Number		
☐ Legal Size ☐ Computer Tape	Numerical		⊠ File Drawer(s) (Alphabetically)		
☐ Audio Tape ☐ Floppy Disk	☐ Chronologie	cal	Computer Tape(s)		
☐ Bound Book ☐ Video Tape	☐ Geographic	cal	☑ Other (specify) 8 Record Storage Boxes in Basement		
-			10. Annual	Accumulation	
Other (specify)	Other (spec	cify)			
			14GIIIDEI	·	
			File Dra	* *	
	ļ		☐ Microfile	· · · ·	
			_	specify) Record Storage Box	
44 Cita is Used		12 file Pesson	oo loostiya Afr		
11. File is Used .		12. File Becom	es mactive An	er	
☑ Daily ☐ Weekly ☐ Monthly ☐ Annua	aily	Number	. 🛛 M	onth(s) Year(s) ONCE CLOSED	
13. Current Location(s) (Bldg., Floor, Room)				ed Elsewhere? (If yes, specify agency or office.)	
Louis L. Goldstein Treasury Building, Room 303, and basement	,	☐ No Other OAG Divisions and Comptroller's Office			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
Yes No Md. Rule 19-301.6				.	
	None				
17. Is an Index System used? If yes, explain briefly and describe req	quirements	18. Recom	mended R	etention	
✓ Yes		•	ors or until administrative value ceases, whichever of identify those meeting selection criteria defined on		
	page ii. Tran	sfer 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.				
			, ,	years or until administrative value ceases, whichever	
		1		according to OAG Destruction Procedures.	
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date		
Brian L. Oliner, Assistant Attorney General and .	410-260-78	08	April 25,	2017	

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANA				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2				
		ryland 20794		. PAGE 10 OF 12	
,	•	799-1930			
Department/Agency	2. Division			3. Unit	
Offices of the Attorney General Louis L. Goldstein Treasury Building, Room 303	Comptroller				
80 Calvert St., Annapolis, MD 21401				•	
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title		•	5. Earlie	st Year/Latest Year	
13. Regulations	•		1978	o Present	
6. Record Series Description (Briefly describe the ty	pes of information/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.) This series consists of approvals of administrative	ve rules promulgated by	state agencies su	bmitted to tl	ne Attorney General for review before they become	
effective.					
	and final regulation, Ma	ryland Register i	notice, drafts	s, correspondence, memos, notes, history or background	
documentation, research, etc. 7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume		
			1/2	_	
☑ Letter Size		al *	Number		
	Numerical	•	☐ File Drawer(s) (Alphabetically)		
D. 6.7 D.G 800		•	Microfile	· ·	
☐ Audio Tape ☐ Floppy Disk	Chronolog	icai	Compu	specify) 7 Record Storage Boxes in Basement	
☐ Bound Book ☐ Video Tape	☐ Geographi	cal			
[] (h / /	57.00	-16.3		Accumulation	
Other (specify)	Other (spe		1/2 Number	-	
				,	
			File Dra		
	į		☐ Microfili		
			. —	specify) Record Storage Box	
		п	<u> </u>		
11. File is Used		12. File Becom	ies Inactive Aff	er ,	
☑ Daily ☐ Weekly ☐ Monthly ☐ Annu	ally	Number	⊠ M	onth(s) Year(s) ONCE CLOSED	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Louis L. Goldstein Treasury Building, Room 303, and basement		Yes	☐ No Oth	er OAG Divisions and Comptroller's Office	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	 -	16. Audit Requ	uirements		
		_		_	
		☑ None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe re	quirements	18. Recom	mended R	etention	
✓ Yes	•			fter publication. Screen files to identify those meeting	
			permanent	on page ii. Transfer selected files to the Maryland State retention. Destroy all others according to OAG	
19. Name and Title of Preparer	20 Teleph	one Number	21. Date		
Brian L. Oliner, Assistant Attorney General and	410-260-78		April 25,	2017	
Principal Counsel to the Comptroller	1 410-200-78	,,,,	[-(pi) 20,	~~ 11	

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Instructions -Type or Print a separate form for	DEPAR	TMENT OF (SENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECO	ORDS MANA	GEMENT DIV	ISION	·		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 2			275	2005 44 05 40		
	<u> </u>	Jessup, Maryland 20794			PAGE <u>11</u> OF <u>12</u>		
		410-799-1930					
Department/Agency Offices of the Attorney General	2. Divisio Comptroll				3. Unit		
Louis L. Goldstein Treasury Building, Room 303	Comparon						
80 Calvert St., Annapolis, MD 21401							
DEFINITION: RECORD SERIES: A group of relate purposes.	a recoras n	ormally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title 14. Financial Transactions					st Year/Latest Year ,		
					to Present		
6. Record Series Description (Briefly describe the t					· ·		
series.) This series consists of OAG-generated material loans, grant agreements, and inter-agency or intergovern				•			
Contents of a typical file may include copies of correspondence, drafts, notes, etc.	documents	such as: contra	icts, bonds and/	or promisso	ry notes, leases, loan agreements, grant agreements; and		
7. Record Series Format(s) List all	- 1	8. Record Serie	es Sequence	9. Volume 2			
☑ Letter Size ☐ Microfilm		Alphabetica	ıl <i>•</i>	Number			
□ Legal Size □ Computer Tape □		Numerical		☐ File Dra	wer(s) (Alphabetically) m Reel(s)		
Audio Tape		Chronologie	cal .	Compu			
☐ Bound Book ☐ Video Tape	.	☐ Geographic	al				
Other (specify)	Other (specify)		cify)	_1/2	Accumulation •		
:	ļ	Record Series		Number			
	[File Dra			
•				☐ Microfile			
·	İ			☐ Computer Tape(s) ☐ Other (specify) Record Storage Box			
11. File is Used			12. File Becom	es Inactive Af	ler .		
			1	67 0			
☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	ually		Number		ionth(s) 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.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
☐ No Md. Rule 19-301.6; Gen. Prov. §§ 4-335	and 4-336		None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recom	mended P	etention		
Yes No					eternion Ifter term of document expires or until administrative		
List of closed files with box number		ļ	value ceases, additional 5		comes last. Transfer to the State Records Center for an		
			auditional	years, men c			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Brian L. Oliner, Assistant Attorney General and Principal Counsel to the Comptroller	1	410-260-78	08	April 25,	2017		
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Retention Schedule #2576

Office of the Attorney General

Comptroller - Compliance Unit

							
Instructions –Type or Print a separate form for	DEDAR	MENT OF G	ENERAL SEF	NICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward							
			SEMENT DIVI				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			275	PAGE 1 OF 8		
	Jessup, Maryland 20794						
		410-79	9-1930				
1. Department/Agency	2. Divisio				3. Unit		
Offices of the Attorney General 301 W. Preston Street, Room 401	Comptroll	er			Compliance		
Baltimore, MD 21201							
DEFINITION: RECORD SERIES: A group of related purposes.	records n	ormally filed a	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
1. Civil Litigation					o Present		
6. Record Series Description (Briefly describe the types of	of information	on/documents/	forms found in	the series.	Include the purpose or function of the series.)		
This series consists of civil lawsuits filed in state and fed case file, which may be partially duplicative of materials							
	rusts, civil r	ights, contract			s or unemployment insurance litigation), amicus brief, disabilities, foreclosures, forfeitures, garnishments,		
	ngs, briefs,	correspondence			ocumentation of costs, witness deposition transcripts,		
B. This series includes Torts and Unemployment	•		-				
Contents of a typical file may include: pleadin notes, drafts, file opening/closing memorano	• .	orrespondence	, settlement, co	sts, witness	depositions, documents, trial transcripts, research,		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
		. Alphabetica	\ 1	50 Number			
				⊠ File Drawer(s)			
- · · · · · · · · · · · · · · · · · · ·				Microfil	m Reel(s)		
Audio Tape Floppy Disk		Chronologic	al .		ter Tape(s)		
Bound Book Video Tape		☐ Geographic	al	Other (10. Annual Accumulation		
Other (specify)		Other (spec		1	Accumulation .		
	1	Record Series	I itle	Number ☑ File Drawer(s)			
,				☐ Microfil	1		
					ter Tape(s)		
	Ì		;	Other (4		
			40.51-0				
11. File is Used			12. File Becom	es inactive Al	ter		
□ Daily □ Weekly □ Monthly □ Annu	ually		Number	MΝ	fonth(s) Year(s)		
	•		(Once Closed)	_	· · · ·		
* ***			1				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
301 W. Preston Street, Room 401			Yes	□ No			
			Partially duplicated by the courts and/or Comptroller's Office and/or Baltimore City Liquor Board.				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	-		16. Audit Requ	irements			
		4. 4-335,	None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	monded 5	Latantian		
⊠ Yes · □ No	- 400	•					
List of closed files with box number.		j	selection criter	ia defined on	after file is closed. Screen files to identify those meeting page ii. Transfer selected files to the Maryland State Archives ansfer all others to the State Records Center for an additional 15		
			years, then des	stroy.			
					after file is closed. Transfer to the State Records Center: (1) if volves a juvenile and the juvenile has not brought suit or		
<i>i.</i>			settled, transfe the age of majo	r file to the S ority period, t	volves a juvenile and the juvenile has not brought suit or tate Records Center for an additional 18 years, to provide for then destroy; (2) in all other cases, transfer file to the State ional 5 years, then destroy.		
19. Name and Title of Preparer		20. Telepho		21. Date	······································		
Renee Nacrelli, Deputy Counsel		410-767-15		April 25,			
Tonos radion, populy oddisol		T 10-101-10	~ ·	روع الناط	EU 11		

Instructions –Type or Print a separate form for	DEPA	ARTMENT OF G	ENERAL SERV	ICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			'5		
		Jessup, Mar	yland 20794		PAGE 2 OF 8	
	410-799-1930					
Department/Agency	2. Divis	ion			3. Unit	
Offices of the Attorney General	Comptr	oller			Compliance	
301 W. Preston Street, Room 401						
Baltimore, MD 21202						
	records	normally filed a	ind used as a un		erence as well as retention and disposition purposes.	
4. Record Series Title					est Year/Latest Year	
5. Administrative Proceedings					to Present	
6. Record Series Description (Briefly describe the ty	pes of in	ntormation/docur	ments/forms fou	na in the	series. Include the purpose or function of the series.)	
This series consists of proceedings before administrative a	gencies pe	erforming quasi- ju	idicial duties (i.e., a	any procee	eding in which an administrative agency is acting as a fact-finder in	
resolving an issue presented to it; Assistant Attorneys Gene	eral may a	act as counsel to th	ne administrative a	gency or a	as advocates in such proceedings).	
This party is already but to and the the distribution of administration	445		b	, .eee A J	desiried and in the sign of th	
•	•	•			Iministrative Hearings or before any independent agency, commission, //inority Business Enterprises administrative proceedings, and	
proceedings where companies have been debarred	-	• •	•		miletry business Emerphoes duministrative proceedings, and	
F		,	,	,		
Contents of a typical file may include: pleadings, Pro	posed Fin	idings of Fact, Cor	nclusions of Law, in	ndictments	s, correspondence, transcripts, administrative law judges' decisions,	
documents, research, notes, etc.						
7. Record Series Format(s) List all		8. Record Series S	Sequence	9. Volume 25	9	
■ Letter Size		Alphabetical		Number		
		5				
□ Computer Tape	.	☐ Numerical		☐ File D	Drawer(s) Drilm Reel(s)	
Audio Tape Floppy Disk	☐ Chronological				puter Tape(s)	
☐ Bound Book ☐ Video Tape				Other	r (specify)	
Bound Book Video Tape		☐ Geographical		10. Annu	al Accumulation	
Other (specify)		Other (specify)		_4		
	l	Record Series Title	<u>e</u>	Number		
				⊠ File D	Drawer(s)	
				☐ Micro	ofilm Reel(s)	
·.					puter Tape(s)	
				[] Other	r (specify)	
11. File is Used			12. File Becomes	Inactive Aft	er	
			_1	157.	anto Diverso	
☑ Daily ☐ Weekly ☐ Monthly ☐ Annu	ually		Number	KI M	onth(s) Year(s)	
	•	i	(Once Closed)			
13. Current Location(s) (Bldg., Floor, Room)			14 Is Pacard Sari	ies Dunliest	ad Elsaubara? (If was specify agency or office)	
301 W. Preston Street, Room 401		L	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☑ Yes ☐ No			
			Partially duplicated	by Maryland	Tax Court, Office of Administrative Hearings, Comptroller's Office and/or Baltimore City	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			Liquor Board. 16. Audit Require	ments		
	331, 4-333, 4	-334, 4-335,	10. Abdit Nogalio	orns		
4-336, 4-344, and 4-345; Cts. & Jud. Proc. § 9-108; Md. Rules 2-402(d) a	and 19-301.6		⊠ None □	State 🔲	Federal Independent	
		Ì				
17. Is an Index System used? If yes, explain briefly and describe re	equirements	s	18. Recomm	ended Pr	otention.	
⊠ Yes	,					
				•	rs after file is closed or until expiration of certification or debarment omes last. Screen files to identify those meeting selection criteria	
List of closed files with box number.			1		ster selected files to the Maryland State Archives for permanent	
· ·		l			ers to State Records Center to be retained for an additional 10	
•. ••			years, then des		•	
19. Name and Title of Preparer		20. Telephone		21. Da	te	
Renee Nacrelli, Deputy Counsel		410-767-1561			5, 2017	

Instructions –Type or Print a separate form for	DEPART	MENT OF G	ENERAL SERV	ICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	1		SEMENT DIVISI				
with Records Retention Schedule (DGS 550-1)	7275	Waterloo Ro	ad, P.O. Box 27	' 5			
	Jessup, Maryland 20794				PAGE <u>3_</u> OF <u>8</u>		
	410-799-1930						
Department/Agency	2. Division				3. Unit		
Offices of the Attorney General	Comptrolle	er			Compliance		
301 W. Preston Street, Room 401					•		
Baltimore, MD 21202	<u> </u>						
Record Series Title	a records nor	rmally filed a	no useo as a un		erence as well as retention and disposition purposes. est Year/Latest Year		
Opinions of the Attorney General					to Present		
5. Opinions of the Attorney General				1000	<u> </u>		
6 Pecord Series Description (Briefly describe the t	types of inform	mation/docum	nente/forms four	nd in the	series. Include the purpose or function of the series.)		
					state officials, agencies, etc. for clarification of legal matters.		
Contents of a typical file may include: opinion	•	•	•				
Contents of a typical life may include. Opinion	ricquest, res	searon, meme	nanca, crans ai	ila ililai o	pinion, etc.		
· · · · · · · · · · · · · · · · · · ·							
7. Record Series Format(s) List all	8.	Record Series S	equence	9. Volum 1/2	0		
☐ Letter Size ☐ Microfilm		Alphabetical		Number			
		_					
☑ Legal Size		Numerical			File Drawer(s) Microfilm Reel(s)		
Audio Tape Floppy Disk		Chronological			Computer Tape(s)		
]_	7.	Î	Other	Other (specify)		
Bound Book Video Tape		Geographical			al Accumulation		
Other (specify)	I -	Other (specify)			2		
···········	Re	ecord Series Title	•	Nun	Number		
			•	File Drawer(s)			
·					☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify) 1 file		
				23 0	(4)		
11. File is Used			12. File Becomes	Inactive Aft	er		
☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	nually		Number ⊠ Month(s) ☐ Year(s)				
Morning Care			Mulliudi Michili(s) Treat(s)				
			(Once Closed)				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
301 W. Preston Street, Room 401			☐ Yes ☐ No Other OAG Divisions				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Require	ments			
☐ Yes ☐ No Md. Rule 19-301.6, Cts. & Jud. Proc. § 9	<u>2-108</u>	ļ	⊠ None □	State 🗌	Federal Independent		
47 Landau Custan and Office and briefly and describe							
17. Is an Index System used? If yes, explain briefly and describe i ☐ Yes ☐ No	requirements	İ	18. Recommended Retention				
					ial Opinions of Attorney General to the Maryland State		
List of closed files with box number.			•	•	tion. Retain official opinion file in office for 7 years or		
•••• ,				strative value ceases, whichever comes last, then destroy,			
			according to	OAG De	struction Procedures.		
19. Name and Title of Preparer		0. Telephone	Number	21. Da			
Renee Nacrelli, Deputy Counsel	4	10-767-1561		April 25, 2017			

Instructions -Type or Print a separate form for	DEDAR	TMENT OF C	CENEDAL SE	DVI/CES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISIO						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275						
war reserved receivable concession (200 dog 1)	Jessup, Maryland 20794			2.0	PAGE <u>4</u> OF <u>8</u>		
	410-799-1930						
Department/Agency	2. Divisio	on			3. Unit ·		
Office of the Attorney General	Comptro	ller			Compliance		
301 W. Preston Street, Room 401							
Baltimore, MD 21201							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
10. Letters of Advice				<u>1976</u> 1	to Present		
6. Record Series Description (Briefly describe the t	ypes of info	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
This series consists of letters of advice on legal iss	ues pursua	ant to request	s from state of	ficials, age	encies, etc.		
Contents of a typical file may include: the req	uest for ad	vice, researc	h, mèmoranda	, drafts an	d letter of advice.		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
□ Microfilm	ļ	Alphabetica	ıl	2 Number			
☑ Legal Size ☐ Computer Tape		Numerical		☑ File Drawer(s) ☐ Microfilm Reel(s)			
Audio Tape Floppy Disk	☐ Chronological			Computer Tape(s) Other (specify)			
☐ Bound Book ☐ Video Tape	☐ Geographical			10. Annual Accumulation			
Other (specify)	Other (specify)		cify)	1/2	Accomplation		
	İ	Record Series	Title	Number			
·		TOOOTO CETTES	1100	⊠ File Dra	awer(s)		
				☐ Microfilm Reel(s) ☐ Computer Tape(s)			
				Other (specify)			
			T				
11. File is Used			12. File Becom	es Inactive Af	ter		
⊠ Daily ☐ Weekly ☐ Monthly ☐ Ann	ually		Number	⊠ M	fonth(s) Year(s)		
			(Once Closed)				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
301 W. Preston Street, Room 401			⊠ Yes Board.	□ No Oth	ner OAG Divisions, Comptroller's Office and Baltimore City Liquor		
			<u>board</u> .				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes □ No			16. Audit Requ	irements			
Md. Rule 19-301.6; Cts. & Jud. Proc. § 9-108; Gen. Prov. § 4-334	c. § 9-108; Gen. Prov. § 4-334			State	Federal Independent		
`							
17. Is an Index System used? If yes, explain briefly and describe r	17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
⊠ Yes □ No			18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichev				
List of closed files with box number.				•	roy, according to OAG Destruction Procedures.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Renee Nacrelli, Deputy Counsel		410-767-15		April 25, 2017			

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL S			RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			SION			
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	oad, P.O. Box	275			
	Jessup, Maryland 20794 410-799-1930				PAGE <u>5</u> OF <u>8</u>		
Department/Agency	2. Divisio		3-1930		3. Unit		
Office of the Attorney General	Comptro				Compliance		
301 W. Preston Street, Room 401							
Baltimore, MD 21201							
,							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
11. Correspondence				<u>1976</u>	to Present		
6. Record Series Description (Briefly describe the t	ypes of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
series.)					·		
A. General Correspondence (office wide)							
This series consists of interchanges of writter					·		
•	-				copies of agency/client minutes and agenda.		
Contents of a typical file may include: le	tters, mem			1	·		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume <u>12</u>	·		
□ Letter Size □ Microfilm		Alphabetica	d	Number			
	Numerical			☐ File Drawer(s) ☐ Microfilm Reel(s)			
Audio Tape Floppy Disk	☐ Chronological			=	Computer Tape(s) Other (specify)		
☐ Bound Book ☐ Video Tape	Geographical						
Other (specify)	Other (specify)			10. Annual Accumulation 1			
*	Record Series Title			Number			
				☑ File Drawer(s)			
				☐ Microfilm Reel(s) ☐ Computer Tape(s)			
				Computer Tape(s) Other (specify)			
11. File is Used			12. File Becom	es Inactive Af	ter		
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	ually		Number	⊠ N	fonth(s) Tear(s)		
			(Once Closed)				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
301 W. Preston Street, Room 401			⊠ Yes				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
∑ Yes	<u> 131, 4-333, 4-33</u>	34, 4-335,					
4-336, 4-344, and 4-345; Cts, & Jud, Proc. § 9-108; Md, Rules 2-402(d)	and 19-301,6,		None None	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	etention		
⊠ Yes ··· □ No	□No			office for 2	years or until administrative value ceases,		
List of closed files with box number.			whichever	comes las	st, then destroy according to OAG Destruction		
,					following exception: Transfer to Maryland State nt retention any material that serves to		
					development and accomplishments of the uning administrative, fiscal, legal or historical		
·			value.	as condi	uning autilinistrative, listai, legal of historical		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Renee Nacrelli, Deputy Counsel		410-767-15	61	April 25, 2017			

<u></u>						
Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R					
,		ryland 20794		PAGE_ <u>6_</u> OF_ <u>8</u>		
	• •	99-1930				
Department/Agency	2. Division			3. Unit		
Offices of the Attorney General	Comptroller	•		Compliance		
301 W. Preston Street, Room 401				·		
Baltimore, MD 21202			 			
	records normally filed	and used as a ur	T	erence as well as retention and disposition purposes.		
4. Record Series Title			1	est Year/Latest Year		
12. Legislation			L	to Present		
A. Preparation and Enactment	pes of information/doct	iments/forms fou	na in ine	series. Include the purpose or function of the series.)		
This series consists of materials regarding the prep	aration and enactment of la	aws				
			memoran	da, research, administrative history, written testimony, bills in final		
form, etc.		•				
B. Legislation- First and Third Readers: Bill Watch	1					
This series consists of all printed bills and materials				·		
Contents of this series may include: the printe	······································					
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volum 1/2	ь		
☑ Letter Size ☐ Microfilm	Alphabetical		Number			
□ Legal Size □ Computer Tape	☐ Numerical		_	Orawer(s) ofilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk	☐ Chronologica	1	_	mputer Tape(s)		
Bound Book Video Tape	Geographical	.	Other	er (specify)		
	-			al Accumulation		
Other (specify)	Other (specify Record Series Tiles		1/2 Number			
_			│ │ □ Fite □	e Drawer(s)		
			. –	film Reel(s)		
			I = '	outer Tape(s)		
11. File is Used		12. File Becomes		r (specify) 1 file er		
·		1				
☐ Daily ☐ Weekly ☐ Monthly ☐ Annu	ually	Number Month(s) Year(s)				
		(Once Closed)	(Once Closed)			
13. Current Location(s) (Bldg., Floor, Room) 301 W. Preston Street, Room 401		14. Is Record Ser		ed Elsewhere? (If yes, specify agency or office.) er OAG Divisions and Comptroller's Office		
			<u> </u>			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Require	ements			
☑ Yes ☐ No		None □	State [Federal Independent		
Md. Rule 19-301.6						
17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recommer	nded Reter	ntion		
Yes □ No		Retention: (A) R	Retention: (A) Retain in office 5 years or until administrative value ceases, whichever			
List of closed files with box number.		il		to identify those meeting selection criteria defined on page ii.		
·	·	11		the Maryland State Archives for permanent retention.		
		then destroy.	r all others to the State Records Center to be retained for an additional 5 years, estroy.			
	•	Potentiani G 3	lotois is si	fine for 5 years or until administrative value		
		 ···		ffice for 5 years or until administrative value ceases, whichever , according to OAG Destruction Procedures.		
19. Name and Title of Preparer	, 20. Telephon	Ш	21. Da			
Renee Nacrelli, Deputy Counsel	410-767-156			5, 2017		

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES			ICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			SEMENT DIVISI				
with Records Retention Schedule (DGS 550-1)	1	7275 Waterloo Road, P.O. Box 275					
, ,		Jessup, Maryland 20794			PAGE <u>7</u> OF <u>8</u>		
·		410-799-1930					
Department/Agency	2. Divisio	on			3. Unit		
Offices of the Attorney General	Comptro	ller			Compliance		
301 W. Preston Street, Room 401							
Baltimore, MD 21202	d roostds :	normally filed a	and used on a un	it for rofe	erence as well as retention and disposition purposes.		
4. Record Series Title	a records r	normally liled a	ind used as a ur		est Year/Latest Year		
13. Regulations					to Present		
	types of inf	ormation/docur	ments/forms fou	nd in the	series. Include the purpose or function of the series.)		
					ed to the Attorney General for review before they		
become effective.		,	, .		,		
Contents of a typical file may include: propo	osed and	final regulation	n, Maryland Reg	gister no	tice, drafts, correspondence, memos, notes,		
history or background documentation, resea		J	•	•			
· -							
7. Record Series Format(s) List all		8. Record Series S	Sequence	9. Volum	Ө		
□ Letter Size □ Microfilm		Alphabetical		1/2 Number			
					Province of the Control of the Contr		
□ Computer Tape □		Numerical			orawer(s) film Reel(s)		
☐ Audio Tape ☐ Floppy Disk		☐ Chronological			outer Tape(s)		
☐ Bound Book ☐ Video Tape		☐ Geographical		→ Other	(specify)		
Other (specify)		Other (specify)	•		al Accumulation		
Guier (specify)		Record Series Title		Nun	1 <u>2</u> nber		
·				_	File Drawer(s) Microfilm Reel(s)		
				_	outer Tape(s)		
		····-	10.5% 5		☑ Other (specify) 1 file		
11. File is Used	·		12. File Becomes	inactive Att	er		
☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	nually		Number Month(s) Year(s)				
·	•		(Once Closed)				
13. Current Location(s) (Bldg., Floor, Room)			I .	-	ed Elsewhere? (If yes, specify agency or office.)		
301 W. Preston Street, Room 401		ı	Yes No Other OAG Divisions and Comptroller's Office				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
☐ Yes ☑ No Md. Rule 19-301.6			To read require				
			⊠ None □	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommer	nded Reter	ntion .		
⊠ Yes			Retain in of	fice 5 ye	ars after publication. Screen files to identify those meeting		
List of closed files with box number.		ĺ	selection cri	teria defi	ned on page ii. Transfer selected files to the Maryland		
· ·				State Archives for permanent retention. Destroy all others according to OAG			
·			Destruction	Procedu	res.		
19. Name and Title of Preparer		20. Telephone	e Number	21. Da	te		
Renee Nacrelli, Deputy Counsel		410-767-1561		April 25, 2017			

Retention Schedule #2576

Office of the Attorney General

Consumer Protection Division

		 	
Instructions -Type or Print a separate form for	DEPARTMENT OF	GENERAL SERVICE	S AGENCY RECORDS INVENTORY
each new or revised record series. Forward		AGEMENT DIVISION Road, P.O. Box 275	
with Records Retention Schedule (DGS 550-1)	1	Road, P.O. Box 275 laryland 20794	PAGE1
	410	-799-1930	
Department/Agency	2. Division		3. Unit Various (MU, HEAU, Identity Theft, Ho
Office of the Attorney General	Consumer Protection Divis	sion	Builders, etc.)
DEFINITION: RECORD SERIES: A group of relate 4. Record Series Title	d records normally filed and	used as a unit for refe	rence as well as retention and disposition purpose 5. Earliest Year/Latest Year
Publications (21)			1993 to 2018
6. Record Series Description (Briefly describe the	hynes of information/docume	nts/forms found in the	series. Include the purpose or function of the serie
This series consists of printed matter pu			
,			•
•	•		
7. Record Series Format(s) List all	8. Record Series Series	quence	Volume 240 boxes/unknown data space
☑ Letter Size ☐ Microfilm	☐ Alphabetical		Number
☑ Legal Size ☐ Computer Tape	□ Numerical ·	☐ File Drawer(s) ☐ Microfilm Real(s)	
□ Audio Tape □ Floppy Disk	□ Chronological		□ Computer Tape(s) □ Other (specify)
☑ Bound Book ☐ Video Tape	☐ Geographical		10. Annual Accumulation
☑ Other (specify)online/cloud storage	☑ Other (specify) To numerical.	opical and some	Number
			□ File Drawer(s)
		•	☐ Hie Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)
			Other (specify)
,		•	
_11. File is Used		12. File Becomes Inact	ive After
☑ Daily ☑ Weekly - ☑ Monthly ☑ Annual	ly	varies Number	□ Month(s) □ Year(s)
			•
13. Current Location(s) (Bidg., Floor, Room) 200 St. Paul Place, 16 th Floor, Baltimore, MD 21202		14. Is Record Series D ☐ Yes ☑ No	uplicated Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirement	· · · · · · · · · · · · · · · · · · ·
☐ Yes No		None □ State	□ Federal □ Independent
•			
17. Is an Index System used? If yes, explain briefly and describe		18. Recommend	ed Retention
☑ Yes ☐ No Old publications are numbered. Otherwise	it is topical.		fer three printed copies or one printed co
			ectronic copy of each publication to the
•			and State Archives for permanent retention surplus in office until administrative values.
			s, then destroy according to OAG Destru
			dures.

			
Instructions – Type or Print a separate form for each new or revised record series.	DEPART	MENT OF	AGENCY RECORDS INVENTORY
Forward with Records Retention Schedule (DGS 550-1)	1	IERAL	AGENCY RECORDS INVENTORY
		VICES	
		ORDS SEMENT	PAGE OF
	ועום	ISION	•
		Vaterloo	
	1	O. Box 275 Maryland	
	20	794	,
Department/Agency	2. Division	99-1930 า	3. Unit
Office of the Attorney General	Consume	r Protection	HEAU
	Division		
	<u> </u>		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a u 4. Record Series Title	nit for referei		as retention and disposition purposes. Earliest Year / Latest Year
Legislation: Preparation and Enactment and First and Third Readers: Bill Watch		,.	2001 to 2018
		-	
6 People Coring Department (Priority departments that have a first transfer the second	and in the sec	rion Include	the number of function of the
6. Record Series Description (Briefly describe the types of information/documents/forms for A This series consists of materials regarding the preparation and enactment of law		ries. Include	e the purpose or function of the series.)
Contents of a typical file may include: drafts of proposed legislation, notes, corre	spondence,	memoranda	, research, administrative history, written
testimony, bills in final form, etc.			
This series consists of all printed bills and materials regarding the Bill Watch produced in the Bill	cess.		
Contents of this series may include: the printed First and Third Readers, hearing	rechadulas :	activity chart	e lattere memoranda etc
Contents of this series may include, the printed First and Third Readers, hearing	, acriedules, i	açavıty CHAM	o, iettero, memyranua, ętc.
Purpose: Track and advocate for or against legislation affecting consumers in the Maryland			Values à
7. Record Series Format(s) List all	8. Rec Series		volume 21 boxes
■ Letter Size	Seque	🛛	File Drawer(s)
B Legal Size ☐ Computer Tape	Alphab	Delica:	Microfilm Reel(s) Computer Tape(s)
□ Audio Tape □ Floppy Disk	X Nun	nerical .	Other (specify) - electronic database
Bound Book	X Chrone	ological 10.	Annual Accumulation 3-4 boxes
Other (specify) - electronic data storage - CTS computer program and legislative database (2016-2018)		- 1	
	Geogra	aphical 🔲 🗖	File Drawer(s) Microfilm Reel(s)
	□ Oth	er Bo	Computer Tape(s) Other (specify) - electronic database
	(specif	iy)	3.1.1.(2,730.)
\cdot		.	
11. File is Used Daily During Legislative Session and as needed thereafter.	1	12 File Boa	omes Inactive After - Varies
. Daily Weekly Monthly Annually		1	
		Number	☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bidg., Floor, Room)			d Series Duplicated Elsewhere? (If yes, specify agency or
200 St. Paul Place, 16th Floor		office.) ⊠ Yes	No The reader files/fiscal notes are on the General
		Assembly we Assembly.	ebsite. Written testimony is maintained by the General
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Re	equirements
BY Yes □ No MD Public Information Act – General Provisions Article, §§ 4-101 through 4-601.			
Annotated Code of Maryland		□ None	State 🗅 Federal 🗀 Independent
17 In an Inday Cycles would Muse applied to 0		16 =	
17. Is an Index System used? If yes, explain briefly and describe requirements B Yes No		11	mmended Retention
Files stored by year and by bill number for each year as well as in CTS computer program and legislative database (20 Once closed, then stored by file number assigned.	16-2018).		aration and Enactment: Retain in office 5 or until administrative value ceases,
·			ever comes last. Screen files to
			fy those meeting selection criteria
			ed on page ii. Transfer selected files to
			aryland State Archives for permanent tion. Transfer all others to the State
	,	II	rds Center to be retained for an
·		additi	onal 5 years, then destroy.
		F:	and Third Dandous, Dill Match, Datais 1
			and Third Readers: Bill Watch: Retain in for 5 years or until administrative value
			es, whichever comes last, then destroy,
			ding to OAG Destruction Procedures.

	· · · · · · · · · · · · · · · · · · ·	·			
Title of Preparer Ty Cammarata ector			20. Telephone Number 410-576- 7038	21. Date	
50-4 (Rev. 1/93)	 				

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Instructions. Tupo or Print a congrete form for each new or revised	DEDA	ARTMENT	OF GENE	, Δι	AGENCY RECORDS INVENTORY	
Instructions -Type or Print a separate form for each new or revised		SERVI				
ecord series. Forward with Records Retention Schedule (DGS 550-1)	PEG	ORDS MA	•			
	REC			*'	PAGE OF	
		DIVIS	•	_	•	
	7275 Waterloo Road, P.O. B		Вох			
	275			į		
	Jessup, Maryland 2079			•		
	410-799-1930					
Department/Agency	2. Divi			3. Unit		
Office of the Attorney General	Const	ımer Prote	ction Uivis	on HEAU	·	
·				ŀ		
DEFINITION: RECORD SERIES: A group of related records normally filed a	ind used	as a unit f	or reference	as well as rete	ention and disposition purposes.	
Record Series Title					r / Latest Year	
Consumer Protection Division - Legislative Files Preparation and Enactmer	nt (1	2A)		to _		
5. Record Series Description (Briefly describe the types of information/docum	ments/fo	rms found	in the serie	s. Include the p	surpose or function of the series.)	
egislative history files, correspondence, legislative reports, memos and file		•				
			٠.			
Purpose: Track and advocate for or against legislation affecting consumers	in the M	aryland Ge	eneral Ass	mbly.		
Record Series Format(s) List all		8. Record		9. Volume		
		Sequence			21 boxes	
Letter Size Microfilm		Me		File Drawer(s)	21 00xes	
☑ Legal Size ☐ Computer Tape		Alphabelica	Microfilm Numerical Compute		·	
and an open control of the control o		X Numeric				
Audio Tape Floppy Disk				Other (specify)	electronic database	
Bound Book		x Chronolo	gical	10. Annual Accumulation		
		Geogra	phica!	hical		
Other (spacify) - electronic data storage - CTS computer program		— .]	File Drawer(s)	·	
		Other (specify)	Microfilm Reel(s	· .	
		1 1 7		☐ Computer Tape(☐ Other (specify) -	` '	
			. }	M Other (obecity)	. GIOCH OFFICE AGENCY	
1. Filo is Used During Legislative Session			12 File B	comes inactive After	. Varies	
Most. Durate Day			12. 160	Comos macino Ano	· valies	
			11		_	
☑ Daily ☐ Weekly ☐ Monthly · ☐ Annually -		:	Number	☐ Mon	uth(s) Year(s)	
		:	Number	∏ Мол	nth(s) Year(s)	
		:				
3. Current Location(s) {Bidg., Floor, Room}		: 	14. Is Rec	ord Series Duplicated	Elsewhere? (If yos, specify agency or office.)	
3. Current Location(s) {Bidg., Floor, Room}		:		ord Series Duplicated		
3. Current Location(s) {Bidg., Floor, Room} 00 St. Paul Place, 16th Floor 5. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			14. Is Rec	ord Series Duplicated		
3. Current Location(s) (Bidg., Floor, Room) 00 St. Paul Place, 16th Floor 5. Access Restrictions (If Yes, cita Law(s) & Rogutation(s)			14. Is Rec	ord Series Duplicated s	Elsowhere? (If yos, specify agency or office.)	
3. Current Location(s) (Bidg., Floor, Room) 00 St. Paul Place, 16 th Floor 5. Access Restrictions (If Yes, cite Law(s) & Rogutation(s) ☑ Yes ☐ No 1D Public Information Act ~ General Provisions Article, §§ 4-101 through 4-601,	<u>.</u>		14. Is Rec	ord Series Duplicated s		
3. Current Location(s) {Bidg., Floor, Room} 100 St. Paul Place, 16 th Floor 5. Access Restrictions (If Yes, cita Law(s) & Rogutation(s) ☑ Yes ☐ No AD Public Information Act ~ General Provisions Article, §§ 4-101 through 4-601, annotated Code of Maryland			14. Is Rec	ord Series Duplicated s	Elsowhere? (If yos, specify agency or office.)	
3. Current Location(s) {Bidg., Floor, Room} 00 St. Paul Place, 16th Floor 5. Access Restrictions (If Yes, cita Law(s) & Rogulation(s) ☑ Yes ☐ No ID Public Information Act ~ General Provisions Article, §§ 4-101 through 4-601, nnotated Code of Maryland 7. Is an Index System used? If yes, explain briefly and describe requirements			14. Is Rec Y	ord Series Duplicated s	Elsewhere? (If yos, specify agency or office.) ederal	
3. Current Location(s) (Bidg., Floor, Room) 00 St. Paul Place, 16th Floor 5. Access Restrictions (If Yes, cite Law(s) & Rogulation(s) 1 Yes No 1 Public Information Act ~ General Provisions Article, §§ 4-101 through 4-601, nnotated Code of Maryland 7. Is an Index System used? If yes, explain briefly and describe requirements	ssed, then s	stored by	14. Is Rec	ord Series Duplicated s	Elsewhere? (If yos, specify agency or office.) ederal	
3. Current Location(s) (Bidg., Floor, Room) 00 St. Paul Place, 16th Floor 5. Access Restrictions (if Yes, cita Law(s) & Rogutation(s) ☑ Yes □ No ID Public Information Act ~ General Provisions Article, §§ 4-101 through 4-601, nnotated Code of Maryland 7. Is an Index System used? If yes, explain briefly and describe requirements ☑ Yes □ No illos stored by your and by bill number for each year as well as in CTS computer program. Once clos	sed, then s	stored by	14. Is Rec Y	ord Series Duplicated s	Elsewhere? (If yos, specify agency or office.) ederal	
3. Current Location(s) (Bidg., Floor, Room) 00 St. Paul Place, 16th Floor 5. Access Restrictions (if Yes, cita Law(s) & Rogutation(s) ☑ Yes □ No ID Public Information Act ~ General Provisions Article, §§ 4-101 through 4-601, nnotated Code of Maryland 7. Is an Index System used? If yes, explain briefly and describe requirements ☑ Yes □ No illos stored by your and by bill number for each year as well as in CTS computer program. Once clos	ised, then s	stored by	14. Is Rec Y 16. Audit	ord Series Duplicated s	Elsewhere? (If yos, specify agency or office.) ederal	
3. Current Location(s) (Bidg., Floor, Room) 00 St. Paul Place, 16th Floor 5. Access Restrictions (if Yes, cita Law(s) & Rogutation(s) ☑ Yes □ No ID Public Information Act ~ General Provisions Article, §§ 4-101 through 4-601, nnotated Code of Maryland 7. Is an Index System used? If yes, explain briefly and describe requirements ☑ Yes □ No illos stored by your and by bill number for each year as well as in CTS computer program. Once clos	: ised, then s	stored by	14. Is Rec Y 16. Audit	ord Series Duplicated s	Elsewhere? (If yos, specify agency or office.) ederal	
3. Current Location(s) {Bidg., Floor, Room} 00 St. Paul Place, 16th Floor 5. Access Restrictions (if Yes, cita Law(s) & Rogutation(s) ☑ Yes ☐ No ND Public Information Act ~ General Provisions Article, §§ 4-101 through 4-601, nnotated Code of Maryland 7. Is an Index System used? If yes, explain briefly and describe requirements ☑ Yes ☐ No No illos stored by year and by bill number for each year as well as in CTS computer program. Once clos	sed, then s	stored by	14. Is Rec Y 16. Audit	ord Series Duplicated s	Elsewhere? (If yos, specify agency or office.) ederal	
3. Current Location(s) {Bidg., Floor, Room} 00 St. Paul Place, 16th Floor 5. Access Restrictions (if Yes, cita Law(s) & Rogutation(s) ☑ Yes ☐ No 1D Public Information Act ~ General Provisions Article, §§ 4-101 through 4-601, nnotated Code of Maryland 7. Is an Index System used? If yes, explain briefly and describe requirements ☑ Yes ☐ No ilos stored by your and by bill number for each year as well as in CTS computer program. Once closes number assigned.	sed, then s		14. Is Rec	ord Series Dupilicated s	Elsewhere? (If yos, specify agency or office.) ederal	
3. Current Location(s) {Bidg., Floor, Room} 00 St. Paul Place, 16th Floor 5. Access Restrictions (If Yes, cita Law(s) & Rogulation(s) ☑ Yes ☐ No ND Public Information Act ~ General Provisions Article, §§ 4-101 through 4-601, annotated Code of Maryland 7. Is an index System used? If yes, explain briefly and describe requirements	sed, then s	20. Telep	14. Is Rec	ord Series Duplicated s	Elsewhere? (If yos, specify agency or office.) ederal Independent ention administrative value ceases – no off	
3. Current Location(s) (Bidg., Floor, Room) 00 St. Paul Place, 16th Floor 5. Access Restrictions (If Yes, cita Law(s) & Rogutation(s) Yes No NO ND Public Information Act ~ General Provisions Article, §§ 4-101 through 4-601, annotated Code of Maryland 7. Is an index System used? If yes, explain briefly and describe requirements Yes No No No ilos stored by your and by bill number for each year as well as in CTS computer program. Once close to number assigned.	ssed, then s	20. Telep	14. Is Rec	ord Series Duplicated s	Elsewhere? (If yos, specify agency or office.) ederal Independent ention administrative value ceases – no off	
3. Current Location(s) {Bidg., Floor, Room} 00 St. Paul Place, 16th Floor 5. Access Restrictions (if Yes, cita Law(s) & Rogutation(s) ☑ Yes ☐ No ND Public Information Act ~ General Provisions Article, §§ 4-101 through 4-601, innotated Code of Maryland 7. Is an Index System used? If yes, explain briefly and describe requirements ☑ Yes ☐ No ilos stored by your and by bill number for each year as well as in CTS computer program. Once closes number assigned.	sed, then s	20. Telep	14. Is Rec	ord Series Duplicated s	Elsewhere? (If yos, specify agency or office.) ederal Independent ention administrative value ceases – no off	

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Instituctions Tupo or Print a consents form for each	DEDADTMENT OF	GENERAL SERVICES	AGENCY RECORDS INVENTORY	
Instructions Type or Print a separate form for each new or revised record series. Forward with		AGEMENT DIVISION		
Records Retention Schedule (DGS 550-1)	· ·	Road, P.O. Box 275	1 1 .	
records retention schedule (DQ3 330-1)		aryland 20794	PAGE OF	ŀ
				
1. Department/Agency	2. Division		3. Unit	İ
Office of the Attorney General	Consumer Protection I	Jivision ·	MU Complaints and Arbitrations	
DEFINITION: RECORD SERIES: A group of related re	ecords normally filed and	I used as a unit for re	ference as well as retention and disposition purposes.	
4. Record Series Title		5. Ea	rliest Year/Latest Year	ľ
Complaints & Arbitrations $(17eta)$		-	_2012 to2017	-
· · · · · · · · · · · · · · · · · · ·				
	pes of information/docu	ments/forms found i	n the series. Include the purpose or function of the	
series.)				
-	d mediation efforts and	results. Arbitration i	files including scheduling, evidence submissions, and t	inal
orders.		s lavu		
7. Record Series Format(s) List all	8. Record Series	Sequence 9. Volu		
xx Letter Size Microfilm	☐ Alphabetical	Numbe	- 574 Boxes	
xx Legal Size □ Computer Tape	xx Numerical			
C Audio Tono	- c haracterial		Orawer(s) Offim Reel(s)	1
□ Audio Tape □ Floppy Disk	□ Chronological		puter Tape(s)	
Bound Book 🗆 Video Tapé	☐ Geographical	□ Othe	er (specify)	
☐ Other (specify)	☐ Other (specify) 10. Ann	nual Accumulation	
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			ofilm Reel(s) puter Tape(s)	
			r Ispeciful	
11. File is Used		12. File Becomes Inactive	After .	
XX Daily XX Weekly XX Monthly	XX Annually	Number	☐ Month(s) ☐ Year(s)	
				:
	· 	<u> </u>		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 16 th Floor, Baltimore, MD 21202			cated Elsewhere? (If yes, specify agency or office.) No	
Hagerstown office, Salisbury Office		1 16 ^		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
XX Yes No Subject to restrictions under the Mai	yland Public Information Act.	xx None 🖸 Stat	e 🔘 Federal 🔘 Independent	
	·	XX None 13 stat	e Federal Independent 	
17 Is an Inday System word? If you available highly and describe	uiramante	10 5		
17. Is an Index System used? If yes, explain briefly and describe req	uirements	18. Recommende		
		3 years in	office; 5 years off site	
•			•	
		ll .		II.
				li
19. Name and Title of Preparer	20. Tele	phone 2	1. Date	

Instructions Type or Print a separate form for each	DEPARTMENT OF	F.GENIERAL SER	VICES L	AGENCY RECORDS INVENTORY	
new or revised record series. Forward with	RECORDS MAN				
				1 1	
Records Retention Schedule (DGS 550-1)	7275 Waterloo			PAGE OF	
-	· .	aryland 20794 -799-1930	,		
1. Department/Agency 2.1	Division		3. Unit		
Office of the Attorney General Co	nsumer Protection	Division	HEAU .	•	
DEFINITION: RECORD SERIES: A group of related record	s normally filed and	d used as a unit	for reference as we	l as retention and disposition pu	rposes.
4. Record Series Title			5. Earliest Year/Late	est Year	
Consumer Complaints and Arbitrat	ions (178)		2001 to 2018		
 Record Series Description (Briefly describe the types of series.) This series consists of complaints filed by consumers a 					
Unit of the Consumer Protection Division. Also included correspondence, documents, notes, etc.	d are case files rega	arding arbitratio	n. Contents of a typ	ical file may include: complaint,	
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume		
xx Letter Size Microfilm	□ Alphabetical		_298 CU. ft. in box	eś; remaining scanned	
xx Legal Size	xx Numerical		☐ File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk	□ Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s)		
Bound Book ☐ Video Tape	🛚 Geographical		□ Other (specify)	<u> </u>	•
x Other (specify) 7/2005-7/2014 scanned; all complaints in CTS database	Other (specify)	10. Annual Accumulation	-	
partially computerized/partially paper files	Subject		96 boxes plus co	mputer space	
					ļ
			☐ File Drawer(s)	•	
			☐ Microfilm Reel(s) ☐ Computer Tape(s)		ł
•			Other (specify)	_	
11. File is Used		12. Fife Becomes I	nactive After	· :	
XX Daily XX Weekly XX Monthly	XX Annually	Number	. □ Mon	th(s) ☐ Year(s)	ļ
٠.		i e			
·		_			
13. Current Location(s) (8ldg., Floor, Room) 200 St. Paul Place, 16 th Floor, 8altimore, MD 21202	•	14. Is Record Serie	•	(If yes, specify agency or office.)	
		Li res	X No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requir	ements		
XX Yes No Subject to restrictions under the Maryland	Public Information Act		often of the		
•		xx None	○ State , □ Federal	□ Independent	
17. Is an Index System used? If yes, explain briefly and describe requireme x□ Yes XXNo	ents	18. Recomm	nended Retention		
Cases are stored by closing date and year but they are not otherwise index	ked as to where in the	II.	ce for 5 years, then o	destroy according to OAG Destru	uction
office they are located.		Procedures.			
·					
					`
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Instructions Type or Print a separate form for each	h DEPARTMENT OF	GENERAL SERVICES	AGENCY RECORDS INVENTORY	
new or revised record series. Forward with		AGEMENT DIVISION		
Records Retention Schedule (DGS 550-1)	•	Road, P.O. Box 275	1 1	
,		aryland 20794	PAGE OF	
1. Department/Agency	2. Division		3. Unit	
Office of the Attorney General	Consumer Protection (Division	Mediation Unit	
	, , , , , , , , , , , , , , , , , , ,		·	. '
DEFINITION: RECORD SERIES: A group of related r	ecords normally filed and		erence as well as retention and disposition purposes.	\exists
4. Record Series Title			est Year/Latest Year	.]
Legislation (1Z)			2010 to2017	
<u></u>		··		_
6. Record Series Description (Briefly describe the ty	pes of information/docu	ments/forms found in t	the series. Include the purpose or function of the	
series.)				
			nce, memoranda, research,	
administrative histo			·	<u> </u>
7. Record Series Format(s) List all	8. Record Series	Sequence 9. Valume	e	· .
xx Letter Size Microfilm	□ Alphabetical	Number	5 Boxes	
xx Legal Size 🛘 Computer Tape	Numerical	; File Dra	•	
□ Audio Tape □ Floppy Disk	xx Chronologica	' Compu	Im Reel(s) uter Tape(s)	·
Bound Book 🔲 Video Tape	□ Geographical	Other (specify)	
Other (specify)	□ Other (specify) Subject	10. Annua	al Accumulation · · · · · · · · · · · · · · · · · · ·	
·	, -	Number		
		p File Dra	ower(s)	\
		□ Microfil	•	
		D Compu	rter Tape(s)	1
11. File is Used	·	12. File Becomes Inactive Af		
XX Daily XX Weekly XX Monthly	YV Appuall	Number	D Month(c) D Voortel	
XX Daily XX Weekly XX Monthly	XX Annually	Number	□ Month(s) □ Year(s)	1
,				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplica	ted Elsewhere? (If yes, specify agency or office.)	
200 St. Paul Place, 16 th Floor, Baltimore, MD 21202	,	☐ Yes X No	· · · · · · · · · · · · · · · · · · ·	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16 Audit Paradassas		
XX Yes No Subject to restrictions under the Ma	aryland Public Information Act.	16. Audit Requirements		
	· .	XX None 🗅 State	□ Federal □ Independent	
	quirements	18. Recommended	Retention	-
17. Is an Index System.used? If yes, explain briefly and describe re	•		or until administrative value ceases	s.
17. Is an Index System used? If yes, explain briefly and describe re		∥ b vears		4 x 11
		b years whichever cor		
17. Is an Index System used? If yes, explain briefly and describe re Yes: XXNo 19. Name and Title of Preparer	20. Tele	whichever cor		

Retention Schedule #2576

Office of the Attorney General

Contract Litigation

•		<u></u>		
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R Jessup, Ma	EPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE OF
,				
Department/Agency	2. Division			3. Unit
000				Contract Litigation
OAG	Contract Litiga	ition		Contract Litigation
DEFINITION: RECORD SERIES: A group of relate	d records normally filed	and used as	a unit for re	ference as well as retention and disposition
purposes. 4. Record Series Title			5. Earlie	st Year/Latest Year
Civil Litigation (1)(A)	•			to <u>2017</u>
and covers the entire OAG case file, which may be series includes, but is not limited to: affirmative litig cases, bankruptcies, bid protests, charitable trusts, garnishments, guardianships, hospital closings, procorrespondence, settlement documents, document file opening/closing memoranda, etc.	ation, defensive litigatio civil rights, contract dis bono, and other legal ation of costs, witness o	n (other than putes, contrac challenges. C deposition tran	torts or une ctor claims, contents of escripts, do	employment insurance litigation), amicus brief disabilities, foreclosures, forfeitures, a typical file may include: pleadings, briefs,
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume 10	
X□ Letter Size □ Microfilm	X Alphabetic	al	Number	
☐ Legal Size ☐ Computer Tape	□ Numerical		X File Dr	
☐ Audio Tape ☐ Floppy Disk	. Chronologic	al	Compute	er Tape(s)
☐ Bound Book ☐ Video Tape	☐ Geographic	al		
Other (specify)	Other (speci		10. Annuar 1 Number	Accumulation
	Alphabe	etical	X File Dr Microfilm Compute	Reel(s) er Tape(s)
11. File is Used		12. File Becom	es Inactive Aff	er
□ Daily X □ Weekly □ Monthly □ Annua	lly .	5 Number		onth(s) X口 Year(s) .
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 21202		14. Is Record S X 🗆 Yes	Series Duplicat	ed Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) X□ Yes □ No		16. Audit Requ X □ None		Federal □ Independent
17. is an Index System used? If yes, explain briefly and describe re - □ Yes X□ No	equirements	18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify meeting selection criteria defined on page ii. Transfer selected fithe Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, the destroy.		
19. Name and Title of Preparer Zakiya Lumumba, Management Associate	20. Telepho 410-576-69	one Number 91	21. Date 4/26/201	

Instructions –Type or Print a separate form for each new or revised record series. Forward	· RECO	ORDS MANA	GENERAL SEF	ISION	AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE <u>2</u> OF <u>2</u>		
Department/Agency	2. Divisio				3. Unit		
OAG			tion		1		
VAG	CONTRA	act Litiga	ШОП		Contract Litigation		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a				
4. Record Series Title Administrative Proceedings (5)					st Year/Latest Year 93 to _2017		
6. Record Series Description (Briefly describe the testines.) This series consists of proceedings before administrative agency is acting as a fact-finder in readministrative agency or as advocates in such proceedings the Office of Administrative Hearings or before the O	administra esolving an ceedings). ore any ind e Minority E n, the State	ative agencies In issue preser This series in It is series in It is series in It is series in It is series in It is series in It is series in It is is is is is is is is is is is is is	s performing que nted to it; Assist ncludes, but is ency, commiss erprises admin . Contents of a histrative law ju	uasi-judicia stant Attorr s not limited sion, board nistrative pr a typical fil	al duties (i.e., any proceeding in which an news General may act as counsel to the d to: all administrative proceedings such as those d, department, executive commission or committee roceedings, and proceedings where companies e may include: pleadings, Proposed Findings of		
7. Record Series Format(s) List all		8. Record Series Sequence			•		
☑ Letter Size ☐ Microfilm		Alphabetical	ı	10 Number			
□ Legal Size □ Computer Tape		☐ Numerical		⊠ File Drav	worle)		
□ Audio Tape □ Floppy Disk	□ Chronological		:al	☐ Microfilm	n Reel(s)		
☐ Bound Book ☐ Video Tape	-	☐ Geographica	al	Other (s			
Other (specify)		Other (speci		10. Annual	Accumulation		
Other (specify)		Alphabe		1 Number			
				☐ File Drav ☐ Microfilm ☐ Compute ☐ Other (s	n Reel(s) er Tape(s)		
*				3 0 (-,			
11. File is Used			12. File Becom	les Inactive Af	ter		
☐ Daily ☑ Weekly ☐ Monthly ☐ Annually	v	1	5				
		ļ	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.) ☑ Yes ☐ No Client Agencies (MDOT, USM, DGS)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ No Documents may be subject to a protect	tive order.		16. Audit Requirements				
2000	170 0.00.		■ None □	3 State □ Fe	ederal 🗖 Independent		
17. Is an Index System used? If yes, explain briefly and describe n ☐ Yes ☑ No	aquirements		18. Recom				
					ears after file is closed or until expiration of nent agreement, whichever comes last. Screen		
• •		,			neeting selection criteria defined on page ii.		
			Transfer se	lected files	to the Maryland State Archives for permanent		
•		ļ			others to State Records Center to be retained for		
			an additiona	ar to years	then destroy.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Zakiya Lumumba, Management Associate	l	410-576-69	91	4-26-201	3 7 .		
•	í		I	1			

Retention Schedule #2576

Office of the Attorney General

Correctional Litigation

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	GEN SER\ RECO MANAG DIVI: 7275 W	MENT OF ERAL /ICES ORDS GEMENT SION /aterioo	AGENCY RECORDS INVENTORY PAGE OF
	Jessup, 20). Box 275 Maryland 794 ₉₋₁₉₃₀	
Department/Agency	2. Division	1	3. Unit
Office of the Attorney General	Correction Litigation	al	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as	well as rete		
4. Record Series Title General Correspondence (11)			Earliest Year/Latest Year 1/2016 to present
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. I This series consists of interchanges of written and/or e-mail communications between attorneys and client/age general public, organizations, constituents, etc., PIA requests and copies of agency/client minutes and agenda	encies, mem		
Contents of a typical file may include: letters, memoranda, requests for information, etc.	•		•
7. Record Series Format(s) List all Letter Size	8. Reco Series Sequer D Alphab	nce Nun File	olume6 nber Drawer(s) dicrofilm Reel(s) computer Tape(s) ther (specify)_cubic feed
	□ Num	nerical	
□ Bound Book □ Video Tape	⊠ Chrono	3	
Other (specify)		Nun	nber
	Geogra Othe (specify	er G	Drawer(s) dicrofilm Reel(s) computer Tape(s) her (specify)cubic feet
		_	
11. File is Used Daily X Weekly Monthly Annualty .		12. File Beco	mes Inactive After Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room)		14 Is Record	Series Duplicated Elsewhere? (If
200 St. Paul Place, 19 th floor		yes, specify a ☐ Yes	ngency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) x Yes No 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; Maryl Lawyer's Rules of Professional Conduct; Rule 1.6 Attorney-Client; General Provisions Article ("GP"), §§ 4-101 thro		16. Audit Rei ⊠ None Independent	quirements □ State □ Federal □
601, Annotated Code of Maryland, selected portions; Rule 5.2. Privacy Protection For Filings Made with the Court	-B 1		•
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		Retain in c administra whichever according Procedure exception:	mmended Retention office for 2 years or until tive value ceases, comes last, then destroy to OAG Destruction s with the following Transfer to Maryland ive for permanent retention
		any materi the origin, accomplisi has contin	al that serves to document development and hments of the office and uing administrative, fiscal, storical value.
19. Name and Title of Preparer Dorianne A. Meloy, Deputy Principal Counsel	20. Telepl Numb 410-5	hone 4/1	Date

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	GEN SER' REC MANAC DIVI 7275 V Road, P.G Jessup, 20	MENT OF IERAL VICES ORDS GEMENT ISION Vaterloo O. Box 275 Maryland 794 99-1930	AGENCY RECORDS INVENTORY PAGE OF
Office of the Attorney General	Correction Litigation		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as	well as rete		
4. Record Series Title Civil Litigation (1)			Earliest Year/Latest Year 1/2011 to present
Civil Litigation () 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. In This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, state age OAG case file, which may be partially duplicative of materials maintained by other State entities, including the A. This series includes, but is not limited to: affirmative litigation, defensive litigation (other than torts of cases, bankruptcies, bid protests, charitable trusts, civil rights, contract disputes, contractor claims, disabilities guardianships, hospital closings, pro bono, and other legal challenges. Contents of a typical file may include: pleadings, briefs, correspondence, settlement documents, documentation documents, trial transcripts, research, notes, drafts, file opening/closing memoranda, etc.	encies, and/ courts. r unemployr , foreclosure	for state office ment insurar es, forfeiture	cials, and covers the entire nce litigation), amicus briefes, garnishments,
7. Record Series Format(s) List all	8. Reco	ord 9. \	Volume
☑ Letter Size ☐ Microfilm	Series Sequer		547 mber
□ Legal Size □ Computer Tape	□ Alphab		e Drawer(s) Microfilm Reel(s)
□ Audio Tape □ Floppy Disk	⊠ Num		Computer Tape(s) Other (specify) cubic feet
□ Bound Book □ Video Tape			Annual Accumulation
□ Other (specify)	Geogra Othe (specify	Aphical File	60 mber a Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)cubic
11. File is Used	-	5	omes Inactive After
□ Daily x Weekly □ Monthly □ Annually .		Number	Month(s)
		After closing	
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 19 th Floor			d Series Duplicated Elsewhere? (If agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) X Yes No 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; Maryle Lawyer's Rules of Professional Conduct; Rule 1.6 Attorney-Client; General Provisions Article ("GP"), §§ 4- 101 throf 601, Annotated Code of Maryland, selected portions; Rule 5.2. Privacy Protection For Filings Made with the Court		16. Audit Re ⊠ None Independent	☐ State ☐ Federal ☐
17. Is an Index System used? If yes, explain briefly and describe requirements ☑ Yes ☐ No Electronic Case management system assigns a number for each file opened.		Retain in colosed. Someeting someeting some page ii. Tr. Maryland some permanen others to the some some some some some some some som	mmended Retention office 5 years after file is creen files to identify those election criteria defined on ransfer selected files to the State Archives for at retention. Transfer all the State Records Center litional 15 years, then

	•		
19. Name and Title of Preparer Dorianne A Meloy, Deputy Principal Counsel		20. Telephone Number 410-576- 6429	21. Date 4/11/18
DGS 550-4 (Rev. 1/93)	<u> </u>		

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 REÇORDS RETENTION SCHEDULE (DGS	RECORDS N 7275 WATERI JESSUP	OF GENERAL SERVICES IANAGEMENT DIVISION OO ROAD, P.O. BOX 275 , MARYLAND 20794 I10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 1 of 1
550-1) COMAR 14.18.02		,	,
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Attorney General's Office	Criminal Appea	als Division	N/A
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE.			5 EARLIEST YEAR/LATEST YEAR
3A. Criminal Appellate & Habeas Litigation –	· Direct Appeal F	iles (3)	1970 to 2017
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the t	use/s of information generated by system
Files and documents received from courts an and email correspondence.	d U.S. mail		uments filed with opposing counsel or ns covering various subject matters
8 ELECTRONIC RECORD SERIES DESCR		l fly describe the information	
•	cont	ained in a series. Include	ourpose and function of the system.
 A. Direct Appeal Files - Contents of a ty transcripts, correspondence, etc. 	pical file may in	clude: court opinions, appe	ellate briefs, pleadings, docket entries,
9 POLICY ON ACCESS AND USE - Explain	in or attach copy	if established in writing.	
No restrictions for the Criminal Appeals Divisi	on staff use.		
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM
N/A			•
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability			
Network Drive			
12 RECOMMENDED RETENTION	······································		
Retention: Retain for 5 years after Term ass State Archives standards for retention and us then destroy: Destroy originals according to 0	e within the AG's	s office until death of inmat	
13 TYPED OR PRINTED NAME OF	14 TELEPHO		15 DATE
PREPARER Donna McDonald	410-576-6413		4/25/2017
16 TITLE OF PREPARER	· · · · · · · · · · · · · · · · · · ·		
Management Associate			
DGS 550-6 (rev. 10/12)	-		,

' <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		SION	AGENCY RECORDS INVENTORY PAGE 1 of 1		
	410-7	799-1930		17.02 10.1		
1. Department/Agency	2. Division			3. Unit		
Attorney General's Office	Criminal Appeals Division			N/A		
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a	unit for refe	erence as well as retention and disposition		
Record Series Title			5. Earlies	t Year/Latest Year		
3A. Criminal Appellate & Habeas Litigation 6. Record Series Description (Briefly describe the type				to 2017 series. Include the purpose or function of the		
A. Direct Appeal Files - Contents of entries, transcripts, corresponden		include: cou	ırt opinio	ns, appellate briefs, pleadings, docket		
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume			
Letter Size		l l	530			
Legal Size Computer Tape	Numerical		Number	·		
Round Book Video Tape	☐ Chronological		☐ File Drawer(s) ☐ Microfilm Reel(s)			
Other (specify)	Geographical Other (specify)		Computer Tape(s) Other (specify) Varies			
			10. Annual A			
			Number File Drawe Microfilm Computer Other (spe	Reel(s) Tape(s)		
11. File is Used	<u></u>	12. File Become	s Inactive Afte	er :		
Daily Weekly Monthly & Annually		Number	□ Mor	nth(s)		
				Varies		
13. Current Location(s) (Bldg., Floor, Room) 17 th Floor			eries Duplicate No	ed Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		16. Audit Requi		deral 🗖 Independent		
17 Is an Index System used? If we explain briefly and describe con-	Luirements	10 🖰	nonded D-	tontion		
□ Yes XNo		18. Recommended Retention Retention: Retain for 5 years after Term assigned by the				
		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.				
19. Name and Title of Preparer	20. Telepho	one Number	21. Date			
Donna McDonald – Management Associat	te 410-576-	6413	4/25/20	17		

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	1	OF GENERAL SERVICES IANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	7275 WATERI JESSUP	OO ROAD, P.O. BOX 275 , MARYLAND 20794 110) 799-1930	Page 1 of 1
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Attorney General's Office	Criminal Appea	als Division	N/A
DEFINITION – Record Series - A group of rel and disposition		ed electronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
3B. Criminal Appellate Litigation - Miscellane	eous		1970 to 2017
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system
Files and documents received from courts an and email correspondence.	d U.S. mail		uments filed with opposing counsel or ns covering various subject matters
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	/documents/forms ourpose and function of the system.
B. Misc Files - contents of a typical file r			•
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.	· · ·
No retrictions for the Criminal Appeals Division	on staff use.		
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM
N/A			
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability			
Network Drive			
12 RECOMMENDED RETENTION			
Retention: Retain for 5 years after opening d and use within the AG's office until death of ir to OAG Destruction Policy.			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE
Donna McDonald	410-576-6413		4/25/2017
16 TITLE OF PREPARER	L		
Management Associate			
DGS 550-6 (rev. 10/12)			

RECORDS MANAGEMENT DIVISION 7275 Waterlon Road, P.O. Box 275 Jessup, Maryland 20794 1. Department/Agency Attorney General's Office 2. Division Criminal Appeals Division 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 3B. Criminal Appellate Litigation - Miscellaneous 1970 to 2017 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of series.) B. Misc Files - contents of a typical file may include: misc documents, correspondence, etc. 7. Record Series Format(s) List all Letter Size Microfilm Letter Size Microfilm Letter Size Microfilm Beach Geographical	Υ			
Attorney General's Office Criminal Appeals Division 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 3B. Criminal Appellate Litigation - Miscellaneous 1970 to 2017 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of series.) B. Misc Files - contents of a typical file may include: misc documents, correspondence, etc. 7. Record Series Format(s) List all Accord Series Format(s) List all Accord Series Format(s) List all Accord Series Format(s) List all Accord Series Format(s) List all Accord Series Format(s) List all Accord Series Sequence Aphabetical Accord Series Format(s) Accord	PAGE 1 of 1			
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13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
17 th Floor	u res g r∾o			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements	16. Audit Requirements			
□ Yes X No □ State □ Federal □ Independent	None □ State □ Federal- □ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention	18. Recommended Retention			
Retention: Retain for 5 years after opening date. So documents according to Maryland State Archives standards for retention and use within the AG's office	fice			
until death of inmate or 50 years, whichever comes find the destroy. Destroy originals according to OAG Destruction Policy.				
19. Name and Title of Preparer 20. Telephone Number 21. Date				
Donna McDonald – Management Associate 410-576-6413 4/25/2017	4/25/2017			

SEPARATE FORM FOR EACH NEW/REVISED	RECORDS N	OF GENERAL SERVICES IANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP	-OO ROAD, P.O. BOX 275 , MARYLAND 20794 110) 799-1930	Page 1 of 1
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Attorney General's Office	Criminal Appea	als Division	N/A
DEFINITION – Record Series - A group of rel and disposition		ed electronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE		·	5 EARLIEST YEAR/LATEST YEAR
3C. Criminal Appellate Litigation – Capital Fi	iles		1970 to 2017
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system
Files and documents received from courts an and email correspondence.	nd U.S. mail		uments filed with opposing counsel or ns covering various subject matters
8 ELECTRONIC RECORD SERIES DESCR	IDTION Brio	 fly describe the information	/documents/forms
b ELECTRONIC RECORD SERIES DESCR			ourpose and function of the system.
C. Capital Cases: contents of a docket entries, transcripts, correspon		y include: court opinions,	appellate briefs, pleadings, filings,
9 POLICY ON ACCESS AND USE - Expla		if established in writing.	
No retrictions for the Criminal Appeals Division	on staff use.	•	
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM
N/A			
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability			
Network Drive			
12 RECOMMENDED RETENTION			
Retention: Retain in office until administrative Archives for permanent retention pursuant to			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO		15 DATE
Donna McDonald	410-576-6413		4/25/2017
16 TITLE OF PREPARER			
Management Associate	<u></u>		
DGS 550-6 (rev. 10/12)			

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Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550-1)			I .		
				PAGE 1 of 1	
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Department/Agency	2. Division		3. U	Jnit	
Attorney General's Office	Criminal Appeals Division		N/A	Δ	
rational s office	Ommar Appear	3 014131011	. 1		
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DEFINITION: RECORD SERIES: A group of related	records normally file	d and used as a	unit for reference		_∦
purposes.		u anu useu as a			
4. Record Series Title			5. Earliest Yea	ır/Latest Year	
3C. Criminal Appellate Litigation - Capita			1970 to 2		
6. Record Series Description (Briefly describe the ty		cuments/forms f	ound in the serie	es. Include the purpose or function of the	
series.)	•				
			court opinio	ons, appellate briefs, pleadings,	
filings, docket entries, transcripts	, correspondence	, etc.		•	
7. Record Series Format(s) List all	8. Record Se	ries Sequence	9. Volume		
Letter Size Microfilm	□ Alphabetic	al	175	•	
Legal Size	Numerical		Number		,
☐ Audio Tape ☐ Floppy Disk	□ Chronological		☐ File Drawer(s)		
☐ Bound Book ☐ Video Tape	☐ Geographi	cal .	☐ Microfilm Reel(s) ☐ Computer Tape(
□ Other (specify)			Other (specify)	Varies	
			10. Annual Accumu	ulation	
•			Number ·		
			☐ File Drawer(s)		
			☐ Microfilm Reel(s) ☐ Computer Tape(s)		
			Other (specify)	Varies [.]	
11. File is Used		12. File Become	s Inactive After		
Daily Weekly Monthly Annually		Number	■ Month(s)	□ Year(s)	
			Varies		
	· ·				
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Se	eries Duplicated Else	ewhere? (If yes, specify agency or office.)	
17th Floor		PYes ANO			
· .		16. Audit Requirements			4
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes		16. Audit Requirements Whone Distate Differential Independent			
□ Yes R.No		A Mone	State U rederat		
□ Yes Æ No		II .		·	
□ Yes Æ No		11		·	╣
17. Is an Index System used? If yes, explain briefly and describe rea	quirements	18. Recomm	nended Retention	nc	
	quirements	1	nended Retentio		
17. Is an Index System used? If yes, explain briefly and describe rea	quirements	Retention	: Retain in of	ffice until administrative value	
17. Is an Index System used? If yes, explain briefly and describe rea	quirements	Retention ceases, th	: Retain in of nen forward to	ffice until administrative value	

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	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page 1 of 1
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Attorney General's Office	Criminal Appea	als Division	N/A
DEFINITION - Record Series - A group of rela and disposition		d electronically and used as	a unit for reference as well as reten
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST
11A. Correspondence			1970 to 2017
6 INPUT - Identify source of information to b	e entered	7 OUTPUT - Identify the	use/s of information generated by s
Files and documents received from courts and and email correspondence.	d U:S. mail		uments filed with opposing cour ons covering various subject ma
8 ELECTRONIC RECORD SERIES DESCRI		l fly describe the information ained in a series. Include	n/documents/forms purpose and function of the sys
file may include: letters, memoranda, 9 POLICY ON ACCESS AND USE - Explain No retrictions for the Criminal Appeals Division	n or attach copy		
10 UPDATING CYCLES OR CONDITIONS A	ND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM
N/A			
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability			
Network Drive			
12 RECOMMENDED RETENTION			
OAG Destruction Procedures with the followin material that serves to document the origin, defiscal, legal or historical value.	g exception: Trevelopment and	ansfer to Maryland State I accomplishments of the	office and has continuing admini
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE
	410-576-6413		4/25/2017
Donna McDonald			
Donna McDonald			
Donna McDonald 16 TITLE OF PREPARER			

<u>Instructions</u> –Type or Print a separate form for	DEPAR	RTMENT OF (GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		CORDS MANAGEMENT DIVISION 175 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE 1 of 1		
1. Department/Agency	2. Divisi	on		 	3. Unit		
Attorney General's Office	Crimin	riminal Appeals Division			N/A		
DEFINITION: RECORD SERIES: A group of related records normally filed			and used as	a unit for re	eference as well as retention and disposition		
purposes. 4. Record Series Title			-, <u>, , , , , , , , , , , , , , , , , , </u>	5. Earlie	st Year/Latest Year		
11A. Correspondence					5 to 2017		
Record Series Description (Briefly describe the series.)	types of in	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
A. General Correspondence (office communications between attorneys and organizations, constituents, etc., PIA recifile may include: letters, memoranda, rec	client/ag uests ar	gencies, m nd copies o or informati	embers of of agency/cl on, etc.	the legisl ient minu	lature, members of the general public,		
7. Record Series Format(s) List all		8. Record Seri		9. Volume			
Letter Size		Alphabetical		6			
		□ Numerical □ Chronologic		Number			
Bound Book				☐ File Drav	n Reel(s)		
Other (specify)		☐ Geographical ☐ Other (specify)		Computer Tape(s) Other (specify)			
			···	10. Annual Accumulation			
				Number			
				☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)			
				☐ Other (s	pecify) Varies		
11. File is Used		1	12. File Becom	es Inactive Af	ter		
Daily Weekly Monthly Mannual	ly		Number	. – Mo	onth(s)		
					Varies		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
17 th Floor			□ Yes	≥ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes 🙀 No			16. Audit Requirements				
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17. Is an Index System used? If yes, explain briefly and describe r □ Yes No	17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ★No			18. Recommended Retention			
					Retain in office for 2 years or until		
					ue ceases, whichever comes last, then		
					to OAG Destruction Procedures with the n: Transfer to Maryland State Archive for		
			permane	nt retenti	on any material that serves to document		
			and has o		oment, and accomplishments of the office g administrative, fiscal, legal or historical		
19. Name and Title of Preparer	,	20. Telepho	value. one Number	21. Date			
Donna McDonald – Management Associ	ate	410-576-		4/25/20	017		
DGS 550-4 (Rev. 1/93)							

Office of the Attorney General

Criminal Division - Environmental Crimes Unit

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Instructions -Type or Print a separa			DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY	
	rd series. Forward with Records Retention Schedule (DGS 550-1)			PAGE _1 OF _10	
			7275 Waterloo Road, P.O. Box 275		
	-		Jessup, Maryland 20794 410-799-1930		
Department/Agency			2. Division	3. Unit	
Office of the Attorney General			Criminal Division	Environmental Crimes Unit	
DEFINITION: RECORD SERIES: A 4. Record Series Title	group of related records n	normally filed	and used as a unit for reference as v	well as retention and disposition purposes. 5. Earliest Year/Latest Year	
#2, Criminal Prosecutions				2006 to Present	
tax returns; credit reports; police	lude: charging docume reports; transcripts; n	ents; trial su memoranda;	medical records; state, local an	nce; grand jury subpoenas and evidence; id federal agency records and reports; ban	
	mile pasitions records,	, haisoiillai	records; phone records; recordl	ngs and/or transcripts of interviews; and	''
attorney work product which she 7. Record Series Format(a) List all	ould be labeled as such	h	records; phone records; record	ngs and/or transcripts of interviews; and	
7. Record Series Format(s) List all	8. Record Series Sequence	9. Vo	olume	ngs and/or transcripts of interviews; and	
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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. 20. Telephone Number 21. Date 19. Name and Title of Preparer May 1, 2018 A. D'Arcy Talley. Assistant Attorney General (410) 537-4405

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form	O.F.	PARTMENT OF GENERAL SERVICES	AGENCY RECORDS
for each new or revised record series.		ECORDS MANAGEMENT DIVISION	INVENTORY
Forward with Records Retention Schedule		7275 Waterloo Road, P.O. Box 275	
(DGS 550-1)		Jessup, Maryland 20794	PAGE3 OF10
(500 500 1)			
			
Department/Agency	2. Division		3. Unit
Office of the Attorney General	Criminal Division		Environmental Crimes Unit
DEFINITION: RECORD SERIES: A group of rela	ited records normally file	ed and used as a unit for reference as well as retention and	l disposition purposes.
4. Record Series Title			5. Earliest Year/Latest Year
#8A, Investigations			2006 to Present
Investigations Not Resulting in Prosecution confidential. See Courts & Judicial Proceeds subpoenas and evidence; tax returns; oredi	This section include ings Article, §8-213 et t reports; police repo business ledgers and	ocuments/forms found in the series. Include the purpose or es investigations where records obtained through the seq. Contents of a typical file may include: correspon rts; transcripts; memoranda; medical records; state, d other business records; personnel records; phone of the should be labeled as such.	grand jury are dence; grand jury local and federal
7. Record Series Format(s) List all .	8. Record Series	9. Volume	
	Sequence		•
□ Microfi!m	Alphabetical	Number	•
☑ Legal Size ☐ Computer Tape		☐ File Drawer(s)	
Classic Tone Classic Diak	Numerical	☐ Microfilm Reel(s) ☐ Computer Tapa(s)	
☐ Audio Tape ☐ Floppy Dlsk		☑ Other (specify) Boxes	
☐ Bound Book ☐ Video Tape			
Other (specify)	Geographical	10. Annual Accumulation	•
	Other (specify)	Number	
·		. Sile Drewer(s)	•
		Microfilm Reel(s)	
	į	Computer Tape(s)	
·		Other (specify) Boxes	
11. File is Used		12. File Becomes Inactive After	
⊠ Daily ⊠ Weekly ⊠ Monthly ⊠ A	nnuelly		
a start a star	iniony	Files become inactive immediately after the conclusion	of the case or the closure
•	•	of an investigation. Some investigations may be re-op-	
		information/evidence is obtained.	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or off	ce.)
Environmental Crimes Unit		Yes No	
1800 Washington Boulevard, Suite # 6115			•
Baltimore, MD 21230			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	•	16. Audit Requirements Audit requirements are unknown	
investigative materials; work-product; personne	l files; personal	☐ None ☐ State ☐ Federal ☐ Independent	
health information (as related to employees and	d also State	1 1	
witnesses); sealed court documents; Social Sec	curity information;	•	
EIN #'s; other PIA exceptions.	·		·
17. Is an Index System used? If yes, explain bnefly and describe	e requirements	18. Recommended Retention	;
Yes No		Retention: Scan to Maryland State Archives stands	
•		electronically. Return all original documents and tax days nor more than 2 years after termination of inv	
		Incinerate, according to OAG Destruction Procedur	-
	,	Retain electronic files for 5 years or until administra whichever comes last, then destroy according to C	•
		Procedures.	
		<u> </u>	

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

DGS 550-4 (Rev. 1/93)

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						AGENCY RECORDS INVENTORY			
Instructions -Type or Print a separate form for				NT OF GENERAL SER	AGENCT RECORDS INVENTORY				
revised record series. Forward with Records F	Retention			S MANAGEMENT DIVIS		•			
Schedule (DGS 550-1)				iterioo Road, P.O. Box 2	75	PAGE5 OF10			
			Je:	sup, Maryland 20794 410-799-1930					
Department/Agency		2. Division				3. Unit			
Office of the Attorney General		Criminal Divis	lon -			Environmental Crimes Unit			
DEFINITION: RECORD SERIES: A group of re	atad rapards s	ormally filed and	used or	a unit for reference as	call as extention	and disposition numbers			
4. Record Series Title		ormally med and	useu as	a unit for reference as v	Veli as reterritori	5. Earliest Year/Latest Year			
#8B, Investigations		•				2006 to Present			
6. Record Series Description (Briefly describe to	ne types of info	rmation/docume	nts/form	found in the series. Inc	dude the purpos	e or function of the series.)			
Consensual Monitoring/Electronic Surveilla	nce. This se	ries consists d		· ·					
tapes of police surveillance used in crimin	al prosecutio	ins				•			
				•		,			
7. Record Series Formet(s) List all	8. Record	Series Sequence	9. V	lume					
⊠ Letter Size	\ \ \ \ Alphab	otical	Num						
M ferren 2156 Harriconnicts	Chian		""	jai					
∠ Legal Size	Numeri	Numerical		le Drawer(s)					
Audio Tape Floppy Disk	☑ Chrono	łogical	1 —	☐ Microfilm Reel(s) ☐ Computer Tape(s)					
	i			ther (specify) boxes		•			
Bound Book Video Tape	Geogra	phical	10. 4	nnual Accumulation	·····				
Other (specify)	Other (specify)			•				
			Num	per					
			⊠F	le Drewer(s)					
			1	icrofilm Reel(s) ompuler Tøpe(s)					
			1	Uter (specify) Boxes					
	<u>l</u>								
11. File is Used			12.1	ile Becomes Inactive After					
🖾 Daily 🖾 Weekly 🖾 Monthly 🔯	Annually	•	Num	- ''		•			
		•	HI .	•		of the case or the closure of an new information/evidence is obtained.			
			_						
13. Current Location(s) (Bidg., Floor, Room) Environmental Crimes Unit, file room			14. Is Record Series Duphcated Elsewhera? (If yes. specify agency or office.) ☐ Yes ☑ No						
1800 Washington Boulevard, Suite # 6115				- · · · · · · · · · · · · · · · · · · ·					
Baltimore, MD 21230			16. Audit Requirements						
15 Access Restrictions (If Yes, cite Lawle) & Regulation(s)				Audit roquirements are unknown					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		Investigative meterials; work-product; personnel files; personal health information (as related to			□ None □ State □ Federal □ Independent				
Yes No Investigative materials; work-product; personnel files; person		•				•			
Yes No Investigative materials; work-product; personnel files; person employees and also State witnesses); sealed court document		•		_		18. Recommended Retention			
Yes No Investigative materials; work-product; personnel files; person employees and also State witnesses); sealed court documen #'s; other PIA exceptions. 17. Is an Index System used? If yes, explain briefly and descri	ts; Social Security	•	18.	Recommended Retention	n				
Yes No Investigative meterials; work-product; personnel files; person employees and also State witnesses); sealed court documents; other PIA exceptions.	ts; Social Security	•	Ret	ntion: Retain in offic	e in a locked re	oom for 10 years pursuant to			
Yes No Investigative materials; work-product; personnel files; person employees and also State witnesses); sealed court documen #'s; other PIA exceptions. 17. Is an Index System used? If yes, explain briefly and descri	ts; Social Security	•	Ret Cou	ntion: Retain in offic rts and Judicial Proce	e in a locked re edings Article	oom for 10 years pursuant to , §10-408, then destroy, es. If the wiretap materials			
Yes No Investigative materials; work-product; personnel files; person employees and also State witnesses); sealed court documen #'s; other PIA exceptions. 17. Is an Index System used? If yes, explain briefly and descri	ts; Social Security	•	Ret Cou acc wer	ention: Retain in officits and Judicial Proceording to OAG Destructured as evidence in	e in a locked re edings Article etion Procedure a case which	, §10-408, then destroy, es. If the wiretap materials resulted in a conviction,			
Investigative meterials; work-product; personnel files; person employees and also State witnesses); sealed court document #'s; other PIA exceptions. 17. Is an Index System used? If yes, explain briefly and descri	ts; Social Security	•	Ret Cou acc wer reta	ention: Retain in office rts and Judicial Proce ording to OAG Destru- o used as evidence in n for the longer of ter	e in a locked re edings Article ction Procedure a case which years or the c	, §10-408, then destroy, es. If the wiretap materials resulted in a conviction, duration of the sentence plus			
Yes No Investigative materials; work-product; personnel files; person employees and also State witnesses); sealed court documents; other PIA exceptions. 17. Is an Index System used? If yes, explain briefly and descri-	ts; Social Security	•	Ret Cou acc wer reta	ention: Retain in office rts and Judicial Proce ording to OAG Destru- o used as evidence in n for the longer of ter	e in a locked re edings Article etion Procedure a case which egers or the coording to OA	, §10-408, then destroy, es. If the wiretap materials resulted in a conviction,			

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT GENERAL	OF -	AGENCY RECORDS INVENTORY
Necolds Neterlatin Scriedalis (DOS 330-1)		SERVICES RECORDS		. PAGE _6 OF10
		MANAGEMEN	IT	·
	:	DIVISION	İ	
		7275 Waterloo	٠.	
		Road, P.O. Box	275	
		Jessup, Maryla	nd	
· · · · · · · · · · · · · · · · · · ·		20794	.	
1. Department/Agency]	2. Division		3. Unit
Office of the Attorney General	250700	Criminal Division		Environmental Crimes Unit
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for refi 4. Record Series Title	BIENCE	as well as retenito	T	arliest Year/Latest Year
#8C, Investigations			1	006 to Present (2017)
Record Series Description (Briefly describe the types of information/documents/forms found in the	Series	Include the purpo		
<u>Telephone/Letter Logs</u> . This series consists of telephone/letter logs used to record misce parties to the Criminal Investigations Division. A typical telephone/letter log may consist o notes.	ellanec	ous complaints a	ind ref	errals from third
7. Record Series Format(s) List all	8. Rec	ord Series Sequence	9. Vol	ume
. ☑ Letter Size	□ Ai	phabetical	Numb	ler .
☑ Legal Size ☐ Computer Tape	⊠ Nu	merical	_	le Drawer(s) Icrofilm Reel(s)
☐ Audio Tape ☐ Floppy Disk	⊠ c⊦	ronological	□ c	omputer Tepe(s) ther (specify) Boxes
☐ Bound Book ☐ Video Tape	☐ Ge	ographical		
Other (specify)	☐ Of	her (specify)	10. An	nnual Accumulation
				e Drawer(s)
		•	_	crofilm Reel(s) omputer Tape(s)
			_	her (specify) Baxes
11 Ells in Unod		1 12 5	ila Passer	and Ingeting Affan
11. File is Used		. 12. F		nes inactive After
☑ Daily ☑ Weekly ☑ Monthly ՝☑ Annuelly		Numb	190	☐ Month(s) ☐ Year(s)
		lf ·		me inactive immediately
		11		onclusion of the case or the
, , , , , , , , , , , , , , , , , , ,		i		an investigation. Some
		ii ii	-	ons may be re-opened if
		new	Intorm	ation/evidence is obtained.
13. Current Location(s) (Bidg., Floor, Room)		14. Is	Record S	Series Duplicated Elsewhere? (If
Environmental Crimes Unit, file room				ency or office.)
1800 Washington Boulevard, Suite # 6115		.	Yes	⊠ No
Baltimore, MD 21230				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		il II	udit Requ	*
	Molove			entsare unknown State Federal
also State witnesses); sealed court documents; Social Security Information; EIN #'s; other PIA ex		Indep	endent	
17. Is an Index System used? If yes, explain briefly and describe requirements		18.	Recom	mended Retention
☐ Yes No		Rete	ntion: ords to	Scan any paper Maryland State tandards, then destroy

		paper originals according to C Destruction Procedures. Retain scans and born-digital content the Tellog system for 6 years of until administrative value ceas whichever comes last, then destroy.	n . in or
19. Name and Title of Preparer	20.	21. Date	
A. D'Arcy Talley, Assistant Attorney General	Teleph	phone May 1, 2017	
	Numbe	per	
	(410))	
	537-44	1405	
		,	

DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retentio Schedule (DGS 550-1) 1. Department/Agency Office of the Attorney General	DEPARTMENT OF GEN RECORDS MANAGEI 7275 Waterloo Road Jessup, Maryla 410-799-19	MENT DIVISION	AGENCY RECORDS INVENTORY	
or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	n RECORDS MANAGEI 7275 Waterloo Road Jessup, Maryla	MENT DIVISION	AGENCY RECORDS INVENTORY	
or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	n RECORDS MANAGEI 7275 Waterloo Road Jessup, Maryla	MENT DIVISION	AGENCY RECORDS INVENTORY	
or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	n RECORDS MANAGEI 7275 Waterloo Road Jessup, Maryla	MENT DIVISION	AGENCY RECORDS INVENTORY	
or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	n RECORDS MANAGEI 7275 Waterloo Road Jessup, Maryla	MENT DIVISION	AGENCI REGORDO INVERTORI	
Schedule (DGS 550-1) 1. Department/Agency	7275 Waterloo Road Jessup, Maryla	·· - ···		
1. Department/Agency	Jessup, Maryla			
	410-799-19		PAGE8 OF10	
		30		
	2. Division Criminal Division		3. Unit Environmental Crimes Unit	
DEFINITION: RECORD SERIES: A group of related record	ds normally filed and used as a unit for r	eference as well as retention of	and disposition purposes. 5. Earliest Year/Latest Year	
4. Record Series Title #11, Correspondence			2006 to Present	
Record Series Description (Briefly describe the types of types of type	f information/documents/forms found in t	ne series. Include the purpos		
legislature, members of the general public, organization contents of a typical file may include: letters, memory	randa, requests for information, etc.		one minutes and agonia.	
7. Record Series Formét(s) List all	8. Record Series Sequence		•	
☑ Letter Size ☐ Microffim	Alphabetical	Number		
☑ Lagal Size ☐ Computer Tape	Numerical	File Drewer(s) Microfilm Real(s)		
Audio Tepe Floppy Disk	□ Chronological	Computer Tape(s) Other (specify) Boxes		
Bound Book	☐ Geographical	Other (specify) Boxes		
Other (specify)	Other (specify)	10. Annual Accumulation		
		Number		
		☑ File Drewer(s)		
		☐ Microfilm Reel(s) ☐ Computer Tape(s)		
		Other (specify) Boxes		
11. File is Used	12. File Becomes Inactive After	<u> </u>		
☑ Daily ☑ Weekly ☑ Monthly ☑ Annually	 Number	8)		
	Files become inactive immediately a	ter the conclusion of the cas	e or the closure of an	
1	Investigation. Some cases may re-o			
	sentence modifications, etc. Some in is received.	vesugations may be re-open	ed it new information/evidence	
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If y	es, specify agency or office.)		
Environmental Crimes Unit	Yes 🖾 No			
1800 Washington Boulevard, Suite # 6115 Baltimore, MD 21230				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements			
⊠ Yes	None State Federal Indep	endent	·	
investigative materials; work-product; personnel files; personal health information (as related to employees	्यायाः गवर्षसावाधावतास्य द्याव साधितस्यतः		•	
and also State witnesses); sealed court documents;				
Social Security information; EIN #'s; other PIA		•		
exceptions.				
17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention	tro or until administrative	value eegaas whichave-	
☐ Yes No	Retention: Retain in office for 2 ye comes last, then destroy according exception: Transfer to Maryland S serves to document the origin, de continuing administrative, fiscal, le	to OAG Destruction Proc tate Archive for permanent relopment and accomplish	edures with the following retention any material that	
19. Name and Title of Preparer	20. Telephone Number		21. Date	

•						
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS N	OF GENERAL SERVICES IANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY			
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP	OO ROAD, P.O. BOX 275 , MARYLAND 20794 110) 799-1930	Page1 of _5			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Office of the Attorney General	Criminal Divis	sion .	Environmental Crimes Unit			
DEFINITION - Record Series - A group of rel and disposition		ed electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
#2, Criminal Prosecutions			TO Present (2017)			
6 INPUT - Identify source of information to Files, reports, records, photographs, etc., investigators, attorneys and other office p is received or generated through investigagencies, complaining witnesses, citizens counsel	use/s of information generated by system ernally, and can be shared externally of include required Discovery; ats or opposing counsel; other 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 Materials, to include data and files are according office personnel, including support services.	essed and utiliz		, assistant attorneys general and			
10 UPDATING CYCLES OR CONDITIONS A information is continually revised and upd agreements. This may include subsequent	lated once the d	ase is charged and litiga	ted, to include possible trials or plea			
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."						
•						

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

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS M 7276 WATERL JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page4 of5			
COMAR 14.18.02 1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Office of the Attorney General	Criminal Divis	ion	Environmental Crimes Unit			
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
#11, Correspondence			TO Present (2017)			
6 INPUT - Identify source of information to Files, reports, records, photographs, etc., investigators, attorneys and other office p is received or generated through investigation agencies, complaining witnesses, citizens counsel	generated by personnel, that ation, outside	Information is used inte as needed/requested, to	use/s of information generated by system ternally, and can be shared externally to include required Discovery; ants or opposing counsel; other s, etc.			
8 ELECTRONIC RECORD SERIES DESCR This series contains written and/or email of counsel, other government agency persor	conte communications nnel, members c	ained in a series. Include possible between attorneys, investor the public (to include of	purpose and function of the system. estigators, office staff, opposing			
9 POLICY ON ACCESS AND USE – Expla Materials, to include data and files are acc other office personnel, including support	essed and utiliz	if established in writing. ted by ECU investigators	, assistant attorneys general and			
10 UPDATING CYCLES OR CONDITIONS / Information is continually revised and upd						
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability Data is stored in the OAG/ECU/MDE share consistent with the State of Maryland's sto	throughout the a	record's authorized life cyc . <mark>These materials are ba</mark> c	le. :ked up on MDE servers and, as is			
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	14 TELEPHON	IE NUMBER	15 DATE			
D'Arcy B. Talley 16 TITLE OF PREPARER	(410) 537-4405		May 1, 2017			
Assistant Attorney General						
DGS 550-6 (rev. 10/12)						

Office of the Attorney General

Criminal Division - Insurance Fraud Division

							
Instructions –Type or Print a separate form for	DEDAD.	TMENT OF C	SENERAL SEI	פווורבפ	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			GEMENT DIV				
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box				
Will records retermon schedule (BGS 330-1)	7210		yland 20794	210	PAGE 1 OF 1		
		•	9-1930		,,, <u>,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,</u>		
Department/Agency	2. Divisio	ก			3. Unit		
Office of the Attorney General	Criminal Division			Insurance Fraud Division			
·					·		
DEFINITION: RECORD SERIES: A group of related	d records n	ormally filed	and used as	unit for re	ference as well as retention and disposition		
purposes.	100010311	iormany meo		1 01111 101 10	reference as well as reference and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Criminal Investigation & Prosecution				Ĺ	1998_to_Present		
6. Record Series Description (Briefly describe the ty	ypes of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
series.) This series consists of criminal investigation	ions and p	rosecutions	filed in state a	and federal	courts on behalf of the state involving a broad		
range of criminal activity.							
•							
7. Record Series Formal(s) List all		8. Record Serie	s Sequence	9. Volume			
□ Letter Size □ Microfilm .		Alphabelica	ıl	323			
		_		Number			
Legal Size Computer Tape		Numerical		File Ora	wer(s)		
Audio Tape Floppy Disk	.	Chronologic	cal	Microfil	· ·		
			-1	Compu	Computer Tape(s)		
Bound Book Video Tape		☐ Geographic	cal	☑ Other (specify) Cubic Feet			
Other (specify): CDs, flash drives, binders, folders, and boxes		Other (spec	cify)	10 Accord According			
•				10. Annual Accumulation			
				<u>161</u>			
				Number			
			•	File Dra	wer(s)		
				Microfil			
				Compu			
				Other (s	specify) Cubic Feet		
11. File is Used			· 12. File Becom	es Inactive Af	Br		
			1				
🖾 Daily 🖾 Wookly 🖾 Monthly 🔯 Annu	ually		Number	1571 14	. onth(s)		
			Number Month(s) Year(s) One month after closing case (if no appeal, VOP, modification, etc)				
			44 1 5 14				
13. Current Location(s) (Bidg., Floor, Room) 200 St. Paul Place, 23rd Floor, Baltimore, MD 21202			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes				
4 offices; 3 cubiclos; 1 socured room			Electronically duplicated – Maryland Insurance Administration's secured hard drive				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	It Roquirements			
✓ Yes			None ☐ State ☐ Federal ☐ Independent				
Subpoenas - Md.R.CodeAnn.§2-510							
Secrecy - Md.R.CodeAnn.§4-642 Discovery - Md.R.CodeAnn.§2-422							
Financial Records - Md.Fin.Instn.CodeAnn.§1-302 17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended P	etention		
⊠ Yes □ No					files and supporting documentation, except		
Database In Microsoft Access 2010 (Access 2000 File Format)		i			state & federal documents (tax returns, birth		
					office until the expiration of the sentence,		
					ration & probationary period.		
19. Name and Title of Preparer	<u></u> T	20. Telepho		21. Date			
Sara L. Smith		410-468-39		April 3, 2	2017		
Spralson							

INSTRUCTIONS – Type or print a separate form for each new/revised electronic record series. Forward with	RECORDS M	OF GENERAL SERVICES IANAGEMENT DIVISION IOO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY				
Records Retention Schedule (DGS 550-1) COMAR 14.18.02	Jessup	o, Maryland 20794 (10) 799-1930	Page <u>1</u> of <u>1</u>				
1 DEPARTMENT/AGENCY Office of the Attorney General	2 DIVISION Criminal Divis	sion	3 UNIT Insurance Fraud Division				
DEFINITION - Record Series - A group of rel and disposition	ed electronically and used as a	a unit for reference as well as retention					
4 ELECTRONIC RECORD SERIES TITLE Criminal Investigation & Prosecution		5 EARLIEST YEAR/LATEST YEAR					
•	- Identify source of information to be entered s, audio files, data from CDs & flash discovery purposes in						
8 ELECTRONIC RECORD SERIES DESCR		I fly describe the information tained in a series. Include	n/documents/forms purpose and function of the system.				
This series consists of criminal investigat involving a broad range of criminal activit		cutions filed in state and	federal courts on behalf of the state				
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.					
Only members of the Attorney General Inviscontained.	estigative Tear	n have access to the sec	ured drive in which the electronic data				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM				
A yearly review of electronic files is condu	ucted to determ	ine if retention period ha	s expired.				
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability							
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	14 TELEPHO	NE NUMBER	15 DATE				
PREPARER Sara L. Smith Social Colors	410-468-3918		April 3, 2017				
16 TITLE OF PREPARER Paralegal							
DGS 550-6 (rev. 10/12)							

Office of the Attorney General

Education, Department of

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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)	RECO	RD\$ MANA			PAGE1' OF	
Department/Agency OFFICE OF THE ATTORNEY GENERAL	2. Division MARYLA EDUCAT	ND STATE D	DEPARTMENT	Γ OF	3. Unit	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records n	ormally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Récord Series Title CIVIL LITIGATION					st Year/Latest Year 3 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose of series.) CIVIL LAWSUITS FILED IN STATE AND FEDERAL COURTS AGAINST, OR ON BEHALF OF THE STATE, STATE AGENCIES, OFFICIALS.						
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume _191		
☐ Letter Size ☐ Microfilm		□ Alphabetical		Number		
□ Legal Size □ Computer Tape		□ Numerical		□ File Drawer(s) □ Microfilm Reel(s)		
Audio Tape Floppy Disk		☑ Chronologic		☐ Computer Tape(s) ☑ Other (specify)_cubic feet of boxes, shelving		
☐ Bound Book ☐ Video Tape ☐ Other (specify)		☐ Geographica		10. Annual Accumulation		
	Other (specify)			Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)cubic feet of boxes, shelving		
11. File is Used			12. File Becom			
□ Daily ☑ Weekly □ Monthly □ Annual ·	ly		APPEALS PER Number	□ M·	onth(s)	
13. Current Location(s) (Bldg., Floor, Room) 200 ST. PAUL PLACE, 19 TH FLOOR; 200 W BALTIMORE STREE	T 10 [™] FLOOR	!	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Pyes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes □ No CTS & JUD PROC. SEC 9-108, 34 CFR 99, GEN PROV SEC. 4-313			16. Audit Requirements ■ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes ☑ No	requirements		18. Recommended Retention RETAIN IN OFFICE 5 YEARS AFTER FILE IS CLOSED; TRANSFER SELECTED FILE: STATE ARCHIVES; TRANSFER OTHERS TO STATE RECORDS CENTER FOR FIVE THEN DESTROY. FOR TORT/UNEMPLOYMENT INSURANCE CASES, RETAIN IN OI 3 YEARS AFTER FILE IS CLOSED; TRANSFER TO STATE RECORDS CENTER FOR 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 GENI	ERAL	20. Telepho 410 767 78	one Number 28	21. Date 04/26/20		

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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)	RECORDS 7275 Wate	ENERAL SERVICES GEMENT DIVISION Dad, P.O. Box 275 yland 20794 9-1930		PAGE2 OF17 I I		
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Department/Agency	2. Division		• ; .	. ,	3. Unit	
	MARYLAND S		EPARTMENT	ΓOF	o. om	
OFFICE OF THE ATTORNEY GENERAL	EDUCATION	•				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records norma	ally filed a	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title					st Year/Latest Year	
ADMINISTRATIVE PROCEEDINGS			•	_2000	to 2017	
6. Record Series Description (Briefly describe the	ypes of informati	tion/docu	ments/forms	found in th	e series. Include the purpose or function of the	
series.) PROCEEDINGS BEFORE ADMINISTRATIVE AG	ENICIES DEDECI	DANNE (OFIVER INDIC	ודוום ואיר	=e	
PROCEEDINGS BEFORE ADMINISTRATIVE AG	INCIES FERFO	KiviinG	MÓW2I-10DI	JIAL DUTII	=9	
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7. Record Series Format(s) List all		- and Cario	s Sequence	9. Volume		
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☑ Letter Size ☐ Microfilm		Iphabetical		Number		
☐ Legal Size ☐ Computer Tape		lumerical		☐ File Drawer(s) ☐ Microfilm Reel(s)		
□ Audio Tape □ Floppy Disk	⊠ Ch	Chronologica	I	☐ Computer Tape(s) ☑ Other (specify) cubic feet of boxes, shelving		
□ Bound Book □ Video Tape	□ Ge	Geographical	1	10. Annual Accumulation		
□ Other (specify)	□ 0t	ther (specify	y)	20		
·				Number		
				☑ File Drawer(s) ☐ Microfilm Reel(s)		
·				er Tape(s) pecify)		
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11. File is Used			12. File Becom	es Inactive Af	ter	
☑ Daily ☐ Weekly ☐ Monthly ☐ Annual	y		Number			
		·				
13. Current Location(s) (Bidg., Floor, Room) 200 ST PAUL PLACE, 10 TH FLOOR; 200 W. BALTIMORE ST, 10	[™] FLOOR		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
☑ Yes ☐ No CTS & JUD PROC. SEC 9-108, 34 CFR 99, GEN PROV SEC. 4-3	13; HUM SVCS SEC	1-202	⊠ None [State DF	ederal 🗖 Independent	
		.	_			
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recomme	nded Retentio		
☐ Yes ⊠ No	·				YEARS AFTER FILES IS CLOSED OR UNTIL EXPIRATION OF REMENT AGREEMENT. SCREEN FILES TO IDENTIFY THOSE	
			MEETING SEL	ECTION CRIT	TERIA. TRANSFER SELECTED FILES TO THE MARYLAND	
·			RECORDS CE		RMANENT RETENTION. TRANSFER ALL OTHER TO STATE RETAINED FOR AN ADDITIONAL 10 YEARS, THEN DESTROY.	
19. Name and Title of Preparer			ne Number	21. Date		
WILLIAM FIELDS, ASSISTANT ATTORNEY GEN	=RAL 410	767 782	28	04/26/20		

DGS 550-4 (Rev. 1/93

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794 410-799-1930			SION	PAGE3 OF		
Department/Agency OFFICE OF THE ATTORNEY GENERAL	2. Division MARYLAND S EDUCATION	STATE D	EPARTMENT	r OF	3. Unit		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records norma	ally filed a	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title AGREEMENTS					st Year/Latest Year 991 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 INCLUDES BUT IS NOT LIMITED TO AGREEMENTS, INTERAGENCY AGREEMENTS, THOSE BETWEEN COUNTRY CLUBS AN THE DEPARTMENT OF ASSESSMENTS AND TAXATION FOR PREFERENTIAL TAX TREATMENT ETC.							
7. Record Series Format(s) List all ■ Letter Size	□ Al	lecord Series	y) 12. File Becom	10. Annual Number File Drav Microfilm Compute Other (s.)	ver(s) n Reel(s) nr Tape(s) precify)cubic feet of shelving Accumulation ver(s) n Reel(s) er Tape(s) pecify)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☑ Yes □ No MSDE HOLDS AGREEMENTS				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent				
17. is an Index System used? If yes, explain briefly and describe a ☐ Yes ☑ No .	requirements		18. Recommended Retention RETAIN IN OFFICE 5 YEARS AFTER FILE IS CLOSED. SCREEN FILES TO IDENTIF' THOSE MEETING SELECTION CRITERIA. TRANSFER SELECTED FILES TO THE MARYLAND STATE ARCHIVES FOR PERMANENT RETENTION. TRANSFER ALL O TO STATE RECORDS CENTER TO BE RETAINED FOR AN ADDITIONAL 15 YEARS, DESTROY				
19. Name and Title of Preparer WILLIAM FIELDS, ASSISTANT ATTORNEY GENE		Telepho 0 767 782	one Number 21. Da				

Instructions -Type or Print a separate form for	1		ENERAL SERVICES		AGENCY RECORDS INVENTORY			
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT 7275 Waterloo Road, P.O. Jessup, Maryland 20 410-799-1930				PAGE4 OF			
Department/Agency	2. Divisio			- ^-	3. Unit			
OFFICE OF THE ATTORNEY GENERAL	EDUCAT		EPARTMEN'	I OF				
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	normally filed	and used as	a unit for re	eference as well as retention and disposition			
Record Series Title LETTERS OF ADVICE	· · ·				st Year/Latest Year to 2017			
Record Series Description (Briefly describe the series.) LETTERS OF ADVICE ON LEGAL ISSUES PURSFILE MAY INCLUDE THE REQUEST FOR ADVICEMENT.	SUANT TO	REQUESTS !	FROM STATE	E OFFICIAI	LS AGENCIES, ETC. CONTENTS OF A TYPICAL			
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume				
■ Letter Size		☐ Alphabetical		10.5 Number				
☐ Legal Şize ☐ Computer Tape		□ Numerical		☐ File Dra				
□ Audio Tape □ Floppy Disk			al	☐ Microfile ☐ Comput	er Tape(s)			
☐ Bound Book ☐ Video Tape		☐ Geographic	al	<u> </u>	specify)cubic feet of shelving			
□ Other (specify)		Other (spec	fy)	10. Annual	Accumulation .			
				Number File Dra Microfili Comput	n Reel(s) er Tape(s)			
44 (51) 11111	·		12 File Records Inactive After					
11. File is Used □ Daily ■ Weekly □ Monthly □ Annua		12. File Becomes Inactive AfterN/A Number						
13. Current Location(s) (Bidg., Floor, Room) 200 ST PAUL PLACE 19 TH FLOOR			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☐ No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		· · · · · · · · · · · · · · · · · · ·	16. Audit Requirements					
® Yes □ No CTS & JUD. PROC. SEC. 9-108			■ None □ State □ Federal □, Independent .					
17. Is an Index System used? If yes, explain briefly and describe requirements ☑ Yes ☐ 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. Telepho 410 767 78	none Number 21. Date 828 04/26/20					
GS 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)	RECORDS M. 7275 Waterl	OF GENERAL SE ANAGEMENT DIV DO Road, P.O. Bo , Maryland 20794 410-799-1930	/ISION	AGENCY RECORDS INVENTORY PAGE5 OF	
1. Department/Agency OFFICE OF THE ATTORNEY GENERAL DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title CORRESPONDENCE 6. Record Series Description (Briefly describe the t series.) GENERAL CORRESPONDENCE: CONTENTS OF	d records normally ypes of information	/documents/forms	a unit for re 5. Earlie 20 s found in the	st Year/Latest Year 008 to2017 the series. Include the purpose or function of the EMORANDA, REQUESTS FOR INFORMATION,	
MINUTES; DAYLETTERS, READER/CHRON FILE 7. Record Series Fórmat(s) List all Letter Size	8. Recoi Alpha Nume Chror	d Series Sequence betical rical nological	TERS AND MEMORANDA.		
11. Fite is Used Daily Weekly Monthly Annual 13. Current Location(s) (Bidg., Floor, Room) 200 ST. PAUL PLACE, 19 TH FLOOR; 200 W. BALTIMORE STREE 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No	ET, 10 [™] FLOOR	N/A Number 14. Is Record □ Yes 16. Audit Re ☑ None 18. Recomm GENERAL C ADMINSTRA	Number		
19. Name and Title of Preparer WILLIAM FIELDS, ASSISTANT ATTORNEY GENE	20. Te	THEN DESTI lephone Number 37 7828	FILES: RETAIN IN OFFICE FOR 2 YEAR OR UNTIL ADMINISTRATIVE VALUE CEASES, THEN DESTROY ne Number 21. Date		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	2. Division MARYLAND STATE C	GEMENT DIVI pad, P.O. Box yland 20794 9-1930	SION 275	PAGE6 OF
OFFICE OF THE ATTORNEY GENERAL DEFINITION: RECORD SERIES: A group of relate	EDUCATION d records normally filed	and used as a	a unit for re	ference as well as retention and disposition
purposes. 4. Record Series Title LEGISLATION 6. Record Series Description (Briefly describe the t	ypes of information/docu	uments/forms	2009 to	
series.) MATERIALS REGARDING THE PREPARATION A BILLS	AND ENACTMENT OF L	AWS, APPRO	OVAL LETT	TERS TO THE GOVERNOR ON LEGISLATIVE
7. Record Series Format(s) List all Letter Size	8. Record Serie Alphabetical Numerical Chronologica Geographica Other (speci	al	9. Volume 1 Number File Drav Microfilm Compute Other (si	n Reel(s) pr Tape(s) pr Tape(s) pecify)CUBIC FOOT OF BOXES/SHELVING Accumulation wer(s) n Reel(s) pr Tape(s)
11. File is Used □ Daily □ Weekly □ Monthly ☒ Annuall	у	12. File Becom N/A Number	_	ter pnth(s)
13. Current Location(s) (Bldg., Floor, Room) 200 ST. PAUL PLACE, 19 TH FLOOR 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 2 Yes No CTS & JUD. PROC. SEC. 9-108	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 2 Yes			
17. Is an Index System used? If yes, explain briefly and describe i ☐ Yes ☑ No	requirements .	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 GENE		ne Number 28	21. Date 04/26/20	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency OFFICE OF THE ATTORNEY GENERAL	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 2. Division MARYLAND STATE DEPARTMENT OF EDUCATION			PAGE7 OF21 3. Unit	
DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title FINANCIAL TRANSACTIONS 6. Record Series Description (Briefly describe the table series.) OAG GENERATED MATERIALS RELATIVE TO THE GRANTS AND INTERAGENCY OR INTERGOVER CONTRACTS, ETC.	ypes of information/do	cuments/forms	5. Earlie	st Year/Latest Year 2012 to _2017 re series. Include the purpose or function of the	
7. Record Series Format(s) List all ■ Letter Size	8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify)		9. Volume		
11. File is Used Daily & Weekly Monthly Annual . 13. Current Location(s) (Bldg., Floor, Room) 200 ST PAUL PLACE, 19 TH FLOOR	12. File Becomes Inactive After Number				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No CTS & JUD PROC 9-108 17. Is an Index System used? If yes, explain briefly and describe 1	16. Audit Requirements B None State Federal Independent 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 GENE		none Number 828	21. Date 04/26/20		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		SEMENT DIV	ISION	AGENCY RECORDS INVENTORY PAGE OF				
Department/Agency OFFICE OF THE ATTORNEY GENERAL	2. Division MARYLAND STATE DEDUCATION	DEPARTMEN	T OF	3. Unit				
DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title	d records normally filed	and used as a		oference as well as retention and disposition				
11. Correspondce - OFFICE ADMINISTRATION				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	8. Record Serie	es Sequence	9. Volume					
■ Letter Size ■ Microfilm	Alphabetical	,	Number	-				
☐ Legal Size ☐ Computer Tape	□ Numerical		☐ File Dra					
□ Audio Tape □ Floppy Disk	☐ Chronologic	al	☐ Microfilm Reel(s) ☐ Computer Tape(s)					
☐ Bound Book ☐ Video Tape	☐ Geographic	al	Other (specify) cubic feet of boxes/shelving					
□ Other (specify)	□ Other (spec		10. Annual Accumulation Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)					
11. File is Used		12. File Becomes Inactive After N/A						
□ Daily ⊠ Weekly □ Monthly □ Annual	ly	Number	м	onth(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.) ☐ Yes ☑ No						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No CTS & JUD. PROC. 9-108	□ Yes 🔞 No		16. Audit Requirements ■ None □ State □ Federal □ Independent					
· -								
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes ☑ No	requirements	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 WILLIAM FIELDS, ASSISTANT ATTORNEY GENI DGS 550-4 (Rev. 1/93)		one Number	21. Date 04/26/20	•				

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS M 7275 Waterl	OF GENERAL SE ANAGEMENT DIV loo Road, P.O. Box , Maryland 20794 410-799-1930	ISION	PAGE 970 OF 71	
Department/Agency OFFICE OF THE ATTORNEY GENERAL	EDUCATION	ATE DEPARTMEN		3. Unit	
DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title 24. E. MISCELLANEOUS ACCOUNTING RECORD 6. Record Series Description (Briefly describe the tyseries.) MISCELLANEOUS ACCOUNTING RECORDS	os		5. Earlie 1998	st Year/Latest Year to 2017	
7. Récord Series Format(s) List all ☑ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify)	⊠ Alpha □ Nume □ Chro		9. Volume		
11. File is Used ☐ Daily ☑ Weekly ☐ Monthly ☐ Annuall	12. File Becor N/A Number	nes Inactive Af	nth(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 ST. PAUL PLACE, 19 th Floor; 200 W. BALTIMORE STREET, 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes & No CTS & JUD. PROC. 9-108	☐ Yes 16. Audit Rec	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Per Sono 16. Audit Requirements None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe r □ Yes ❷ No 19. Name and Title of Preparer		Retain for administra	Recommended Retention Retain for 3 years and until all audit requirements have been administrative value ceases, whichever comes last, then dest according to OAG Destruction Procedures one Number		
WILLIAM FIELDS, ASSISTANT ATTORNEY GENE	RAL 410 76	67 7828	04/26/20	i	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency OFFICE OF THE ATTORNEY GENERAL DEFINITION: RECORD SERIES: A group of related purposes.	DEPARTMENT OF GENERAL SER REÇORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930 2. Division MARYLAND STATE DEPARTMENT EDUCATION ed records normally filed and used as a			SION 275	PAGE 10 f OF 62 11 3. Unit
4. Record Series Title PERSONNEL 6. Record Series Description (Briefly describe the series.) PERSONNEL RECORDS.	types of infor	ments/forms	2006	st Year/Latest Year to 2017 e series. Include the purpose or function of the	
7. Record Series Format(s) List all Letter Size	•	8. Record Serie Alphabetical Numerical Chronologica Geographica Other (specification)	a) I	10. Annual Number Fite Dra Microfilr Comput Other (s	n Reel(s) er Tape(s) pecify) cubic feet of boxes/shelving Accumulation wer(s) n Reel(s) er Tape(s) pecify)
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 19 th Floor 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ② No GEN. PROV. SEC. 4-311			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes So No 16. Audit Requirements None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe 19. Name and Title of Preparer WILLIAM FIELDS DGS 550-4 (Rev. 1/93)	requirements	20. Telepho 410 767 78	MARYLAND S YEARS AFTER CEASES, THE ONE NUMBER	ID NUMBER: TATE ARCHI R TERMINATI	RETAIN PERMANENTLY; TRANSFER PERIODICALLY TO VES. OTHER PERSONNEL RECORDS: RETAIN IN OFFICE 3 ON OF EMPLOYMENT OR UNTIL ADMISTRATIVE VALUE

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		GEMENT DIVI	ISION	PAGE 11 1/2 OF	
Department/Agency OFFICE OF THE ATTORNEY GENERAL DEFINITION: RECORD SERIES: A group of relate purposes. Record Series Title	2. Division MARYLAND STATE EDUCATION d records normally filed		a unit for re	3. Unit ference as well as retention and disposition st Year/Latest Year	
REGULATIONS 2009 to 2017 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or fu series.) APPROVALS OF ADMINISTRATIVE RULES PROMULGATED BY STATE AGENCIES SUBMITTED TO THE ATTORNEY GENERAL BEFORE THEY BECOME EFFECTIVE. MAY INCLUDE PROPOSED AND FINAL REGULATION, MARYLAND REGISTER NOTICE IS					
7. Record Series Format(s) List all Letter Size	8. Record Series Sequence 2 Alphabetical Numerical Chronological Geographical Other (specify)		9. Volume 8 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) cubic feet of boxes/shelving 10. Annual Accumulation Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Other (specify) Other (specify) Microfilm Reel(s) Other (specify) Other (specify) Other (specify) Monith(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 19 th Floor, 200 W. BALTIMORE ST 10 TH FLOO 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No CTS & JUD. PROC. 9-108	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes So No 16. Audit Requirements None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe r □ Yes Ø No	18. Recommended Retention RETAIN IN OFFICE 5 YEARS AFTER PUBLICATION. SCREEN FILES TO IDENTIFY THOSE MEETING SELECTION CREITERIA. TRANSFER SELECTED FILES TO THE MARYLAND STATE ARCHIVES FOR PERMANENT RETENTION. DESTROY ALL OTHERS.				
19. Name and Title of Preparer WILLIAM FIELDS, ASSISTANT ATTORNEY GENE	20. Teleph 410 767 78	one Number 828	21. Date 04/26/20		

Office of the Attorney General

Educational Affairs

DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY							
SERVICES RECORDS MANACEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessuy, Maryland 20794 1. Department/Agency 72 Division 7275 Waterloo Road, P.O. Box 275 Jessuy, Maryland 20794 1. Department/Agency 72 Division 7275 Waterloo Road, P.O. Box 275 Jessuy, Maryland 20794 1. Department/Agency 72 Division 7275 Waterloo Road, P.O. Box 275 Jessuy, Maryland 20794 1. Department/Agency 72 Division 7275 Waterloo Road, P.O. Box 275 Jessuy, Maryland 20794 1. Department/Agency 72 Division 7275 Waterloo Road, P.O. Box 275 Jessuy, Maryland 20794 1. Department/Agency 73 Jessuy, Maryland 20794 1. Department/Agency 74 Jessuy, Maryland 20794 1. Department/Agency 75 Jessuy, Maryland 20794 1. Department/Agency 75 Jessuy, Maryland 20794 1. Department/Agency 75 Jessuy, Maryland 20794 1. Department/Agency 75 Jessuy, Maryland 20794 1. Department/Agency 75 Jessuy, Maryland 20794 1. Department/Agency 75 Jessuy, Maryland 20794 1. Department/Agency 75 Jessuy, Maryland 20794 1. Department/Agency 75 Jessuy, Maryland 20794 1. Department/Agency 75 Jessuy, Maryland 20794 1. Department/Agency 75 Jessuy, Maryland 20794 1. Department/Agency 1	Instructions -Type or Print a separate form for	, DE	DARTMENI	OE GENER	ΔΙ	AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550-1) RECORDS MANAGEMENT DIVISION 7275 Waterlook Rad, P.O. Box 275 Jeasup, Maryand 20794 - 1. Department/Agency 2. Division Educational Affairs Office of the Afformey General OFFINITION 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 Year1afest Year 1992 to 2017					~\L		
T275 Waterloo Road, P.O. Box 275 Jesup, Manyland 20794	,				/ISION	·	
Jessup, Maryland 20794 - 101 Pagestriment/Agency 1. Department/Agency 2. Division	Will records retention schedule (BGS 550-1)					PAGE1 OF1	
1. Popartment/Agency	()						
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposed.							
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 1A CIVIL LITIGATION 5. Earliest Year/Latest Year 1992 to2017 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 awayuts filed in state and federal courts against, or on behalf of the state, state agencies, and/or state on/ficials, 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 7. Record Series Timule) List all Letter Size Mercellin Series Mercellin Series Sequence Seque	Department/Agency	2. Divisio	on			3. Unit	
4. Record Series Title 1A CIVIL LITIGATION 5. Earliest Year/Latest Year	Office of the Attorney General	Education	nal Affairs				
4. Record Series Title 1A CIVIL LITIGATION 5. Earliest Year/Latest Year	DESIMITION: DECORD SERVES A service of solution	d =000=do :	ormally files	d and wood a	a a wait for	reference on well as retention and disposition	
1992		records i		ano useo a	s a unit for	reference as well as retention and disposition	
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, civil rights, employment issues such as termination, bankruptcies, bid protests, civil rights, contract disputes, garnishments, pro bono, etc. 7. Record Series Formal(). List all	4. Record Series Title 1A CIVIL LITIGATION				5. Earlie	st Year/Latest Year	
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, civil rights, employment issues such as termination, bankruptcies, bid protests, civil rights, contract disputes, garnishments, pro bono, etc. 7. Record Series Formatic): List all			, <u>,,,</u>		199	2 to2017	
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. 7. Record Series Format(s) List all Alphabetical Letter Size Microffen Alphabetical Series Format(s) List all Letter Size Microffen Alphabetical Microffen Alphabetical Microffen Mic	6. Record Series Description (Briefly describe the ty	pes of inf	ormation/do	cuments/form	ns found in	the series. Include the purpose or function of 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. 7. Record Series Format(s) Lst all	series.): This series consists of civil lawsuits filed	in state a	nd federal c	ourts agains	t, or on be	half of the state, state agencies, and/or state	
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. 7. Record Series Format(s) List all Career Computer Tape	officials, and covers the entire OAG case file, which	ch may be	partially du	plicative of r	naterials n	naintained by other State entities, including the	
civil rights, contract disputes, garnishments, pro bono, etc 7. Record Series Formatic) List all Letter Size Microfilm	courts.		•				
7. Record Series Formal(s) List all	This series includes, but is not limited to: affirmation	ve litigatio	n, civil right	s, employme	ent issues	such as termination, bankruptcies, bid protests,	
Legal Size	civil rights, contract disputes, garnishments, pro b	ono, etc					
Letter Size Microfilm Microfilm Microfilm Reel(s) Microf	7. Record Series Format(s) List all		8. Record Ser	ries Sequence			
Legal Size Computer Tape Audio Tape Floppy Disk Chronological Microfilm Reel(s) Microfilm Reel(s) Chronological Chronologica	N Letter Size		☑ Alabahatir	cal			
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Other (specify) _ ELECTRONIC COPIES SAVED ON PCs Other (specify)	Bound Book Video Tape	☐ Geographical		nical			
Number Spile Drawer(s)	Other (specify) FLECTRONIC CODIES SAVED ON PCC		Other (en	acifu)		Accumulation	
Microfilm Real(s) Computer Tapa(s) Other (specify) OFFICES AND SHELVING UNITS	Siller (speed) = 2228 Memory 23 128 3/1/28 3/1/38		- Other (ab	cony/			
Microfilm Real(s) Computer Tapa(s) Other (specify) OFFICES AND SHELVING UNITS		,			·		
Computer Tape(s) Other (specify) OFFICES AND SHELVING UNITS						· '	
11. File is Used Daily Weekly Monthly Annually Monthly Annually				:			
Number				i	Other (specify) OFFICES AND SHELVING UNITS	
Number	11 Eile is Used			12 Ella Bass		Mar CASE IS CLOSES	
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, Baltimore, MD, 17 Floor, within Educational Affairs Division	11. File is Oseu			12. File Beco	mes inactive A	CASE IS CLOSES	
17 Floor, within Educational Affairs Division Yes No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 16. Audit Requirements None State Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No A CASE NUMBER IS ASSIGNED TO ALL CIVIL LITIGATION CASES. 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 MSA for permanent retention. Transfer all others to the SRC for an additional 15 years, then destroy. Name and Title of Preparer 20. Telephone No. 21. Date: April 10, 2017	🛭 Daily 🔄 Weekly 🔼 Monthly 🔄 A	nnually		Number		Month(s)	
17 Floor, within Educational Affairs Division Yes No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 16. Audit Requirements None State Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No A CASE NUMBER IS ASSIGNED TO ALL CIVIL LITIGATION CASES. 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 MSA for permanent retention. Transfer all others to the SRC for an additional 15 years, then destroy. Name and Title of Preparer 20. Telephone No. 21. Date: April 10, 2017		•	\$				
17 Floor, within Educational Affairs Division Yes No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 16. Audit Requirements None State Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No A CASE NUMBER IS ASSIGNED TO ALL CIVIL LITIGATION CASES. 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 MSA for permanent retention. Transfer all others to the SRC for an additional 15 years, then destroy. Name and Title of Preparer 20. Telephone No. 21. Date: April 10, 2017					<u> </u>		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No None State Federal Independent		ce, Baltimore	, MD,	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Yes No None State Federal Independent	17 Floor, within Educational Affairs Division			Yes	⊠ No		
Yes No None State Federal Independent	15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Re	quirements		
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☐ No A CASE NUMBER IS ASSIGNED TO ALL CIVIL LITIGATION CASES. 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 MSA for permanent retention. Transfer all others to the SRC for an additional 15 years, then destroy. Name and Title of Preparer 20. Telephone No. 21. Date: April 10, 2017							
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LITIGATION CASES. LITIGATION CASES. 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. Name and Title of Preparer 20. Telephone No. 21. Date: April 10, 2017							
LITIGATION CASES. LITIGATION CASES. LITIGATION CASES. LITIGATION CASES. 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. Name and Title of Preparer 20. Telephone No. 21. Date: April 10, 2017	17. Is an Index System used? If yes, explain briefly and describe requirements			18. Reco	nmended	Retention: Retain in office 5 years after file is	
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. Name and Title of Preparer 20. Telephone No. 21. Date: April 10, 2017	- .] <i>(</i>		-	
retention. Transfer all others to the SRC for an additional 15 years, then destroy. Name and Title of Preparer 20. Telephone No. 21. Date: April 10, 2017	LITIGATION CASES.	•					
Name and Title of Preparer 20. Telephone No. 21. Date: April 10, 2017					-	·	
Name and Title of Preparer 20. Telephone No. 21. Date: April 10, 2017							
	Name and Title of Preparer		20 Teleph	L		· April 10, 2017	
Donna L. Cox, Management Associate 410-576-6450	Donna L. Cox, Management Associate		•		Date	·	

Instructions -Type or Print a separate form for	DEPARTMENT OF GENERA			AL	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	SERVICES					
with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION		/ISION			
	7275 Waterloo Road, P.O. Box 275		x 275	PAGE1 OF1		
· . •	,	Jessup, Maryland 20794				
4 December 1997	0.001144		99-1930	·	3. Unit	-
Department/Agency Office of the Attorney General	2. Divisio	on onal Affairs			3. Unit	
				·		
DEFINITION: RÉCORD SÉRIES: A group of relate purposes.	ed records n	normally filed	d and used a	s a unit for	reference as well as retention and disposition	
4. Record Series Title Civil Litigation 1B				5. Earlies	st Year/Latest Year	1
				199	_	
6. Record Series Description (Briefly describe the						
series.): This series consists of civil lawsuits, inc	-		o, torts and i	unemploym	nent insurance, filed in state and federal courts	
against or on behalf of the state, state agencies,	and/or stat	te officials.				
7. Record Series Format(s) List all		8. Record Se	ries Sequence	·		
□ Letter Size □ Microfilm	1	Alphabeti	cal	641 Number		
		Numerica	al	⊠ File Drawer(s)		
				☐ Microfilm	☐ Microfilm Reel(s)	
Audio Tape Floppy Disk	Chronological		gical	☐ Computer Tape(s) ☐ Other (specify) ☐ OFFICES_& SHELVING UNITS_		
Bound Book Video Tape	ļ	Geograph	nical			4
☑ Other (specify)_ ELECTRONIC COPIES SAVED ON PCs		Other (sp	ecify)	10. Annual Accumulation		
				Number .		
^						
				Microfilm		
	.]			Comput	ter Tape(s) specify) OFFICES AND SHELVING UNITS	
AA City to Line			10.57.5	<u> </u>	0.005 to 0.0050	4
11. File is Used			12. File Beco	mes inactive A	After CASE IS CLOSED	
🔀 Daily 🔀 Weekly 🔀 Monthly 🔀	Annually		Number			
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Pl	lace, Baltimore	, MD,	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			╣ .
17 Floor, within Educational Affairs Division			☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			-
☐ Yes			None State Federal Undescended			
			None ☐ State ☐ Federal ☐ Independent .			
17. is an Index System used? If was evaluin triafly and describe	requirements		48.5		Potantian Patrician Fire Company	-
17. Is an Index System used? If yes, explain briefly and describe requirements ☑ Yes ☐ No A CASE NUMBER IS ASSIGNED TO ALL CIVIL LITIGATION CASES.			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			
			file to the SRC for an additional 5 years, then destroy.			
			19. Name and Title of Preparer	20. Telephone No.		
Ponna L. Cox, Management Associate	410-576-6450			į		11

0-4 (Rev. 1/93)

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tnstructions –Type or Print a separate form for each new or	DEPARTI	DEPARTMENT OF GENERAL SER		RVICES	AGENCY RECORDS INVENTORY	
revised record series. Forward with Records Retention	RECOR	RECORDS MANAGEMENT DIVIS				
Schedule (DGS 550-1)	7275	7275 Waterloo Road, P.O. Box 275				
	· · · · · · · · · · · · · · · · · · ·		essup, Maryland 20794		PAGE1 OF1	
<u>.</u>		-1930		<u> </u>		
Department/Agency	2. Division				3. Unit	
Office of the Attorney General	Education	al Affairs			Educational Affairs	
DEFINITION: RECORD SERIES: A group of related records n	ormally filed	y filed and used as a unit for reference as			well as retention and disposition purposes	
4. Record Series Title: 10. LETTERS OF ADVICE	<u> </u>	· · · · · · · · · · · · · · · · · · ·			st Year/Latest Year	
	•	201		201	1 to _2017	
6. Record Series Description (Briefly describe the types of info	rmation/docu	uments/forms	nents/forms found in the series. Include the purpose or function of the series.)			
series consists of letters of advice on legal issues pursuant t	to requests fi	its from clients, state officials, agencies, etc. on multiple issues, including but no			s, etc. on multiple issues, including but not	
limited to, general campus matters such as employment iss	ues (both pe	rsonnel and	•			
			•			
7. Record Series Format(s) List all		8. Record Se	ries Sequence	9. Volume		
Letter Size			ioni	1110 cf Number		
Micronini		Aiphiadeo	Cai	Number		
Legal Size Computer Tape	☑ Legal Size ☐ Computer Tape		Numerical ∴		File Drawer(s)	
☐ Audio Tape ☐ Floppy Disk				Microfilm Reel(s) Computer Tape(s)		
					Other (specify) SHELVING UNITS & INDIVIDUAL OFFICES	
Bound Book Video Tape		Geographical		10. Annual Accumulation		
Other (specify)ELECTRONICALLY ON PCs		Other (specify)		340 cf		
				Number	•	
				☐ File Dra	ewer(s)	
				☐ Microfilm Reel(s)		
•		I = '		Compu	er Tape(s) specify) INDIVIDUAL OFFICES AND SHELVING UNITS	
11. File is Used			12. File Beco	mes Inactive A		
			, <u>5</u>		_	
☑ Daily ☑ Weekly · ☑ Monthly ☑ Annually			Number		Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, Baltimore	MD 21202		14 Is Record	Series Dunlic	ated Elsewhere? (If yes, specify agency or office.)	
17th Floor within Educational Affairs Division	, , ,		Yes	No		
		<u> </u>				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16. Audit Requirements			
			☑ None ☐ State ☐ Federal ☐ Independent			
					· ·	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention: Retain in office 5 years or until			
☑ Yes ☐ No INDEXES CREATED AND UPDATED REGULARLY.		\{		rative value ceases, whichever comes last, then destroy,		
			according to OAG Destruction Procedures.			
19. Name and Title of Preparer: Donna L. Cox, Management	Associate	20. Teleph	<u> </u>			
<u> </u>			10-576-6450		•	
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DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a separate	DEPARTMENT OF GENERAL SERVICES			RVICES	AGENCY RECORDS INVENTORY				
form for each new or revised record	RECORDS MANAGEMENT DIVISION								
series. Forward with Records Retention	7275 Waterloo Road, P.O. Box 275								
Schedule (DGS 550-1)	Jessup, Maryland 20794				PAGE	1 OF _1	_		
Schreddie (500 300-1)	Jessup, Maryland 20794 410-799-1930						,		
<u>'</u>									
Department/Agency	2. Division				3. Unit		,•		
Office of the Attorney General	Educational Affairs			•	•				
DEFINITION: BECORD SERVES: A cross of		d = ==================================	filed and		it for reference on well as rate	ation and diamonit	lion nurnoon		
DEFINITION: RECORD SERIES: A group of 4. Record Series Title: 15 BONDS	related record	is normally	illed and us	1	est Year/Latest Year	ntion and disposit	ion purposes.		
4. Record Series Fine. 13 BONDS				i		٠.			
6 Board Series Description (Briefly describe	the trace of	information	/documents/forms found in the series. Include the purpose or function of the series.)						
This series consists of OAG-generated mate					-	bond, illiancing s	statements, reports,		
agreements, advice letters, bond issue docu	umentation, c	orresponde	ence, memo	s and res	earcn. etc.				
				<u>, </u>		<u> </u>	· · · · · · · · · · · · · · · · · · ·		
7. Record Series Format(s) List all		8. Record S	eries	9. Valume 276					
☑ Letter Size ☐ Microfilm	. Sequence			Number					
	Alphabetical		tical						
☐ Legal Size ☐ Computer Tape			.al		☑ File Drawer(s)				
☐ Audio Tape ☐ Fłoppy Disk	Numerical ·			☐ Microfilm Reel(s) ☑ Computer Tape(s)					
	☐ Chronologica		ogical	=	Other (specify) Offices_& Shelving Units				
Bound Book				10. Annual Accumulation			•		
☐ Other (specify)Electronic copies saved on PCs_		Geograf	Geographical3 Number		-		•		
		. 🔲 Other (s	pecify)				•		
		l —		⊠ File Dr	• •	٠	•		
				☐ Microfi	im Reei(s) iter Tape(s)				
				l = '	(specify)Offices_& Shelving Units				
		L	l	<u> </u>			· · · · · · · · · · · · · · · · · · ·		
11. File is Used .			12. File Bed Number	_	e After: <u>Varies_</u> Month(s)				
Daily Weekly 🗵 Monthly	. Annually		, wanted] monun(s)				
	•								
13. Current Location(s) (Bldg., Floor, Room) 200 St. F	Paul Place,		14. Is Reco	rd Series Dup	licated Elsewhere? (If yes, specify age	ency or office.)			
Baltimore MD 21202, 17th Floor within Educational Affair	rs Division		☐ Yes	S 🛛 No	. *	•			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	· · · · ·		16 Audit R	equirements					
Yes 🔯 No	w(s) & Regulation(s)		To: Addit to	equi ememo		•	•		
	•		Non	e 🔲 State	Federal Independent	•			
	•			•	,				
17. Is an Index System used? If yes, explain briefly and de	scribe requireme	nts	18 Reco	nmended	Retention: Retain in office 7	vears after last r	orincipal and interest		
. 🗌 Yes 🛛 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				•			
·	· · ·			nen transfer to SRC for an additional 7 years, then destroy.					
19 Name and Title of Property: Danes I. Co.		20 Tala				, dodaoy.			
19. Name and Title of Preparer: Donna L. Co	UX,	'		e: April 10, 2017					
Management Associate	410-576-6450				·				

DGS 550-4 (Rev. 1/93)

								
Instructions –Type or Print a separate form for each	DEPARTMENT OF GENERAL			AGENCY RECORDS INVENTORY				
new or revised record series. Forward with Records	SERVICES							
lt .	1							
Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT		IMEN I	PAGE1 OF1				
	DIVISION							
·)	7275 Wa	terloo Road, P.	O. Box 275					
	Jes	sup, Maryland 2	20794					
	ļ	410-799-1930						
Department/Agency: Office of the Attorney General	2. Division	: Educational A	Affairs	3. Unit				
,				·				
DEFINITION: RECORD SERIES: A group of related recor		led and used a	s a unit for refe	erence as well as retention and disposition purposes.				
4. Record Series Title: 16A. REAL PROPERTY TRANS	SACTIONS		5. Earliest Y	liest Year/Latest Year				
			1980s to2017					
6. Record Series Description (Briefly describe the types of	information/	documents/form	s found in the	series. Include the purpose or function of the series.)				
This series consists of OAG-generated materials relative	to the revie	w and approva	of the purcha	ase, sale, transfer, condemnation or donation of real				
property, including but not limited to, deeds, contracts of								
correspondence, etc.	accigimoni	, арріана, горс	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
	1 0 0 10		1 0 1/ 1					
7. Record Series Format(s) List all	8. Record Ser	res Sequence	9. Volume 444					
□ Letter Size □ Microfilm	Alphabetic	cal	Number	•				
	, apriabelloui							
☐ Legal Size ☐ Computer Tape	Numerical Numeric		File Drawer	• •				
			☐ Microfilm Re					
Audio Tape	☐ Chronological		Computer T	ape(s) ify)OFFICES_& SHELVING UNITS				
■ Bound Book □ Video Tape	☐ Geographical			Accumulation: _65				
			Number	-				
Other (specify) ELECTRONIC COPIES SAVED ON PCs_	Other (specify)			·				
	1		File Drawer	• •				
			Microfilm Re					
			1 = '	Computer Tape(s) Other (specify) OFFICES_& SHELVING UNITS				
			M Owner (apec	· · · · · · · · · · · · · · · · · · ·				
11. File is Used	<u> </u>	12. File Becomes	Inactive After:					
. ,								
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually		Number Month(s) Year(s)						
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, Baltin	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)							
21202, 17th Floor within Educational Affairs Division	☐ Yes No							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements							
Yes 🔯 No		FZI None □	☐ State ☐ Federal ☐ Independent					
·		None ☐ State ☐ Federal ☐ Independent						
17. Is an Index System used? If yes, explain briefly and describe requireme	18. Recommended Retention: Retain in office 5 years or until administrative value							
Yes No A CASE NUMBER IS ASSIGNED TO ALL RE		li .		last. Transfer to the MSA for permanent retention.				
ESTATE TRANSACTION MATTERS AND IS UPDATED AS NECESSARY			and the state of t					
10 Name and Title of Property Described	90 T-1- 1		04 5 4 5					
19. Name and Title of Preparer: Donna L. Cox,		20. Telephone No.		te: April 10, 2017				
Management Associate	410-576-6	410-576-6450						

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES IANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY					
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page1_ of 1					
1 DEPARTMENT/AGENCY Office of the Attorney General	2 DIVISION Educational A	.ffairs	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:	ATION	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.								
UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM //O 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 TELEPHO 410-576-6450	NE NUMBER	15 DATE April 10, 2017					
16 TITLE OF PREPARER: Management Associate								
DGS 550-6 (rev. 10/12)								

INSTRUCTIONS - TYPE OR PRINT A		OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY					
SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE SS 550-1) COMAR 14.18.02	7275 WATERL JESSUP,	ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page1_ of 1					
1 DEPARTMENT/AGENCY Office of the Attorney General	2 DIVISION Educational A	ffairs	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:	5 EARLIEST YEAR/LATEST YEAR							
			1992_TO <u>2017</u>					
6 INPUT - Identify source of information to be entering information created or received by divisional production documents from clients, opposing counsel, other agencies and courts.	use/s of information generated by system documents filed with opposing counsel, 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.								
\mathcal{O}								
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 TELEPHO 410-576-6450	NE NUMBER	15 DATE April 10, 2017					
16 TITLE OF PREPARER: Management A	·							
			•• ,					
DGS 550-6 (rev. 10/12)								

INSTRUCTIONS - TYPE OR PRINT A		OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY		
SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE SS 550-1) COMAR 14.18.02	7275 WATERL JESSUP,	ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page1_ of 1		
1 DEPARTMENT/AGENCY Office of the Attorney General	2 DIVISION Educational Affairs		3 UNIT		
DEFINITION – Record Series - A group of rel and disposition	d electronically and used as a	unit for reference as well as retention			
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 Information created or received by divisio personnel, i.e. documents from clients, or counsel, other State agencies and courts.	use/s of information generated by system nic documents filed with clients, or 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 – Expla	in or attach copy	if established in writing.	Access and use limited to division		
10 UPDATING CYCLES OR CONDITIONS a cycles or conditions apply.	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM: No updating		
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability thr			Explain the progression established to		
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 destroy, according to OAG Destruction Procedure		or until administrative valu	e ceases, whichever comes last, then		
13 TYPED OR PRINTED NAME OF PREPARER: Donna L. Cox	14 TELEPHO 410-576-6450	NE NUMBER	15 DATE April 10, 2017		
16 TITLE OF PREPARER: Management A	Associate				
DGS 550-6 (rev. 10/12)s	· · ·				

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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED		OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY		
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE SS 550-1) COMAR 14.18.02	7275 WATERL JESSUP	ANAGEMENT DIVISION LOO ROAD, P.O. BOX 275 , MARYLAND 20794 (10) 799-1930	Page1_ of 1		
1 DEPARTMENT/AGENCY Office of the Attorney General	2 DIVISION EDUCATIONA	AL AFFAIRS	3 UNIT		
DEFINITION - Record Series - A group of rel and disposition	ed electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE:	5 EARLIEST YEAR/LATEST YEAR				
			_1970s_TO <u>2017</u>		
6 INPUT - Identify source of information to Information created or received by division personnel, i.e. documents from clients, or counsel, other State agencies and or court	nal posing	use/s of information generated by system nic documents filed with clients, encies and courts.			
8 ELECTRONIC RECORD SERIES DESCR Include purpose and function of the system.	IPTION - Brie	fly describe the information	/documents/forms contained in a series.		
This series consists of OAG-generated managements, reports, agreed and research. etc.					
9 POLICY ON ACCESS AND USE - Expla sonnel.	in or attach copy	/ if established in writing.	Access and use limited to division		
10 UPDATING CYCLES OR CONDITIONS acycles or conditions apply.	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM: No updating		
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability the			Explain the progression established to		
Main electronic data file(s) stored locally of personnel. If any background information					
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 TELEPHO 410-576-6450	NE NUMBER	15 DATE April 10, 2017		
16 TITLE OF PREPARER: Management A	Associate				
DGS 550-6 (rev. 10/12)s					

SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		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 rel and disposition		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE: 16A. REAL PROPERTY TRANSACTION:	5 EARLIEST YEAR/LATEST YEAR				
			19 <u>8</u> 0s TO <u>2017</u>		
INPUT - Identify source of information to be entered afformation created or received by divisional ersonnel, i.e. documents from clients, opposing ounsel, other State agencies and or courts. 7 OUTPUT - Identify the use/s of information Internal uses of electronic documents fi counsel, other State agencies and court			nic documents filed with clients,		
8 ELECTRONIC RECORD SERIES DESCR Include purpose and function of the system.	IPTION - Brie	fly describe the information	/documents/forms contained in a 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.					
9 POLICY ON ACCESS AND USE - Expla sonnel.	in or attach copy	if established in writing.	Access and use limited to division		
10 UPDATING CYCLES OR CONDITIONS cycles or conditions apply.	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM: No updating		
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability thr			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 TELEPHO 410-576-6450	NE NUMBER	15 DATE April 10, 2017		
16 TITLE OF PREPARER: Management A	Associate				

Retention Schedule #2576

Office of the Attorney General

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

Instructions –Type or Print a separate form for	DEPARTMENT OF G	SENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAG				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Ro	•	275		
		ryland 20794 99-1930		PAGE 1 OF 5	
	•	-			
Department/Agency	2. Division			3. Unit	
OFFICE OF THE ATTORNEY	Maryland Energy Admi	nistration			
GENERAL	MEA and PPRP (DNR)			
OLIVE! V.C	POWEr Plant Reserve				
DEFINITION: RECORD SERIES: A group of related	records normally filed	and used as a	unit for re	ference as well as retention and disposition	
purposes.	·	,			
4. Record Series Title Administrative Proceedings (5)			5. Earlie:	st Year/Latest Year to 2017	
~ ,		·			
Record Series Description (Briefly describe the ty series.)	pes of information/docu	uments/forms	found in th	e series. Include the purpose or function of the	
This series consists of proceedings before administ	rative agencies perform	nino quasi- iud	licial duties	(i.e. any proceeding in which an administrative	
agency is acting as a fact- finder in resolving an issu	· .			• • • • •	
as advocates in such proceedings).	•			ĺ	
				·	
- Control Control Control	9 Donord Sorie	·· Comunen	9. Volume		
7. Record Series Format(s) List all	8. Record Serie		148	<u> </u>	
Letter Size	☐ Alphabetical		Number		
Legal Size	□ Numerical		☐ File Orav		
□ Audio Tape Floppy Disk	☑ Chronologic	al	□ Compute	er Tape(s)	
	☐ Geographica	al	X⊠ Other (specify)_Rolling Files	
□ Bound Book □ Video Tape	☑ Other Subject		_	Accumulation	
Other (specify)	Guidi Galja	J. THE	Number	· .	
			☑ File Drav	wer(e) '	
•			☐ Microfilm	Reel(s)	
•			☐ Compute ☐ Other (sp		
The Carting of the Ca	L	n 10 51 5			
11. File is Used		12. File Become5		-	
☐ Daily ☐ Weekly ☑ Monthly ☐ Annually		Number	☐ Mo	onth(s) ☑ Year(s)	
				·	
		Ĺ			
13. Current Location(s) (Bldg., Floor, Room) 1800 Washington Blvd, 7th Floor		14. Is Record S		led Elsewhere? (If yes, specify agency or office.) lic Service Commission	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No		16. Audit Requ	irements		
		■ None 🗅	J State □ Fe	ederal 🗖 Independent	
	ľ				
	·		*	·	
17. Is an Index System used? If yes, explain briefly and describe re-	quirements	18. Recomi	mended Re	etention	
☐ Yes ☑ No				ears after file is closed or until expiration of	
•				ent agreement, whichever comes last. Screen	
•				neeting selection criteria defined on page ii. to the Maryland State Archives for permanent	
		retention. Tr	ransfer all d	others to State Records Center to be retained for	
		an additiona	ıl 10 years.	, then destroy.	
•		•		·	
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date		
Sandra McLemore, AAG, MEA and BRBB	(440) 507.4	000	4 1.00		

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 SER RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930			ISION	PAGE 2 OF _5	
1 December 1/Access	2. Divisio				3. Unit	
Department/Agency OFFICE OF THE ATTORNEY GENERAL	2. Divisio	on		j	3. Onit	
·	MEA a	nd PPRP (DNR)			
DEFINITION: RECORD SERIES: A group of related	d records r	normally filed	and used as a	a unit for re	l eference as well as retention and disposition	
purposes. 4. Record Series Title				5 Farlie	st Year/Latest Year	
Correspondence (1)				1971 -20	017	
Record Series Description (Briefly describe the ty series.) This series consists of interchanges of written and/o members of the general public, organizations, cons Contacts of a trained file may include letters, many	or e-mail co tituents, et	ommunication tc., PIA reque	ns between at ests and copies	torneys and	d client/agencies, members of the legislature,	
Contents of a typical file may include: letters, memo 7. Record Series Format(s) List all	ranua, red	8. Record Serie		9. Volume		
☑ Letter Size ☐ Microfilm	ļ	☐ Alphabetical	,	2 cubic	feet	
☐ Legal Size ☐ Computer Tape		□ Numerical		☐ File Drav	wer(s)	
☐ Audio Tape ☐ Floppy Disk		☐ Chronologic	al	☐ Microfilm ☐ Compute	n Reel(s)	
☐ Bound Book ☐ Video Tape	1	☐ Geographica		x□ Other (specify)_Rolling Files		
Other (specify)	ĺ	☑ Other Subje	ct, Title	10. Annual Accumulation		
			☐ Microfilm ☐ Compute	File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) File Folder		
11. File is Used			12. File Becom	es Inactive Aff	ter	
□ Daily □ Weekly □ Monthly 🛭 Annually	,		2 Number	□ Mo	onth(s) 🛮 🖾 Year(s)	
	•					
·			,			
13. Current Location(s) (Bldg., Floor, Room) 1800 Washington Blvd, 7th Floor			14. Is Record S	Geries Duplicat No	ted Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16. Audit Requirements			
₩ 17 ₩ 17 W			S None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe re □ Yes ☑ No	quirements		whichever of Procedures Archive for the origin, d	fice for 2 ye comes last, with the fo permanent evelopmer	ears or until administrative value ceases, then destroy according to OAG Destruction illowing exception: Transfer to Maryland State retention any material that serves to document at and accomplishments of the office and has	
19. Name and Title of Preparer		20. Telepho		21. Date	ive, fiscal, legal or historical value.	
Sondra McLemore		(410) 537-4			2017	
OGS 550-4 (Rev. 1/93)				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)	RECO	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		ISION	AGENCY RECORDS INVENTORY PAGE 3_ OF 5	
Department/Agency OFFICE OF THE ATTORNEY GENERAL	2. Divisio MEA and	on d PPRP/DNR			3. Unit	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	a unit for re	I eference as well as retention and disposition	
4. Record Series Title Legislation (12)	-	,		5. Earlie 1971 to	st Year/Latest Year 2017	
Record Series Description (Briefly describe the testines.) Contents of a typical file may include: drafts of projects timony, bills in final form, etc.					·	
7 December Series Commerce Lint all		0 Doord Carl	Converse	O Valuma		
7. Record Series Format(s) List all		8. Record Serie		9. Volume		
,		☐ Alphabetical		Number	4)	
☐ Legal Size ☐ Computer Tape		□ Numerical		☐ File Drawer(s) ☐ Microfilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk		☐ Chronologic	al	☐ Computer Tape(s) ☐ Other (specify)		
□ Bound Book □ Video Tape		☐ Geographica	al	10. Annual Accumulation		
Other (specify)		☐ Other (speci	fy)	Number	-	
		,		☐ File Drav ☐ Microfiln ☐ Compute ☐ Other (s	n Reel(s) er Tape(s)	
11. File is Used			12. File Becom	es Inactive Af	ter	
☐ Daily ☐ Weekly 🖼 Monthly 🖸 Annuall	у		5 Number	□ Мо	onth(s) Year(s)	
			·			
13. Current Location(s) (Bldg., Floor, Room) 1800 Washington Blvd, 7th Floor			14. Is Récord S ☐ Yes	Series Duplica No	ted Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements	,	
□ Yes 👿 No			⊠ None □	State F	ederal □ Independent	
17. Is an Index System used? If yes, explain briefly and describe n □ Yes ☑ No	equirements		comes last. defined on p Archives for	fice 5 year Screen fil page ii. Tra permaner	etention s or until administrative value ceases, whichever es to identify those meeting selection criteria ansfer selected files to the Maryland State nt retention. Transfer all others to the State retained for an additional 5 years, then destroy.	
19. Name and Title of Preparer		20. Telepho		21. Date		
Sondra McLemore		(410) 537-4	062	July 29, 2	2017	
DGS 550-4 (Rev. 1/93)				July 23,		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		GEMENT DIV	ISION	AGENCY RECORDS INVENTORY PAGE 4 OF 5
Department/Agency OFFICE OF THE ATTORNEY GENERAL	2. Division MEA and PPRP (DNR)		3. Unit
DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Civil Litigation (1)	d records normally filed	and used as		st Year/Latest Year
6. Record Series Description (Briefly describe the tyseries.) This series includes, but is not limited to: affirmative cases, bankruptcies, bid protests, charitable trusts, garnishments, guardianships, hospital closings, pro	e litigation, defensive liti civil rights, contract disp	gation (other toutes, contrac	found in the	e series. Include the purpose or function of the r unemployment insurance litigation), amicus brief
7. Record Series Format(s) List all Legal Size	8. Record Serie Alphabetical Numerical Chronologic Geographica Other Subject	al al ct, Title_	10. Annual 11. Number File Draw Microfilm Compute Other (sp	n Reel(s) er Tape(s) specify)Rolling Files Accumulation ver(s) l Reel(s) er Tape(s) pecify)Accordian Folder
11. File is Used □ Daily □ Weekly □ Monthly ☒ Annually		12. File Becom5 Number	•	er onth(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room) 1800 Washington Blvd, 7th Floor		14. Is Record S ☑ Yes		ed Elsewhere? (If yes, specify agency or office.) of Special Appeal, Court of Appeals, Baltimore City Dist. Ct.
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No		16. Audit Requ		ederal 🗖 Independent
17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes ☑ No	quirements	meeting sel the Marylan	fice 5 years ection crite d State Arc	etention s after file is closed. Screen files to identify those ria defined on page ii. Transfer selected files to chives for permanent retention. Transfer all others center for an additional 15 years, then destroy.
19. Name and Title of Preparer Sondra McLemore DGS 550-4 (Rev. 1/93)	20. Telepho (410) 537-4		21. Date April 29, 2	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_ OF5_		
1. Department/Agency	2. Division	· · · · · · · · · · · · · · · · · · ·		3. Unit		
OFFICE OF THE ATTORNEY GENERAL	MEA and PPRP (DNF	₹)				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	unit for ref	erence as well as retention and disposition		
4. Record Series Title Regulations (13)		, .	5. Earlie	st Year/Latest Year		
Record Series Description (Briefly describe the testines.) This series consists of approvals of administrative rebecome effective. Contents of a typical file may include: proposed and	rules promulgated by st	ate agencies s	ubmitted to	the Attorney General for review before they		
background documentation, research, etc 7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume			
B Letter Size ☐ Microfilm	☐ Alphabetica	I	3 cubic Number	feet		
☐ Legal Size ☐ Computer Tape	☐ Numerical		⊠ File Drav			
□ Audio Tape □ Floppy Disk	□ Chronologic	cal ·	□ Compute	□ Microfilm Reel(s) □ Computer Tape(s) ☑ Other (specify) _ Roling Files		
☐ Bound Book ☐ Video Tape	☐ Geographic	al		10. Annual Accumulation		
Other (specify)	☑ Other (spec)	ify) Title, Subect	10. Annual Accumulation Number			
			☐ File Drav ☐ Microfilm ☐ Compute ☐ Other (se	Reel(s) r Tape(s)		
11. File is Used		12. File Become	es Inactive Aft	er .		
□ Daily □ Weekly □ Monthly 🖾 Annually 		Number	п Мо	nth(s) 🛭 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 1800 Washington Blvd, 7th Floor	•	14. Is Record S ☐ Yes	eries Duplicate	ed Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No		16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent				
17. 'is an Index System used? If yes, explain briefly and describe re CI Yes 🔞 No	equirements	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. Telepho (410) 537-4	ne Number 062	21. Date April 29,	2017		

Retention Schedule #2576

Office of the Attorney General

Environment, Department of

en Amerika Se Amerika					•
					:
Instructions -Type or Print a separate form for each	DEPARTMENT OF GENERAL	SERVICES		AGENCY RECORDS INVENTORY	
new or revised record series. Forward with	RECORDS MANAGEMENT	DIVISION			
:Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O.	Box 275			
· ·	Jessup, Maryland 20	794			
	410-799-1930		F	PAGE _1 OF30	
					•
		· · · · · · · · · · · · · · · · · · ·			
Department/Agency: OFFICE OF THE	2. Division: Md. Dept. of Environm	neni	3. Unit		
ATTORNEY GENERAL					
				•	-
DEFINITION: RECORD SERIES: A group of related re	cords normally filed and used as a u	nit for reference as	well as retention and disp	osilion purposes.	7
4. Record Series Title		5. Earliest Yea			
· · 1.A: CIVIL LITIGATION	C.	1996	to2016		2.7
6. Record Series Description (Briefly describe the types	of information/documents/forms for			ction of the series) This file includes but is not lim	nited to:
affirmative litigation, defensive litigation (other than to disputes, contractor claims, disabilities, foreclosures include: pleadings, briefs, correspondence, settleme copening/closing memoranda, etc.	orts or unemployment insurance li , forfeitures, garnishments, guardia	tigation), amicus anships, hospital	brief cases, bankruptcies, closings, pro bono, and	, bid protests, charitable trusts, civil rights, contra other legal challenges. Contents of a typical file m	act nay .
					
· 7. Record Series Formal(s) List all	8. Record Series Sequence	9. Volume			一 ,.
		1660	•	ĺ	ł
x Letter Size Microfilm	Alphabetical	Number	•	ŧ	
				- 1	1 .
x Legal Size Computer Tape	X X Numerical	File Drawe	er(s)	Filed !- triplicate	1
lander of the second of the se		Microfilm F	Reel(s)]
Audio Tape Floppy Disk	Chronological	Computer	Tape(s)	1	-
	_	x Other (specifi	y)boxes	to: Ireato	-
Bound Book Video Tape	Geographical	10, Annual Acc		1110.110010	· (
		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		1	
Other (specify)	Other (specify)	Number		1	
		Number			
		File Drawe	of c)		
		=			
	•	Microfilm F		•	
1		Computer	• •		
1		Other (spe	cify)		٠
				 	
11. File is Used		12. File Becom	es Inactive After		
				_	
Daily Weekly Monthly	x Annually	Number	Month(s)	Year(s)	:
lengt ()		immediately			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	Series Duplicated Elsewher	re? (If yes, specify agency or office.)	
State Records Center, 7275 Waterloo Road, Jessup MI	·	Yes	x No		
1 1					
15. Access Restrictions (If Yes, cite Law(s) & Regulation	n(s).	16. Audit Requ	irements		
Yes Attorney work product,			na.: ma r		
Md./Rule 19-301.6, Md. Code State Personnel and Pen	sions Article, Health - General	x None	State Federal _	Independent	
4-309, GP §4-301 et seq., Md. Rule 16-901 et seq.					·
· 17.: Is an Index System used? NO		18. Recomme	nded Retention		
Yes No		Retain in office	5 years after file is close	ed. Screen files to identify those meeting selection	: nc
wisk to	1		•	ected files to the Maryland State Archives for per	
··.				te Records Center for an additional 15 years and	
高麗智斯 4.	il		or 25 years, then destroy.		
· · · · · · · · · · · · · · · · · · ·			; ,		
19. Name and Title of Preparer	20. Telephone Number	21. Date		•	
Anand Parikh, AAG	410 537 3054	January 2, 2018	3		

(y - 100 - 1			
: Instructions -Type or Print a separate form for each new	DEPARTMENT OF GENERAL SERVICE	ES	AGENCY RECORDS INVENTORY	
or revised record series. Forward with Records Retention	RECORDS MANAGEMENT DIVISION	1	And Programme Agency	
Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			
	Jessup, Maryland 20794			- 1
	410-799-1930		PAGE2 OF30	$\sim M_{\odot}^2$
Department/Agency: OFFICE OF THE ATTORNEY	2. Division: Md. Dept. of Environment		3. Unit of the	
GENERAL			, .	:
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DEFINITION: RECORD SERIES: A group of related records r	normally filed and used as a unit for reference as well as re	tention and disposition	on purposes.	
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5. Administrative Proceedings	•		1996 to2016	ىمۇرىمۇنىك. ئ
6. Record Series Description (Briefly describe the types of info	ormation/documents/forms found in the series. Include the	purpose or function	of the series.)	
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Anand Parikh, AAG .	·	Telephone	January 2, 2018	Control of
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instructions -Type or Print a separate form for each new or revised record series.	DEPART	MENT OF	AGENCY RECORDS INVENTOR
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Department/Agency: OFFICE OF THE ATTORNEY GENERAL	2. Division: f	vld. Dept. of	3. Unit
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as	a unit for reference		
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Instructions -Type or Print a separate form for each new or revised record series.		MENT OF		ENCY RECORDS INVENTORY	
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as 4. Record Series Title	a unit for refe		5. Earliest Year/Latest Year	ooses.	
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19. Name and Title of Preparer	20.	t t	21. Date		· · · · · · · · · · · · · · · · · · ·
Anand Parikh, AAG	Telepho		January 2, 2018		
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Instructions -Type or Print's separate form for each new or revised record series.	DEPART	TMENT OF	AGENCY RECORDS INVENTORY			
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6. Record Series Description (Briefly describe the types of information/documents/forms found			· · ·			
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7. Record Series Format(s) List all	8. Reco	ord	9. Volume			
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		1	continuing administrative, fiscal, legal or historical value.			
19. Name and Title of Preparer	20.	•	21. Date			
Anand Parikh, AAG	Telepho		January 2, 2018			
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Instructions –Type or Print a separate form for each new or revised record series.	DEPARTM		AGENCY RECORDS INVENT		
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6. Record Series Description (Briefly describe the types of information/documents/forms for	und in the series.	Include the p	urpose or function of the series.)		
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Instructions -Type or Print a separate form for each new or revised record series. Forward	DEPART	MENT OF	AGENCY RECORDS INVENTORY
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Proposed and final regulation, Maryland Register notice, drafts, correspondence, memos,			· · · · · · · · · · · · · · · · · · ·
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Red	quirements ::
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17: Is an Index System used? NO	1		ended Retention
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14.		Archives for	permanent retention. Destroy all others according to OAG
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19. Name and Title of Preparer	20.	21. 0	•
Anand Parikh, AAG	Telephor	re Janus	ary 2, 2018
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AGENCY RECORDS INVENTORY

Instructions –Type or Print a separate form for each new or revised record-series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency: OFFICE OF THE ATTORNEY GENERAL: OFFICE OF THE	GENERA REC MANAGEM 7275 Water Bc Jessup, M 410-7	TMENT OF L SERVICES CORDS ENT DIVISION too Road, P.C ix 275 aryland 20794 (99-1930 Md. Dept. of).	PAGE _8 OF 3	
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.6. Record Series Description (Briefly describe the types of information/documents/forms found	in the series.	nclude the pu	rpose or function of the ser	ies.)	
OAG-generated materials relative to the approval of contracts, bonds and/or promissory intergovernmental agreements involving the transfer of funds, etc.	notes, leases,	lease/purcha	se agreements, loans, gra	ant agreements, and inter	-agency or
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17. Is an Index System used? NO		18. Recon	nmended Retention		,
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15, Bonds			1996 to2016	
6. Record Series Description (Briefly describe the types of information/documents/forms for				
Draft bond, draft offering documents and/or bond purchase agreements, feasibility st	tudies, financia	al analysis re	ports, agreements, related opinions and advice letters, bond issue	1.4
""documentation, bond counsel contracts, correspondence, memos, research, etc				
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			ministrative value ceases, whichever comes last then transfer to State	
		Records C	Center for an additional 7 years, then destroy.	
19: Name and Title of Preparer	20.	21	. Date	
Anand Parikh, AAG	Telepho		nuary 2, 2018	
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litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief co disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and settlement documents, documentation of costs, witness deposition transcripts, documents, trial trans	ases, bankruptcies, b I other legal challeng	oid protests, es. Content	charitable trusts, civil rights, contract disputes, contras s of a typical file may include: pleadings, briefs, corres	ctor claims.
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7. Record Series Format(s) List all	8. Record		9. Volume	1 ()
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Anand Parikh, AAG	Number		January 2, 2018	
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6. Record Series Description (Briefly describe the types of			function of the series.) commission, board, department, executive commission or	aommittae astis
in a quasijudicial capacity. Also included are Minority State of Maryland	Business Enterprises administrative proceedings, and	proceedings wh	here companies have been debarred from doing business w	vith, or in, the
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Anand Parikh, AAG	Telephone	January 2, 2018
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Instructions -Type or Print a separate form for each new or revised record series. Forward with	DEPARTME	NT OF GENE	RAL AGENCY RECORDS INVENTORY	ei .
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litigation, defensive litigation (other than torts or unemployment insurance litigation), amicus brief ca	ses, bankruptcies	bid protests	s, charitable trusts, civil rights, contract disputes, contractor claim	ns, ·
disabilities, foreclosures, forfeitures, garnishments, guardianships, hospital closings, pro bono, and settlement documents, documentation of costs, witness deposition transcripts, documents, trial trans	other legal challe	nges. Content	its of a typical file may include: pleadings, briefs, correspondence	³, .
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Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES		AGENCY RECORDS I	NVENTORY
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19. Name and Title of Preparer		20.	21. Date	
Anand Parikh, AAG	•	Telephone	January 2, 2018	
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Instructions -Type or Print a separate form for each new or revised record series. Forward with	DEPAR	TMENT OF	AGENCY RECORDS INVENTORY
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			Archive for permanent retention any material that serves to	
		1	the origin, development and accomplishments of the office continuing administrative, fiscal, legal or historical value.	and nas
19. Name and Title of Preparer	20.	<u> </u>	21. Date	
Anand Parikh, AAG	Telept	none	January 2, 2018	•
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.15, Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes Md, Rule 19-301.6, Md. Code State Personnel and Pensions Article	le Health - General 4.309	GP 84-	16. Audi	Requirements	
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17. Is an Index System used? NO Yes No				ommended Retention office 5 years or until administrative valu	le ceases whichever comes
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13. Regulations			1995 to _2016:	
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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)	T			a para da la companyone de la companyone de la companyone de la companyone de la companyone de la companyone d
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-301 et seq., Md. Rule 16-901 et seq.		18. Rec	ommended Retention	
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-301 et seq., Md. Rule 16-901 et seq. Is an Index System used? NO Yes No	20. Telepho	Retain ir ceases, 5 years,	n office 5 years after term of document expires or until ad whichever comes last. Transfer to the State Records Celthen destroy.	ministrative value

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Department/Agency: OFFICE OF THE ATTORNEY GENERAL	l.	: Md. Dept. o	f 3. Unit
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for refer 4. Record Series Title	ence as well a	as retention a	nd disposition purposes. 5. Earliest Year/Latest Year
15."Bonds		ŀ	_1995 to2016
6. Record Series Description (Briefly describe the types of information/documents/forms found in the s Draft bond, draft offering documents and/or bond purchase agreements, feasibility studies, finar			•
counsel contracts, correspondence, memos, research, etc	•		
7. Record Series Format(s) List all	8. Re	ecord	9. Volume
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A Principle			ain
17ls an Index System used? NO		18. Rec	ommended Retention
		II	n office 7 years after last principal and interest payment on bonds are made.
		II .	dministrative value ceases, whichever comes last then transfer to State Center for an additional 7 years, then destroy.
		, vectorus	Control of an administrative young, mon dognoy,
. 19. Name and Title of Preparer	20.	<u>"</u>	21. Date
Anand Parikh, AAG	Telep		January 2, 2018
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Office of the Attorney General

General Assembly

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Instructions –Type or Print a separate form for	DEPARTME	ENT OF (GENERAL SE	RVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANAGEMENT DIV						
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box		·		
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•	410-799-1930						
Department/Agency	2. Division				3. Unit		
Office of the Attorney General	General Ass	embly					
Schedule 2576					·		
DEFINITION: RECORD SERIES: A group of related	records norm	haliv filed	and used as	a unit for re	ference as well as retention and disposition		
purposes.	records nom	nany med	and daed as	a dint los re	reference as well as retention and dioposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
10. Letters of Advice					to2017		
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6. Record Series Description (Briefly describe the ty	pes of informa	ation/doc	uments/forms	found in th	e 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.	dvice on	legal i	ssues pu	isuani i	o requests from state		
officials, agencies, etc.							
Contents of a typical file ma	av include	o the	request f	ar advic	e, research, memoranda, drafts		
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13. Current Location(s) (Bidg., Floor, Room) 90 State Circle, Room 104 and 105			14. Is Record Sarios Duplicated Elsewhere? (If yes, specify agency or office.) Yes Electronically and at the Office of the Attorney General 200 St. Paul.				
Annapolis, Maryland 21401			Beltimore, MD		, 2.1.2 C. 1		
Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes Confidential Legal Advice			16. Audit Requ	irements ,			
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17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
Yes No							
			•	s or until administrative value ceases, whichever			
			comes last,	men destr	by, according to OAG Destruction Procedures.		
19. Name and Title of Preparer			ne Number	21. Date	·		
Kelly Keyser Desautels	410	0-946-560	טט	4/21/17			
Office Manager							

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Instructions –Type or Print a separate form for		OF GENERAL SI		AGENT! RECORDS INVENTORY		
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	Jessu	p, Maryland 20794 410-799-1930	_			
Department/Agency	2. Division			3. Unit		
Office of the Attorney General						
Schedule 2576	General Assem	oly				
DEFINITION: RECORD SERIES: A group of related	records normali	filed and used as	a unit for re	ference as well as retention and disposition		
purposes.	Trecords Horrian	med and dood as		· · · · · · · · · · · · · · · · · · ·		
4. Record Series Title 11. Correspondence				st Year/Latest Year		
. Correspondence				to2017		
6. Record Series Description (Briefly describe the ty	pes of information	n/documents/forms	found in th	e 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 tunical file may include: tatlers, managed a service for information, at						
Contents of a typical file may include: letters, memoranda, requests for Information, etc.						
7. Record Series Format(s) List all	0.000	rd Series Sequence	9. Volume			
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13. Current Location(s) (Bidg., Floor, Room) 90 State Circle, Room 104 and 105		14, Is Record	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☒ No			
Annapolis, Maryland 21401						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Rec	16. Audit Requirements			
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Confidential materials.		⊠ None	⊠ None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe req	uirements	18 Recon	18. Recommended Retention			
☐ Yas 🛛 No	☐ Yas No			ain in office for 2 years or until administrative value ceases,		
		11	r cornes last, then destroy according to OAG Destruction			
				rocedures with the following exception: Transfer to Maryland State		
			permanent	retention any material that serves to document		
		11	•	nt and accomplishments of the office and has		
				ve, fiscal, legal or historical value.		
19. Name and Title of Preparer	į	lephone Number	21. Date			
Kelly Keyser Desautels, Office Manager	410-9	16-5600	4/21/17			

Retention Schedule #2576

Office of the Attorney General

Health, Department of

<u> </u>							
<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			SIÓN	PAGE1 OF8		
Department/Agency	2. Division	·. 			3. Unit		
1. Department/Agency					Legal Şervices		
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DEFINITION: RECORD SERIES: A group of related records	normally filed	d and used as	a unit for refe	rence as v	vell as retention and disposition purposes.		
4. Record Series Title		• • • • • • • • • • • • • • • • • • • •			st Year/Latest Year		
					varies to2017		
CivilLitigation (1)							
Record Series Description (Briefly describe the types of inf This series consists of civil lawsuits filed in state and fe officials, and covers the entire OAG case file, which may including the courts.	deral courts	against, or o	on behalf of th	ie state, st	ate agencies, and/or state		
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.					contractor claims, disabilities,		
Contents of a typical file may include: pleadings, briefs deposition transcripts, documents, trial transcripts, resear		•					
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume	square feet		
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☐ Audio Tape ☐ Floppy Disk		□ Chronologic □	aı	Computer Tape(s) Other (specify)			
□ Bound Book □ Video Tape		☐ Geographic	at	10. Annual Accumulation			
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			☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)				
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☑ Daily ☑ Weekly ☑ Monthly ☐ Annually			Number □ Month(s) ☑ Year(s) (20)				
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13. Current Location(s) (Bldg., Floor, Room) 300 W. Preston St. Suite #302 Baltimore, Md. 21201		, 	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☐ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16. Audit Requirements				
<u>⊔ 163 104140</u>			⊠ None □ State □ Federal □ Independent				
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17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No	17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			mended R			
	_ · · · · · · · · · · · · · · · · · · ·				after file is closed. Screen files to identify those ria defined on page ii. Transfer selected files to the		
·					s for permanent retention. Transfer all others to		
					er for an additional 15 years, then destroy.		
				•	•		
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19. Name and Title of Preparer		20. Telepho	one	21. Date			
Tiffany Johnson/Management Associate, LynnWood/Administrator	•	Number 410 767-186	1	04/28/17 			
Deborah Sherrill/Clerk, Wendy Ferrell/Paralegal II, Kathleen		410 / 07-190	• .				
Todd/Admin.Aide				·			
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			SION	PAGE3 OF8	
Department/Agency	2. Divisio	n ;			3. Unit	
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OAG	DHMH					
DEFINITION: RECORD SERIES: A group of related rec	ords norma	illy filed and u	sed as a unit t			
4. Record Series Title					st Year/Latest Year varies to2017	
CivilLitigation (
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.					tate, state agencies, and/or maintained by other State or unemployment insurance utes, contractor claims, other legal challenges.	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
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				☐ Computer Tape(s)☐ Other (specify)		
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13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
300 W. Preston St. Suite #201,#205,#210 Baltimore, Md. 21201			☐ Yes ■ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No		,	16. Audit Requ			
	•		⊠ None [State F	ederal 🗖 Independent	
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17. Is an Index System used? If yes, explain briefly and describe require	ments		18. Recom	mended R	etention	
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	•				ng selection criteria defined on ed files to the Maryland State	
·			Archives for	permanen	t retention. Transfer all others	
			The state of the s		enter for an additional 15 years,	
·			then destroy	y .		
10 Nome and Title of Passage		00.25		04.5		
19. Name and Title of Preparer Rosalind Spellman/Administrative Officer II, LynnWood/Adm	, inistrator,	20. Telepho 410 767-188		21. Date 04/28/17		
Gloria Brown/Administrative Officer I, Monica Baker/Paraleg	· ·			,, -,		

*Instructions –Type or Print a separate form for each new	DEPARTMENT OF GENERAL			VICES	AGENCY RECORDS INVENTORY	
or revised record series. Forward with Records Retention Schedule (DGS 550-1)			EMENŤ DIVIS ad, P.Q. Box 2		, , , , , , , , , , , , , , , , , , ,	
Spinostric (\$ 55 tos 1)		Jessup, Mary	land 20794		PAGE5 OF8	
1. Department/Agency	2. Division			, ,	3. Unit Legal Services / HOP	
OAG	DHMH				Legal Services / HOF	
DEFINITION: RECORD SERIES: A group of related records no	ormally filed	and used as	a unit for refe	rence as v	vell as retention and disposition purposes.	
4. Record Series Title	, , , , , , , , , , , , , , , , , , , 		, , -	5. Ęarlie	st Year/Latest Year	
CivilLitigation (1)					2012 to2017	
, ,						
6. Record Series Description (Briefly describe the types of infor						
This series consists of civil lawsuits filed in state and fed officials, and covers the entire OAG case file, which may be						
including the courts.	oo paraany	aupiloudiyo o	materiale m		y value oracio oracios,	
This series includes, but is not limited to: affirmative litigal	tion, defens	sive litigation	(other than to	orts or une	mployment insurance	
litigation), amicus brief çases, bankruptcies, bid protests, o foreclosures, forfeitures, garnishments, guardianships, hos						
Contents of a typical file may include: pleadings, briefs, deposition transcripts, documents, trial transcripts, research						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
■ Letter Size		☐ Alphabetical	·		ic square feet	
□ Legal Size. □ Computer Tape		Numerical		☐ File Drawer(s)		
□ Audio Tape □ Floppy Disk			al	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Bound Book ☐ Video Tape		□ Ģeographica	al	Other (specify)closed storage boxes		
Other (specify)		Other (speci	fy)		Accumulation	
				Number	(a)	
				☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)		
				Other (specify)		
11. File is Used	 		12. File Becom	mes Inactive After		
☐ Daily ☐ Weekly ☐ Monthly ☒ Annually			Number	☐ Month(s) ☑ Year(s) (20)		
					·	
13. Current Location(s) (Bldg., Floor, Room) 300 W. Preston St. Suite #302 & #201 Baltimore, Md. 21201			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☐ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		, , ,	16. Audit Requ	uirements		
☐ Yes ☑ No			⊠ None [□ State □ Federal □ Independent		
		·				
17. Is an Index System used? If yes, explain briefly and describe requirements			18 Pacam	commended Retention		
▼Yes □ No As per the year that the box was closed…it is then assigned a box number					after file is closed. Screen files to identify those	
·			-		ria defined on page ii. Transfer selected files to the s for permanent retention. Transfer all others to	
					er for an additional 15 years, then destroy.	
					·	
	· · · · · · · · · · · · · · · · · · ·					
19. Name and Title of Preparer Tiffany Johnson/Management Associate, LynnWood/Administrator,		20. Telepho	nė	21. Date 04/28/17		
Deborah Sherrill/Clerk, Wendy Ferrell/Paralegal II, Kathleen		410 767-186	1	, ==,=,		
Todd/Admin.Aide		410 767-188	5			
Rosalind Spellman/Administrative Officer II, Gloria Brown/Administrative Officer I, Monica Baker/Paralegal II					·	

					
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R Jessup, Ma	GENERAL SERVICES GEMENT DIVISION Road, P.O. Box 275 Inviand 20794 99-1930	PAGE OF 8		
	0.5:::				
1. Department/Agency	2. Division		3. Unit Legal Services / HOP		
QAG	ДНМН				
DEFINITION: RECORD SERIES: A group of related records	normally filed and used a	as a unit for reference	as well as retention and disposition purposes		
4. Record Series Title	Tiorniany med and doed t	5. E	arliest Year/Latest Year		
		• _	1997 to2011		
CivilLitigation (i)					
Record Series Description (Briefly describe the types of in This series consists of civil lawsuits filed in state and fe officials, and covers the entire OAG case file, which may including the courts. This series includes, but is not limited to: affirmative litig litigation), amicus brief cases, bankruptcies, bid protests foreclosures, forfeitures, garnishments, guardianships, he Contents of a typical file may include: pleadings, briefs deposition transcripts, documents, trial transcripts, resea	ederal courts against, or be partially duplicative gation, defensive litigatio, charitable trusts, civil respital closings, pro bors, correspondence, settle	on behalf of the state of materials maintain in (other than torts or rights, contract dispute no, and other legal ch ement documents, do	e, state agencies, and/or state ed by other State entities, unemployment insurance es, contractor claims, disabilities, allenges. cumentation of costs, witness		
deposition transcripts, documents, trial transcripts, resea	ircn, notes, draπs, file o	pening/closing memo	randa, etc.		
7. Record Series Format(s) List all	8. Record Se	eries Sequence 9. Vol	ume 3 cubic square feet		
☐ Letter Size ☐ Microfilm ☐ Letter Size ☐ Microfilm	☐ Alphabetic				
☐ Legal Size ☐ Computer Tape	■ Numerical		e Drawer(s)		
	⊠ Chronolog	gical 🔲 Co	crofilm Reel(s) mputer Tape(s)		
□ Bound Book □ Video Tape	☐ Geograph		☑ Other (specify)closed storage boxes		
Other (specify)	Other (spe		10. Annual Accumulation		
·		II Mic	p Drawer(s) profilm Reel(s) mputer Tape(s) per (specify)		
11. File is Used		12. File Becomes Inacti	ve After		
☐ Daily ☐ Weekly ☐ Monthly 🛭 Annually	•	Number	☐ Month(s) ☐ Year(s) (20)		
13. Current Location(s) (Bldg., Floor, Room) Records Retention Center 7275 Waterloo Rd. P.O. Box 275 Jessup, Maryland 2	20794	14. Is Record Series Do ☐ Yes ☑ No	uplicated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No	•	16. Audit Requirements	5		
		None ☐ State	□ Federal □ Independent		
			•		
17. Is an Index System used? If yes, explain briefly and describe requirements ■ Yes □ No As per the year that the box was closedit is then assigned a box number		meeting selection of Maryland State Arc	ed Retention ears after file is closed. Screen files to identify those criteria defined on page ii. Transfer selected files to the hives for permanent retention. Transfer all others to Center for an additional 15 years, then destroy		
19. Name and Title of Preparer	20. Teleph	l l			
Tiffany Johnson/Management Associate, LynnWood/Administrato	r, Number 410 767-18	04/2	8/17		
Deborah Sherrill/Clerk, Wendy Ferrell/Paralegal II, Kathleen Todd/Admin Aide	410 767-18				
Rosalind Spellman/Administrative Officer II,	410 /6/-18	,03			
Gloria Brown/Administrative Officer I, Monica Baker/Paralegal II					
OGS 550-4 (Rev. 1/93)					

Office of the Attorney General

Health Benefit Exchange, Maryland

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Instructions ype or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF C RECORDS MANA			AGENCY RECORDS INVENTORY	
Records Retention Schedule (DGS 550-1)	7275 Waterloo R		275	·	
		Jessup, Maryland 20794 410-799-1930		PAGE1 OF10	
				·	
Department/Agency	2. Division			3. Unit	
Office of the Attorney General	Maryland Health Benefi	t Evchange		N/A	
·				<u> </u>	
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed a	nd used as a	unit for ref	erence as well as retention and disposition	
4. Record Series Title				Year/Latest Year	
1. Civil Litigation			20	13 topresent	
Record Series Description (Briefly describe the ty					
series.) This series consists of civil lawsuits filed in s covers the entire OAG case file, which may be partia					
A. This series includes, but is not limited to:	affirmative litigation, defe	ensive litigatio	n (other th	an torts or unemployment insurance litigation),	
amicus brief cases, bankruptcies, bid protests, chari garnishments, guardianships, hospital closings, pro	table trusts, civil rights,	contract dispu	tes, contra	ctor claims, disabilities, foreclosures, forfeitures,	
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	8. Record Series	Sequence	9. Volume		
x Letter Size	□ Alphabetical		n/a Number	-	
x Legal Size x Computer Tape	□ Numerical		x File Drawer(s)		
□ Audio Tape □ Floppy Disk	x Chronological		□ Microfilm Reel(s) □ Computer Tape(s)		
□ Bound Book □ Video Tape	□ Geographical		Other (specify)		
□ Other (specify)	□ Other (specify)		10. Annual Accumulation 3-5		
			Number x File Drawer(s) D Microfilm Reel(s)		
			☐ Computer 1 ☐ Other (spec		
+ 11. File is Used	·]	12. File Becomes	Inactive Afte		
☐ Daily ☐ Weekly x Monthly ☐ Annually		5 Number	□ Monti		
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.) □ Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) x Yes □ No		16. Audit Requirements			
Attorney/Client Privilege		x None □ Sta	ate 🗆 Federa	al 🗆 Independent	
17. Is an Index System used? If yes, explain briefly and describe rec	18. Recomm	ended Re	tention		
1165 UNO	•				
		Retain in offic	e 5 years	after file is closed. Screen files to identify those	
		meeting selec	ction criteri	a defined on page ii. Transfer selected files to the	
	·			s for permanent retention. Transfer all others to the or an additional 15 years, then destroy.	
19. Name and Title of Preparer	20. Telepho	one	21. Date		
Sharon Stanley Street Principal Counsel	Number 410-547-73	78	April 14,	2017	
· magen raunisen			<u>_</u>	-4	

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Instructions ype or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF C	GEMENT DIV	ISION	AGENCY RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1)		oad, P.O. Box ryland 20794 ⁹⁹⁻¹⁹³⁰	(2/5	PAGE2 OF :10		
Department/Agency	2. Division			3. Unit		
Office of the Attorney General	Maryland Health Benefi	t Exchange		N/A		
, ,		· ·				
DEFINITION: RECORD SERIES: A group of related purposes.	Tecords normally filed a	ino useo as a		<u> </u>		
Record Series Title Administrative Proceedings				Year/Latest Year 13 topresent		
6. Record Series Description (Briefly describe the tyseries.) This series consists of proceedings before administrative agency is acting as a fact. finder in radministrative agency or as advocates in such proceedings series includes, but is not limited to: all administrate independent agency, commission, board, departme Business Enterprises administrative proceedings, a Maryland. Contents of a typical file may include: pleadings, Pradministrative law judges' decisions, documents, re	administrative agencies resolving an issue preser eedings). strative proceedings such, executive commissiond proceedings where composed Findings of Fact.	performing quented to it; Assi th as those be on or committe companies har	asia judici stant Attori fore the Or se acting in we been de	al duties (i.e., any proceeding in which an neys General may act as counsel to the ffice of Administrative Hearings or before any a quasijudicial capacity. Also included are Minority abarred from doing business with, or in, the State of		
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume			
x Letter Size	□ Alphabetical		n/a Number	-		
x Legal Size x Computer Tape	□ Numerical	x File Drawer □ Microfilm R				
□ Audio Tape □ Floppy Disk	x Chronological		□ Computer [*]	Tape(s)		
□ Bound Book □ Video Tape	□ Geographical	Other (spe				
Other (specify)	D Other (specify)		10. Annual Accumulation Number			
			x File Drawer Microfilm R Computer Other (spe	eel(s) Fape(s)		
11. File is Used		12. File Becomes	Inactive Afte	r		
□ Daily □ Weekly x Monthly □ Annually .	,	Number	□ Mont	h(s) x Year(s) after file closed		
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.) □ Yes No Room				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) x Yes □ No		16. Audit Requirements				
Attorney/Client Privilege, 45 FFR + 155.260		None D State D Federal D Independent 45 CFR ++ 155.1200, 1210				
17. Is an Index System used? If yes, explain briefly and describe re □ Yes □ 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 addition 10 years, then destroy.					
19. Name and Title of Preparer Sharon Stanley Street	20. Telepho Number	•		21. Date		
Principal Counsel	410-547-73	378	April 14, 2017			

				
Instructions ype or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF O			AGENCY RECORDS INVENTORY
Records Retention Schedule (DGS 550-1)	7275 Waterloo R		k 275	
·	Jessup, Maryland 20794 410-799-1930			PAGE3 OF10
				,
·				
Department/Agency	2. Division			3. Unit
Office of the Attorney General	Maryland Health Benef	it Evebence		N/A·
Office of the Attorney General	Maryland Health Bener	it Exchange		IV/A·
DEFINITION: RECORD SERIES: A group of related	records normally filed a	and used as a	unit for refe	erence as well as retention and disposition
purposes.	· · · · · · · · · · · · · · · · · · ·		le e de	Novelland Novel
Record Series Title Agreements			1	Year/Latest Year 13 topresent
7. Agreements				10 to
Record Series Description (Briefly describe the tyseries.) This series consists of preparation, review and the series consists of preparation.	and/or approval of agree	ments on beh	alf of the st	ate, state agencies, and/or state officials.
This series includes, but is not limited to: agreemen Taxation for preferential tax treatment, etc.	ts, interagency agreeme	ents, those bet	ween coun	try clubs and the Department of Assessments and
Contents of a bright file manifest decrease		namia		
Contents of a typical file may include: agreements,	corresponaence, aocun	nents, notes, e	etc.	
·				
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·
x Letter Size	□ Alphabetical		n/a Number	-
	'			
Legal Size x Computer Tape	□ Numerical		x File Drawer(D Microfilm R	
□ Audio Tape □ Floppy Disk	× Chronological		☐ Computer T☐ Other (spec	
☐ Bound Book ☐ Video Tape	□ Geographical		1 ''	
□ Other (specify)	□ Other (specify)	·	10. Annual Ac 3-5	ccumulation
			Number	_
			x File Drawer(D Microfilm R	
		•	☐ Computer T	ape(s)
			Other (spec	ary)
·				
 11. File is Used	l	I12. File Become	s Inactive After	
		10	•	
□ Daily □ Weekly Monthly □ Annually		Number specified in agre	☐ Montl ement	n(s) x Year(s) after any expiration of agreement or longer if
·		H		
13. Current Location(s) (Bldg., Floor, Room) 120 E. Pratt Street, 16th Floor, Rooms 1625, 1627, 1628				B Elsewhere? (If yes, specify agency or office.) Electronic copies
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requir		
x Yes	•	1		J. G. Indonesidant
Attorney/Client Privilege, 45 FFR + 155.260		45 CFR ++ 155.		i 🗆 Independent
•	,			<u></u>
17. Is an Index System used? If yes, explain briefly and describe re	quirements	18. Recomm		
				after file is closed. Screen files to identify those a defined on page ii. Transfer selected files to the
				s for permanent retention. Transfer all others to the
<u>'</u>				be retained for an additional 15 years, then
		destroy.		•
1 40 No	L co Tel 1	<u> </u>	L 04 D-1-	
19. Name and Title of Preparer Sharon Stanley Street	20. Teleph	une	21. Date	
Principal Counsel	410-547-73	378	April 14,	201.7 .

Instructions ype or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF (AGENCY RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1)		Road, P.O. Box aryland 20794 ⁹⁹⁻¹⁹³⁰	275	PAGE4 OF10		
Department/Agency	2. Division			3. Unit		
Office of the Attorney General	Maryland Health Benefi	it Exchange		N/A		
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed a	and used as a	unit for ref	erence as well as retention and disposition		
Record Series Title Letters of Advice			5. Earliest 20	Year/Latest Year 13 to present		
Record Series Description (Briefly describe the tyseries.) This series consists of letters of advice on I						
Contents of a typical file may include: the request fo	or advice, research, men	noranda, drafts	s and letter	of advice.		
,						
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume n/a			
x Letter Size Microfilm	□ Alphabetical		Number	- .		
Legal Size x Computer Tape	□ Numerical		x File Drawer			
□ Audio Tape □ Floppy Disk	x Chronological		□ Computer 1	□ Microfilm Reel(s) □ Computer Tape(s)		
☐ Bound Book ☐ Video Tape	□ Geographical		口 Other (specify)			
Other (specify)	□ Other (specify)),	10. Annual Ad 10-20 Number	ccumulation		
		•	x File Drawer(D Microfilm R D Computer 1 D Other (spec	eel(s) ape(s)		
				•		
11. File is Used	ı	12. File Become	s Inactive Afte			
□ Daily □ Weekly Monthly □ Annually		Number	□ Mont	h(s) xYear(s) or until administrative value ceases		
13. Current Location(s) (Bldg., Floor, Room) 750 E. Pratt Street, 16th Floor, Rooms 1625, 1627, 1628	,	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes No Room Electronic capies				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) x Yes			16. Audit Requirements XNone □ State □ Federal □ Independent			
Attorney/Client Privilege, 45 FFR + 155.260						
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☐ 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	20. Teleph	one	21. Date			
Sharon Stanley Street	Number 410-547-7	378	April 14	2017		
Principal Counsel	410-547-7378		April 14, 2017			

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Instructions ype 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		ISION	AGENCY RECORDS INVENTORY
				PAGE5 OF10
Department/Agency	2. Division			3. Unit
Office of the Attorney Géneral	Maryland Health Benefi	it Exchange		N/A
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed a	and used as a	unit for ref	erence as well as retention and disposition
Record Series Title Series Title Series Correspondence (Office Wide)			1	Year/Latest Year 13 to present
6. Record Series Description (Briefly describe the tywritten and/or e-mail communications between atto organizations, constituents, etc., PIA requests and Contents of a typical file may include: letters, memoral	rneys and client/agencie copies of agency/client m	s, members on ninutes and ac	of the legisl	
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume	
x Letter Size ☐ Microfilm	D Alphabetical	•	n/a Number	_
Legal Size x Computer Tape	□ Numerical		x File Drawer	(s)
□ Audio Tape □ Floppy Disk	x Chronological		☐ Microfilm F	
☐ Bound Book ☐ Video Tape	□ Geographical		Other (spe	· ·
Other (specify)	☐ Other (specify)	10. Annual Accumulation 50-60		ccumulation
			x File Drawer Microfilm R Computer Other (spe	keel(s) Tape(s)
111. File is Used	j	12. File Become	s Inactive Afte	r
□ Daily □ Weekly Monthly □ Annually		10 Number		th(s) x Year(s) or until administrative value ceases
13. Current Location(s) (Bldg., Floor, Room) 120 E. Pratt Street, 16th Floor, Rooms 1625, 1627, 1628		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) D Yes No Room Electronic copies		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
x Yes □ No Attorney/Client Privilege, 45 FFR → 155.260		None Distate Diffederal Dindependent 45 CFR >> 155.1200, 1210		
	quirements	18. Recomm	nended Re	tention
		comes last, t the following retention any	hen destro exception: material this ishments of	ars or until administrative value ceases, whichever y according to OAG Destruction Procedures with Transfer to Maryland State Archive for permanen hat serves to document the origin, development of the office and has continuing administrative, value.
19. Name and Title of Preparer Sharon Stanley Street	20. Telepho Number		21. Date	
Principal Councel	410-547-73	010	April 14.	. 2011

Instructions ype or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		ISION	AGENCY RECORDS INVENTORY	
Records Retention Schedule (DGS 550-1)			275	PAGE6 OF10	
Department/Agency	2. Division			:	
Office of the Attorney General	 Maryland Health Benefi	it Evchange		N/A	
· ·	-	Ū			
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed a				
Record Series Title 12.A.Legislation-Preparation and Enactment			I	Year/Latest Year 13 to present	
Record Series Description (Briefly describe the ty series.) This series consists of materials regarding t				series. Include the purpose or function of the	
Contents of a typical file may include: drafts of propo	osed legislation, notes, o	correspondenc	e, memora	anda, research, administrative history, written	
testimony, bills in final form, etc.		•		·	
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume n/a Number	-	
Legal Size × Computer Tape			x File Drawer		
□ Audio Tape □ Floppy Disk	□ Numerical x Chronological		☐ Microfilm R ☐ Computer 1	eel(s)	
□ Bound Book □ Video Tape	© Geographical		Other (spec		
□ Other (specify)	10. Ar		10. Annual A 0-2	ccumulation	
	, , , , ,		Number		
·			x File Drawer	eel(s)	
			□ Computer Tape(s) □ Other (specify)		
•					
I11. File is Used		[12. File Becomes	Inactive Afte	r	
Daily Weekly X Monthly Annually		5 Number	□ Mont		
	•				
13. Current Location(s) (Bldg., Floor, Room)	<u> </u>	14. Is Record Ser	ries Duplicate	d Elsewhere? (If yes, specify agency or office.)	
120 E. Pratt Street, 16th Floor, Rooms 1625, 1627, 1628		☐ Yes No Room Electronic copies			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes □ No		16. Audit Require xNone □		ieral 🗆 Independent	
17. Is an Index System used? If yes, explain briefly and describe re	quirements	18. Recomm	ended Re	tention	
☐ Yes ☐ No		[]		or until administrative value ceases, whichever reen files to identify those meeting selection criteria	
		comes last. defined on pa	age ii. Trar	sfer selected files to the Maryland State Archives	
				. Transfer all others to the State Records Center to ional 5 years, then destroy.	
19. Name and Title of Preparer	20. Telepho		21. Date		
Sharon Stanley Street Principal Counsel	Number 410-547-73	378	April 14,	2017	

	T		
Instructions ype or Print a separate form for each new or revised record series. Forward with	RECORDS MANA	GENERAL SERVICES GEMENT DIVISION	AGENCY RECORDS INVENTORY
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		PAGE7 OF10
1. Department/Agency	2. Division		3. Unit
Office of the Attorney General	Maryland Health Benefi	it Exchange	N/A _.
 DEFINITION: RECORD SERIES: A group of related purposes.	I d records normally filed a	and used as a unit for re	I eference as well as retention and disposition
4. Record Series Title 13. Regulations			st Year/Latest Year 013 to present
Record Series Description (Briefly describe the tyseries.) This series consists of approvals of administrative become effective. Contents of a typical file may include: proposed and background documentation, research, etc.	rules promulgated by sta	ate agencies submitted	to the Attorney General for review before they
7. Record Series Former(s). Liet all	10 Board Series	Samuel 10 Values	
7. Record Series Format(s) List all	8. Record Series	n/a	
x Letter Size	☐ Alphabetical	Number	·
Legal Size x Computer Tape	□ Numerical	x File Draw	
□ Audio Tape □ Floppy Disk	x Chronological	□ Compute	r Tape(s)
□ Bound Book □ Video Tape	□ Geographical	Other (sp	,
□ Other (specify)	□ Other (specify)		Accumulation
		x File Draw	Reel(s) r Tape(s)
 11. File is Used	ı	12. File Becomes Inactive Af	ter
□ Daily □ Weekly X Monthly □ Annually		·	nth(s) xYear(s) after publication
13. Current Location(s) (Bldg., Floor, Room) 120 E. Pratt Street, 16th Floor, Rooms 1625, 1627, 1628		14. Is Record Series Duplica 'D' Yes No Room	ted Elsewhere? (If yes, specify agency or office.) Electronic copies
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes		16. Audit Requirements xNone □ State □ F	ederal □ Independent
17. Is an Index System used? If yes, explain briefly and describe re	quirements	meeting selection crite	s after publication. Screen files to identify those eria defined on page ii. Transfer selected files to the less for permanent retention. Destroy all others
19. Name and Title of Preparer	20. Telepho		
Sharon Stanley Street	Number	279 An-il 4	1 2017
Principal Counsel	410-547-73	oro April 1	4, 2017

<u> </u>				
Instructions ype or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		SION	AGENCY RECORDS INVENTORY
Records Retention Schedule (DGS 550-1)				PAGE8 OF10
1. Department/Agency	2. Division	*		3. Unit
Office of the Attorney General	Maryland Health Benefit	t Exchange		N/A
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed a			
4. Record Series Title				Year/Latest Year
14. Financial Transactions	on of information/docum	monto/forms fo	20	
6. Record Series Description (Briefly describe the typ series.) This series consists of OAG-generated mater agreements, loans, grant agreements, and inter-ager Contents of a typical file may include copies of docun	rials relative to the appr ncy or intergovernmenta	oval of contra al agreements	cts, bonds involving	and/or promissory notes, leases, lease/purchase the transfer of funds, etc.
agreements; and correspondence, drafts, notes, etc.	•		•	, , , , , , , , , , , , , , , , , , , ,
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume	
x Letter Size	□ Alphabetical		n/a Number	-
Legal Size x Computer Tape	□ Numerical	,	k File Drawer(s)	
□ Audio Tape □ Floppy Disk	x Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s)	
			Other (specify)	
□ Bound Book □ Video Tape	□ Geographical		10. Annual Accumulation	
Other (specify)	Other (specify)		20-30 Number	_
·				
			x Fite Drawer(Microfilm R	eel(s)
			□ Computer 1 □ Other (spec	
4				
11. File is Used	'	12. File Becomes	Inactive After	'
□ Daily □ Weekly X Monthly □ Annually		Number . ceases	□ Monti	n(s) xYear(s) after contract end date or until administrative value
13. Current Location(s) (Bldg., Floor, Room) 750 E. Pratt Street, 16 th Floor, Rooms 1625, 1627, 1628			ies Duplicate o Room	d Elsewhere? (If yes, specify agency or office.)Electronic copies
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes □ No				□ Federal □ Independent 55.1200, 1210
17. Is an Index System used? If yes, explain briefly and describe requ ☐ Yes ☐ No		administrative	e 5 years value cea	after term of document expires or until ases, whichever comes last. Transfer to the State additional 5 years, then destroy.
19. Name and Title of Preparer	20. Telepho		21. Date	
Sharon Stanley Street	Number			· .
Principal Counsel	410-547-7378		April 14,	2017

Instructions ype or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF GE RECORDS MANAG		AGENCY RECORDS INVENT	TORY
Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			
1. Department/Agency	2. Division		3. Unit	
	Maryland Health Benefit	Evchange	N/A	
ŕ	•			
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed an		•	osition
Record Series Title Accounting Records-Contracts Awarded			st Year/Latest Year 2013 to present	
 Record Series Description (Briefly describe the type series.) This series consists of services contracts enter This series consists of services contracts entered 	tered into on behalf of the	e Office of the Attorne	y General.	tion of the
·				
7. Record Series Format(s) List all	8. Record Series S	equence 9. Volume	· ··· · · · · · · · · · · · · · · · ·	
x Letter Size Microfilm	□ Alphabetical	Number	_	
Legal Size x Computer Tape	□ Numerical	x File Draw □ Microfilm	er(s)	·
□ Audio Tape □ Floppy Disk	x Chronological	☐ Microfilm ☐ Compute ∴ ☐ Other (sp	r Tape(s)	
□ Bound Book □ Video Tape	□ Geographical		Accumulation ,	
□ Other (specify)	Other (specify) _	0-1 Number		
•		x File Draw x File Draw Microfilm Compute Other (sp	Reel(s) r Tape(s)	
		10.5% B:		
11. File is Used □ Daily □ Weekly X Monthly □ Annually	· <u> </u>	12. File Becomes Inactive Al 3 Number D Mo	ter inth(s) xYear(s) after termination of employme	ent or until
		administrative value ceases,		
•	` .			
			cord Series Duplicated Elsewhere? (If yes, specify agency or office.) s No RoomElectronic copies, 200 St. Paul Fiscal/Personnel Div	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) X Yes □ No Maryland Pubic Information Act, Md. Code, General → 4-10	i	16. Audit Requirements None □ State □ Fe	deral 🗆 Independent	
17. Is an Index System used? If yes, explain briefly and describe req		18. Recommended R		ers and until all
Pres No		audit requirements ha	ct for the life of the contract plus 2 yea ve been fulfilled, then destroy accordi	
		audit requirements ha Destruction Procedure	ve been fulfilled, then destroy accordies.	

SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH	RECORDS N	IANAGEMENT DIVISION LOO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY				
RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP	, MARYLAND 20794 10) 799-1930	Page1 of10				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Office of the Attorney General	Maryland Healt	h Benefit Exchange	N/A				
DEFINITION - Record Series - A group of re and disposition		d electronically and used as a	unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR						
1.A. Civil Litigation		•	2013 TO present				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system				
Various Attorneys		Filing/Research					
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 All files are located in an electronic shared da in an offsite location.	y throughout the i	ecord's authorized life cycl	e.				
12 RECOMMENDED RETENTION Retain in office 5 years after file is closed. So selected files to the Maryland State Archives additional 15 years, then destroy.							
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE				
PREPARER Sharon Stanley Street	410-547-7378		4/15/17				
Total Control Control	<u> </u>						

INSTRUCTIONS — TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY			
RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02			Page2 of10			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Office of the Attorney General	Maryland Healt	h Benefit Exchange	N/A			
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE 5. Administrative Proceedings			5 EARLIEST YEAR/LATEST YEAR			
. Administrative (Todeedings			2013 TO present			
6 INPUT - Identify source of information to b	oe entered	7 OUTPUT - Identify the	use/s of information generated by system			
Various Attorneys		Filing/Research				
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include p	/documents/forms ourpose 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.						
POLICY ON ACCESS AND USE – Explain Electronic documents generated by this Divisionand domain administrators.			be viewed by employees of the Division			
10 UPDATING CYCLES OR CONDITIONS A Information is updated on a daily, as needed to an offsite location.	-					

11 SPECIFY THE LOCATION AND MED	IA OF THE MAIN ELECTRONIC DA	TA FILE. Explain the progression established to
ensure the record's retention and usab	ility throughout the record's authoriz	ed life cycle.
All files are located in an electronic shared in an offsite location.	database (Q://Legal) and duplicates	s are backed up nightly and replicated automatically
whichever comes last. Screen files to iden	tify those meeting selection criteria of	n of certification or debarment agreement, defined on page ii. Transfer selected files to the Records Center to be retained for an additional 10
13 TYPED OR PRINTED NAME OF	14 TELEPHONE NUMBER	15 DATE
PREPARER	410-547-7378	4/15/17
Sharon Stanley Street		
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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275		ELECTRONIC RECORDS INVENTORY
RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP	, MARYLAND 20794 10) 799-1930	Page3 of10
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Office of the Attorney General	Maryland Heal	h Benefit Exchange	N/A
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE	•		 5 EARLIEST YEAR/LATEST YEAR
7. Agreements			2013 TO present
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the	use/s of information generated by system
Various Attorneys		Filing/Research	
8 ELECTRONIC RECORD SERIES DESCR		I ly describe the information	
	cont	ained in a series. Include p	ourpose and function of the system.
This series consists of preparation, reagencies, and/or state officials. This series includes, but is not limited	to: agreemer	nts, interagency agreer	nents, those between country
clubs and the Department of Assessn	nents and Tax	tation for preferential ta	ax treatment, etc.
Contents of a typical file may include:	agreements,	correspondence, doc	uments, notes, etc.
9 POLICY ON ACCESS AND USE – Explain Electronic documents generated by this Divisionand domain administrators.			be viewed by employees of the Division
10 UPDATING CYCLES OR CONDITIONS A Information is updated on a daily, as needed I an offsite location.			
11 SPECIFY THE LOCATION AND MEDIA Censure the record's retention and usability			
All files are located in an electronic shared da in an offsite location.	tabase (Q://Lega	al) and duplicates are backe	ed up nightly and replicated automatically
			<u> </u>
12 RECOMMENDED RETENTION			
Retention: Retain in office 5 years after to ii. Transfer selected files to the Maryland State to be retained for an additional 15 years, then	e Archives for pe	een files to identify those n ermanent retention. Transfe	neeting selection criteria defined on page ir all others to the State Records Center
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE
PREPARER	410-547-7378	•	4/15/17
Sharon Stanley Street			

INSTRUCTIONS — TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		ELECTRONIC RECORDS INVENTORY		
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP	LOO ROAD, P.O. BOX 275 , MARYLAND 20794 10) 799-1930	Page4 of10		
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT		
Office of the Attorney General	Maryland Healt	h Benefit Exchange	N/A		
DEFINITION - Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE 10. Letters of Advice			5 EARLIEST YEAR/LATEST YEAR		
•			2013 TO present		
6 INPUT - Identify source of information to b	be entered	7 OUTPUT - Identify the t	use/s of information generated by system		
Various Attorneys		Filing/Research			
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include p	/documents/forms ourpose and function of the system.		
This series consists of letters of advicetc.	e on legal issi	ues pursuant to reques	sts from state officials, agencies,		
Contents of a typical file may include: advice.	the request fo	or advice, research, m	emoranda, drafts and letter of		
POLICY ON ACCESS AND USE – Explain Electronic documents generated by this Division and domain administrators.			be viewed by employees of the Division		
10 UPDATING CYCLES OR CONDITIONS A Information is updated on a daily, as needed an offsite location.					
11 SPECIFY THE LOCATION AND MEDIA Consure the record's retention and usability					
All files are located in an electronic shared da in an offsite location.	tabase (Q://Lega	al) and duplicates are backe	ed up nightly and replicated automatically		
12 RECOMMENDED RETENTION			·		
Retention: Retain in office 5 years or unt OAG Destruction Procedures.	til administrative	value ceases, whichever co	omes last, then destroy, according to		
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE		
PREPARER	410-547-7378		4/15/17		
Sharon Stanley Street 16 TITLE OF PREPARER	<u></u>				
		·			
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		Page5 of10
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Office of the Attorney General	 Maryland Healt	th Benefit Exchange	N/A
DEFINITION - Record Series - A group of rel and disposition	ated records store		a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE 11. A. Correspondence-General Corr	espondence (office wide)	5 EARLIEST YEAR/LATEST YEAR2013 TO present
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system
Various Attorneys		Filing/Research	
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include p	/documents/forms ourpose and function of the system.
This series consists of interchanges of writter the legislature, members of the general public and agenda. Contents of a typical file may include: letters, 9 POLICY ON ACCESS AND USE – Explain Electronic documents generated by this Division and domain administrators.	c, organizations, memoranda, rec n or attach copy	constituents, etc., PIA requipments for information, etc.	rests and copies of agency/client minutes
and domain administrators.			
10 UPDATING CYCLES OR CONDITIONS A Information is updated on a daily, as needed an offsite location.			
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability			
All files are located in an electronic shared da in an offsite location.	tabase (Q://Lega	al) and duplicates are backe	ed up nightly and replicated automatically
12 RECOMMENDED RETENTION			1.77
Retention: Retain in office for 2 years or OAG Destruction Procedures with the followir material that serves to document the origin, d fiscal, legal or historical value.	ng exception: Tra	ansfer to Maryland State A	ffice and has continuing administrative,
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE
PREPARER Sharon Stanley Street	410-547-7378		4/15/17

INSTRUCTIONS — TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. Box 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY			
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02			Page6 of10			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Office of the Attorney General	Maryland Healt	h Benefit Exchange	N/A			
DEFINITION — Record Series - A group of relation and disposition		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR			
12.A Legislation-Preparation and Er	actment		2013 TO present			
6 INPUT - Identify source of information to b	oe entered	7 OUTPUT - Identify the u	se/s of information generated by system			
Various Attorneys		Filing/Research				
8 ELECTRONIC RECORD SERIES DESCRI	and the second s	ly describe the information/ ained in a series. Include p	documents/forms urpose 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.						
POLICY ON ACCESS AND USE – Explain Electronic documents generated by this Division and domain administrators.			be viewed by employees of the Division			
10 UPDATING CYCLES OR CONDITIONS A Information is updated on a daily, as needed to an offsite location.						
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability						
All files are located in an electronic shared da in an offsite location.	tabase (Q://Lega	al) and duplicates are backe	ed up nightly and replicated automatically			
12 RECOMMENDED RETENTION Retention: Retain in office 5 years or unt those meeting selection criteria defined on pa Transfer all others to the State Records Center	ge ii. Transfer se	elected files to the Maryland	State Archives for permanent retention.			
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	Counsel					

INSTRUCTIONS — TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY
RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP	LOO ROAD, P.O. BOX 275 , MARYLAND 20794 10) 799-1930	Page7 of10
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Office of the Attorney General	Maryland Healt	h Benefit Exchange	N/A
DEFINITION – Record Series - A group of rela		d electronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
13. Regulations			2013 TO present
6 INPUT - Identify source of information to b	pe entered	7 OUTPUT - Identify the u	use/s of information generated by system
Various Attorneys		Filing/Research	
8 ELECTRONIC RECORD SERIES DESCRI		ly describe the information, ained in a series. Include p	documents/forms burpose and function of the system.
This series consists of approvals of administrative review before they become effective.	ative rules prom	ulgated by state agencies s	submitted to the Attorney General for
Contents of a typical file may include: propose notes, history or background documentation, i		ation, Maryland Register no	otice, drafts, correspondence, memos,
9 POLICY ON ACCESS AND USE – Explain Electronic documents generated by this Divisi and domain administrators.			be viewed by employees of the Division
10 UPDATING CYCLES OR CONDITIONS A Information is updated on a daily, as needed to an offsite location.	,		
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability			
All files are located in an electronic shared dat in an offsite location.	tabase (Q://Lega	l) and duplicates are backe	ed up nightly and replicated automatically
12 RECOMMENDED RETENTION Retention: Retain in office 5 years after procedures. Retain in office 5 years after procedures.			eeting selection criteria defined on page all others according to OAG Destruction
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE
Sharon Stanley Street	410-547-7378		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 M	OF GENERAL SERVICES ANAGEMENT DIVISION LOO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY
RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP	, MARYLAND 20794 10) 799-1930	Page8 of10
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Office of the Attorney General	Maryland Healt	h Benefit Exchange	N/A
DEFINITION - Record Series - A group of re and disposition		d electronically and used as	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
14. Financial Transactions			2013 TO present
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system
Various Attorneys		Filing/Research	
8 ELECTRONIC RECORD SERIES DESCR		ily describe the information ained in a series. Include	n/documents/forms purpose and function of the system.
promissory notes, leases, lease/purcl intergovernmental agreements involved Contents of a typical file may include notes, leases, loan agreements, gran 9 POLICY ON ACCESS AND USE – Expla Electronic documents generated by this Divis and domain administrators.	copies of doc t agreements;	er of funds, etc. uments such as: cont and correspondence if established in writing.	racts, bonds and/or promissory , drafts, notes, etc.
10 UPDATING CYCLES OR CONDITIONS A Information is updated on a daily, as needed an offsite location.			
11 SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability			
All files are located in an electronic shared da in an offsite location.	atabase (Q://Lega	al) and duplicates are back	ed up nightly and replicated automatically
12 RECOMMENDED RETENTION	- VB-00-1		
Retention: Retain in office 5 years after Transfer to the State Records Center for an a			rative value ceases, whichever comes last
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO		15 DATE
Sharon Stanley Street	410-547-7378		4/15/17
16 TITLE OF PREPARER	<u> </u>		
Principal Counsel			•

INSTRUCTIONS – TYPE OR PRINT A		OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY
SEPARATE FORM FOR EACH NEW/REVISED		ANAGEMENT DIVISION	
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		OO ROAD, P.O. BOX 275, MARYLAND 20794	
COMAR 14.18.02		10) 799-1930	Page9 of10
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Office of the Attorney General	Maryland Healt	h Benefit Exchange	N/A
DEFINITION – Record Series - A group of rela and disposition		d electronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
•	ntracts Awarde	ed	5 EARLIEST TEARVEATEST TEAR
			2013 TO present
G INDUT. Identify assume of information to be		7 OUTDUT Harris to	
6 INPUT - Identify source of information to b	be entered	7 OUTPUT - Identity the L	se/s of information generated by system
Various Attorneys		Filing/Research	
8 ELECTRONIC RECORD SERIES DESCRI	PTION - Brief	ly describe the information/	documents/forms
		•	urpose and function of the system.
		•	
This series consists of services contra	acts entered ir	nto on behalf of the Off	ice of the Attorney General.
•			·
O DOLLOV ON ACCESS AND LISE EVEN		if a stabiliab ad in socition	
9 POLICY ON ACCESS AND USE - Explain Electronic documents generated by this Divisi			be viewed by employees of the Division
and domain administrators.	5.7 G 5 6	ondrod dino mar our omy	ac themea by employees of the bitter.
•			
	•		•
10 UPDATING CYCLES OR CONDITIONS A	NID DI II ES EOI	DEVISING INFORMATIO	NI INI THE SYSTEM
Information is updated on a daily, as needed to an offsite location.		-	— ··
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability			
·	•	•	
All files are located in an electronic shared dat in an offsite location.	tabase (Q://Lega	l) and duplicates are backe	ed up nightly and replicated automatically
m an onsite location.		•	
O DECOMMENDED DETENTION			· .
12 RECOMMENDED RETENTION			
Retention: Retain original contract for the then destroy according to OAG Destruction Pr		act plus 2 years and until al	l audit requirements have been fulfilled,
13 TYPED OR PRINTED NAME OF	14 TELEPHOI	NE NUMBER	15 DATE
PREPARER		TE NOMBER	
Sharon Stanley Street	410-547-7378		4/15/17
16 TITLE OF PREPARER			
Principal Counsel			
DGS 550-6 (rev. 10/12)			

Office of the Attorney General

Health Decisions Policy

Instructions ype or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF RECORDS MANA			AGENCY RECORDS INVENTORY
Records Retention Schedule (DGS 550-1)	7275 Waterloo F	Road, P.O. Bo	x 275	
(=,		aryland 20794		
		799-1930		PAGE OF
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1. Department/Agency	2. Division			3. Unit
	Health Decisions Polic			J. 01110
Attorney General	l leafur Decisions r one	,		· ·
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I IDEFINITION: RECORD SERIES: A group of related	records normally filed	and used as a	unit for ret	l erence as well as retention and disposition
purposes.	riccords normany med	una asca as a	dincion ion	cremee as well as retention and disposition
4. Record Series Title			5. Earliest	Year/Latest Year
			199	
Correspondence (11)	•			· · · · · · · · · · · · · · · · · · ·
6. Record Series Description (Briefly describe the ty	pes of information/docu	ments/forms t	ound in the	series. Include the purpose or function of the
series.) This series consists of interchanges of writte				
legislature, members of the general public, organiza			and copies	s of agency/client minutes and agenda.
Contents of a typical file may include: letters, memor	randa, requests for into	rmation, etc.		
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7. Record Series Format(s) List all	8. Record Series	Samianca	9. Volume	
7. Neodra denes i dimat(s)	o. record series	Coquence	5	
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11. File is Used		12. File Become 10	s Inactive After	
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13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Se	eries Duplicate	d Elsewhere? (If yes, specify agency or office.)
300 West Preston Street, Baltimore, Maryland 21201, 3rd Floor, Roo	m 302		x□ No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requi	remente	
x □ Yes □ No		io. Addit Requi	Cinerits	
Some documents would be privileged Attorney/Client communication	s under	x 🗆 None 🗅	State 🗆 Fede	ral 🛘 Independent
Courts and Judicial Proceedings - 9-108		il .		
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Is an Index System used? If yes, explain briefly and describe rec	uirements	18. Recomn	nended Ret	ention
□ Yes x □ No		Retain in offi	ce for 2 vea	ars or until administrative value ceases, whichever
				according to OAG Destruction Procedures with
				Transfer to Maryland State Archive for permanent
				at serves to document the origin, development
				f the office and has continuing administrative,
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19. Name and Title of Preparer	20. Teleph		21. Date	
Paul Ballard	Number		Novemb	er 15, 2017
	410-767-69	118	<u> </u>	

Instructions ype or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF C		_	AGENCY RECORDS INVENTORY
Records Retention Schedule (DGS 550-1)		oad, P.O. Box ryland 20794 99-1930	. 275	PAGE OF
, , , ,	2. Division			3. Unit
Attorney General	Health Decisions Policy	•		
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed a	ind used as a	unit for refe	erence as well as retention and disposition
Record Series Title Legislation A Preparation and Enactment (Z)			5. Earliest 1990	Year/Latest Year 0 2017 to 2017
6. Record Series Description (Briefly describe the type and a series)	pes of information/docur	ments/forms f	ound in the	series. Include the purpose or function of the
series.) This series consists of materials regarding the prepa notes, correspondence, memoranda, research, adm				
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume	
x 🗅 Letter Size 😊 Microfilm	x□ Alphabetical		Number	
□ Legal Size □ Computer Tape	□ Numerical		x□ File Drawer	
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Current Location(s) (Bldg., Floor, Room) West Preston Street, Baltimore, Maryland, 21201		□ Yes x	□ No	d Elsewhere? (If yes, specify agency or office.)
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17. Is an Index System used? If yes, explain briefly and describe req □ Yes x □ No		whichever co Procedures v Archive for po origin, develo	ce for 2 year mes last, the with the follow ermanent re opment and	tention ars or until administrative value ceases, then destroy according to OAG Destruction owing exception: Transfer to Maryland State etention any material that serves to document the d accomplishments of the office and has continuing gal or historical value.
19. Name and Title of Preparer Paul Ballard	20. Telepho Number 410-767-69		21. Date Novembe	er 15,,2017

Office of the Attorney General

Higher Education Commission, Maryland

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with Records Retention Schedule (DGS 550-1) 72	75 Waterloo Ro	·	x 2/5	PAGE1 OF6	
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1. Department/Agency 2. Divis	ion			3. Unit	
Office of the Attorney General Marylan	nd Higher Educ	cation Commi	ission		
DEFINITION: RECORD SERIES: A group of related records	normally filed	and used as	o unit for re	forence as well as retention and disposition	
purposes.	normally liled	and used as	a unit for re	reference as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
Civil Litigation (#1)			<u> </u>	2005 toPresent	
6. Record Series Description (Briefly describe the types of in				. !!	
series.) This series consists of civil lawsuits filed in state and	federal courts	s against, or o	on behalf of	the state, state agencies, and/or state officials,	
and covers the entire OAG case file, which may be partially	duplicative of n	naterials mair	ntained by o	other State entities, including the courts. A. This	
series includes, but is not limited to: affirmative litigation, det	ensive litigation	n (other than	torts or une	mployment insurance litigation), amicus brief	
cases, bankruptcies, bid protests, charitable trusts, civil right	•				•
garnishments, guardianships, hospital closings, pro bono, a	-	-			
correspondence, settlement documents, documentation of c	osts, witness d	leposition trar	nscripts, do	cuments, trial transcripts, research, notes, drafts,	
file opening/closing memoranda, etc.	B Book Self	on Convers	I a v/a/		
7. Record Series Format(s) List all	8. Record Serie	s Sequence	9. Volume		
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Legal Size Computer Tape	Numerical		x File Draw	er(s)	
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13. Current Location(s) (Bldg., Floor, Room)		14 Is Record 9	Series Dunlicat	ed Elsewhere? (If yes, specify agency or office.)	
Grasmick Building, 10th Floor, Rooms of Assistant Attorneys General		X Yes		ords are duplicated in part. Records re: federal lawsuit pending in	
•		Baltimore agai	nst MHEC also	are housed at OAG Educational Affairs.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	uirements	-	
X Yes No (Attorney-Client privilege; attorney work product)					
•		X None	State F	ederal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements	<u>-</u>	18. Recom	nmended Ro	etention	
17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No		•		etention s after file is closed. Screen files to identify those	·
	·	Retain in of	ffice 5 years		
		Retain in of meeting se	ffice 5 years lection crite	s after file is closed. Screen files to identify those	·
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		Retain in of meeting se the Marylar	ffice 5 years lection crite nd State Arc	s after file is closed. Screen files to identify those ria defined on page ii. Transfer selected files to chives for permanent retention. Transfer all others	·
	20. Telepho	Retain in of meeting se the Marylar to the State	ffice 5 years lection crite nd State Arc	s after file is closed. Screen files to identify those ria defined on page ii. Transfer selected files to chives for permanent retention. Transfer all others	

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Instructions –Type or Print a separate form for	DEPAP.	TMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	<u> </u> .
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with Records Retention Schedule (DGS 550-1)			load, P.O. Box			
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			99-1930			
1. Department/Agency	2. Divisio	on			3. Unit	
Office of the Attorney General	Maryland	l Higher Edu	cation Commi	ssion		
DEFINITION: RECORD SERIES: A group of related purposes.	records n	ormally filed	and used as	a unit for re	ference as well as retention and disposition	
4. Record Series Title			<u> </u>	5. Earlie	st Year/Latest Year	1 .
Administrative Proceedings (#5)				1	997 topresent	
6. Record Series Description (Briefly describe the typ	oes of info	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the	1
series.) This series consists of proceedings before ac	dministrat	tive agencies	s performing q	uasijudicial	duties (i.e., any proceeding in which an	
administrative agency is acting as a factfinder in resc	olving an i	issue presen	nted to it; Assis	stant Attorn	eys General may act as counsel to the	
administrative agency or as advocates in such proce	edings). 1	This series ir	ncludes, but is	not limited	to: all administrative proceedings such as those	
before the Office of Administrative Hearings or before	e any inde	ependent ag	ency, commis	sion, board	, department, executive commission or committee	
acting in a quasijudicial capacity. Also included are N	/linority B	usiness Ente	erprises admin	nistrative pro	oceedings, and proceedings where companies	
have been debarred from doing business with, or in,	the State	of Maryland	. Contents of a	a typical file	may include: pleadings, Proposed Findings of	
Fact, Conclusions of Law, indictments, corresponden	nce, trans	•		T	sions, documents, research, notes, etc.	
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume		
X Letter Size . Microfilm		x Alphabetical		Number		
Legal Size Computer Tape		Numerical	•	x File Draw	er(s)	
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13. Current Location(s) (Bldg., Floor, Room) Grasmick Building, 10th Floor, Rooms of Assistant Attorneys General			lt <u>—</u>	Series Duplicat x No	ed Elsewhere? (If yes, specify agency or office.)	
Grashick building, 10-1 tool, Routis of Assistant Attorneys General			☐ Yes	A INU		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
x Yes No (Attorney-client privilege; attorney work production.	ct)		Y None	Tistata □ =	ederal Independent	
		,	A Notice L	_ orace ∐ r		
Is an Index System used? If yes, explain briefly and describe requ Yes X No	uirements		18. Recom	mended Re	etentionRetain in office for 5 years after file is	
☐ 162 VIA0			closed or u	ntil expiration	on of certification or debarment agreement,	
			whichever	comes last.	Screen files to identify those meeting selection	
			1 .		e ii. Transfer selected files to the Maryland State	
		•]	!		t retention. Transfer all others to State Records	
	,		Center to be	e retained f	or an additional 10 years, then destroy.	
19. Name and Title of Preparer		20. Telepho		21. Date		
Christine M.H. Wellons, Assistant Attorney General		410-767-33	13	Novembe	er 15, 2017	
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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE				AGENCY RECORDS INVENTORY
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ith Records Retention Schedule (DGS 550-1) 7275 Waterloo R			oad, P.O. Box	(275	PAGE3 OF6
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		410-79	99-1930		
Department/Agency	2. Division				3. Unit ·
Office of the Attorney General	Maryland Hig	gher Edu	cation Commi	ssion	
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DEFINITION: RECORD SERIES: A group of relater	d records norm	ally filed	and used as	a unit for re	ference as well as retention and disposition
purposes.	u records norm	ially ineu	and used as	a unit for re	reference as well as retention and disposition
4. Record Series Title				5. Earlie	st Year/Latest Year
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6. Record Series Description (Briefly describe the ty	ypes of informa	ation/doc	uments/forms	found in the	e series. Include the purpose or function of the
series.) This series consists of preparation, review	•				• • •
series includes, but is not limited to: agreements, in		•			, ,
Taxation for preferential tax treatment, etc. Content					•
7. Record Series Format(s) List all	·		es Sequence	9. Volume	
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Grasmick Building, 10th Floor, Rooms of Assistant Attorneys General	al		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	······		46 A49 D	den en t-	· · · · · · · · · · · · · · · · · · ·
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) X Yes No (Attorney-client privilege.)		,	16. Audit Requ	urements	
[100 (Autorney-client privilege.)		x None State Federal Independent			
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17. Is an Index System used? If yes, explain briefly and describe re	auiroments				
17. Is an index System used? If yes, explain briefly and describe re	quirements				etention Retain in office 5 years after file is closed
-					those meeting selection criteria defined on page
			ii. Transfer	selected file	es to the Maryland State Archives for permanent
		•	retention. T	ransfer all c	others to the State Records Center to be retained
			for an addit	ional 15 yea	ars, then destroy.
19. Name and Title of Preparer	· 20.	Telepho	ne Number	21. Date	•

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					AGENCY RECORDS INVENTORY				
Instructions -Type or Print a separate form for		RTMENT OF GENERAL SERVICES			AGENCT RECORDS INVENTORT				
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with Records Retention Schedule (DGS 550-1)	/2/		toad, P.O. Box ryland 20794	2/5	PAGE4 OF6				
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Department/Agency	2. Divisi				3. Unit				
Office of the Attorney General	Marylan	d Higher Edu	cation Commi	ssion					
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DEFINITION: RECORD SERIES: A group of related purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition				
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series.) This series consists of interchanges of writt									
legislature, members of the general public, organiza				s and copie	s of agency/client minutes and agenda. Conte	nts			
of a typical file may include: letters, memoranda, red 7. Record Series Format(s) List all	quests ioi	8. Record Seri		9. Volume					
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Reni	16. Audit Requirements					
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Data under the federal Family Educational Rights and Privacy Act).	amily Educational Rights and Privacy Act). x			x None ☐ State ☐ Federal ☐ Independent					
 Is an Index System used? If yes, explain briefly and describe requirements Yes X No 			18. Recom	mended Re					
	Retain in			fice for 2 ye					
					then destroy according to OAG Destruction lowing exception: Transfer to Maryland State				
· ·					retention any material that serves to documen	(
·			-		t and accomplishments of the office and has ve, fiscal, legal or historical value.				
19. Name and Title of Preparer		20. Telepho		21. Date					
Christine M.H. Wellons, Assistant Attorney General		410.767.33			r 15, 2017				
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				AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward	Į.		GENERAL SE GEMENT DIV			
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box			
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		410-7	99-1930		·	
1. Department/Agency	2. Divisi				3. Unit	
Office of the Attorney General	ıvıaryıan	a Higher Eau	cation Commi	ssion		
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DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Legislation (#12)			-	<u> </u>	2007 topresent	
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6. Record Series Description (Briefly describe the t series.) This series consists of materials regarding						
legislation, notes, correspondence, memoranda, re					-	
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7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
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13. Current Location(s) (Bldg., Floor, Room) Grasmick Building, 10th Floor, Rooms of Assistant Attorneys Gener	· al	٠	14. Is Record S	Series Duplicat x No	ed Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) X Yes No (Attorney-client privilege.)			16. Audit Requ	uirements		
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17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Reçom	mended R	etention	
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					es to identify those meeting selection criteria	
					Insfer selected files to the Maryland State at retention. Transfer all others to the State	
· •				•	retained for an additional 5 years, then destroy.	
19. Name and Title of Preparer		20. Telepho	L	21. Date		
Christine M.H. Wellons, Assistant Attorney General		410.767.33		•	er 15, 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 RECORDS MANA 7275 Waterloo F	AGEMENT DIV	ISION	AGENCY RECORDS INVENTORY PAGE6 OF6	
		799-1930			<u> </u>
Department/Agency Office of the Attorney General -	2. Division Maryland Higher Edu	ucation Commi	ssion	3. Unit	
DEFINITION: RECORD SERIES: A group of related	d records normally filed	d and used as	unit for ref	erence as well as retention and disposition	1
purposes. 4. Record Series Title Regulations (#13)		,		t Year/Latest Year 007 topresent	
Record Series Description (Briefly describe the ty series.) This series consists of approvals of adminis they become effective. Contents of a typical file may memos, notes, history or background documentation	strative rules promulga y include: proposed ar	ted by state ag	encies subr	nitted to the Attorney General for review before	
7. Record Series Format(s) List all	8. Record Sei	ries Sequence	9. Volume		1
x Letter Size	Alphabetio	cal	Number		
Legal Size Computer Tape	☐ Numerical	☐ Numerical		or(s) n Reel(s)	
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11. File is Used		12. File Becom	es Inactive Afte	or .	
. Daily x Weekly Monthly Annual	ily .	varies Number .	мо	onth(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Grasmick Building, 10th Floor, Rooms of Assistant Attorneys General		14. Is Record S	series Duplicate	d Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) X Yes ☐ No (Attorney-client privilege)		16. Audit Requ		ederal Independent	
17. Is an Index System used? If yes, explain briefly and describe red ☐ Yes X No	quirements .	Screen files	to identify	tention. Retain in office 5 years after publication. those meeting selection criteria defined on page is to the Maryland State Archives for permanent	
		li ·		thers according to OAG Destruction Procedures.	
19. Name and Title of Preparer	20. Teleph	one Number	21. Date		ŀ

Retention Schedule #2576

Office of the Attorney General

Highway Administration, State

		ARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, I Jessup, Maryland 410-799-1930		yland 20794		PAGE 1 OF 10		
Department/Agency	2. Division				3. Unit		
Office of the Attorney General	State Highway A	Administr	ation				
DEFINITION: RECORD SERIES: A group of related purposes.	l records normali	ly filed ar	nd used as a	unit for refe	erence as well as retention and disposition		
Record Series Title Civil Litigation				5. Earliest 1997 to	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 series.) A. This series consists of civil lawsuits filed in state and federal courts against, or on behalf of the state, s agencies, and/or state officials, and covers the entire OAG case file, which may be partially duplicative of materimaintained by other State entities, including the courts.							
7. Decord Socies Fermal/a). List all	10 D-			10 1/01			
7. Record Series Format(s) List all		ord Series S	equence	9. Volume · 10			
X Letter Size	. D Alpha			Number			
X Legal Size Computer Tape	x Nume	erical		X File Drawer	File Drawer(s)		
□ Audio Tape □ Floppy Disk	□ Chroi	nological		☐ Microfilm Reel(s) ☐ Computer Tape(s)			
□ Bound Book □ Video Tape	□ Geographical				Other (specify)		
□ Other (specify)	🗆 Other	r (specify)		10. Annual Accumulation			
				25 Number			
				☐ File Drawer ☐ Microfilm Re ☐ Computer T x Other (speci	pel(s) ape(s)		
Ma Citate Man							
11. File is Used		- 1	12. File Becomes				
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13. Current Location(s) (Bldg., Floor, Room) Department of General Services				ries Duplicated (No	Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No			16. Audit Requirements X None State Federal Independent				
·							
X Yes No keep a numerical list of all boxes sent and stored at Jessup.		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 filed 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	1 20	Telephor	ne l	21. Date			
Angelina Marshall	Num	nber -545-004	, 4-28-201		7		

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<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 RECORDS MANA 7275 Waterloo F	AGEMENT DI	/ISION	AGENCY RECORDS INVENTORY		
i		aryland 20794				
	410-	799-1930		PAGE 2 OF 10		
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Department/Agency	2. Division			3. Unit		
Office of the Attacker County	Otata I II ali Adambala	44:				
Office of the Attorney General	State Highway Adminis	stration				
DEFINITION: RECORD SERIES: A group of related	records normally filed	and used as a	unit for refe	erence as well as retention and disposition		
purposes. 4. Record Series Title			5 Farliest	Year/Latest Year		
5 – Administrative Proceedings			2003 to			
6. Record Series Description (Briefly describe the type	nes of information/docu	ments/forms	found in the	series Include the nurnose or function of the		
series.) A. This series consists of proceedings before						
administrative agency is acting as a fact-finder in r						
administrative agency or as advocates in such proc	eedings).			•		
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7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume			
X Letter Size	□ Alphabetical		1			
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□ Audio Tape □ Floppy Disk	☐ Chronological		x File Drawer			
□ Bound Book □ Video Tape	☐ Geographical			Computer Tape(s) Other (specify)		
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1 1	1					
11. File is Used		12. File Become	s Inactive After			
X Daily . \square Weekly \square Monthly \square Annually		Number 15	☐ Monti	h(s) X Year(s)		
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13. Current Location(s) (Bidg., Floor, Room) Department of General Services			eries Duplicated X No	d Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requi	rements			
□ Yes X No		X None	State D Feder	al 🖸 Independent		
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	•					
 Is an Index System used? If yes, explain briefly and describe requ 	irements	18. Recomm	nended Ret	ention		
X Yes D No		Retain file in	Retain file in office for 5 years after file is closed. Screen files to identify			
We keep a numerical listing of all records sent to Jessup for storage.	•			criteria. Retain final orders until pertinent statute		
				tinued, whichever is sooner. Transfer selected ate Archives for permanent retention. Transfer all		
·			the State R	Records Center to be retained for an additional 10		
		years, then o	lestroy.	•		
19. Name and Title of Preparer	20. Teleph	one	21. Date			
Angelina Marshall	Number		4-28-201			
L DGS 550-4 (Rev. 1/93)	<u> </u>	148	I			

The partment/Agency The pa	Instructions –Type or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF O			AGENCY RECORDS INVENTORY	
Office of the Attorney General DEFINITION: RECURD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition DEFINITION: RECURD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition A Record Series Title 7. Agreements 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 Pomatic) 1. Record Series Series Monthly Mon		7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794			PAGE 3 OF 10	
Office of the Attorney General DEFINITION: RECORD SERIES: A group of related records normally hied and used as a unit for reference as well as retention and disposition DEFINITION: RECORD SERIES: A group of related records normally hied and used as a unit for reference as well as retention and disposition A. 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 Formal(s) List all Uniformal Series of Marchine Series Sequence Definition of the state agencies, and/or state of a formal series of the state agencies, and/or state of a greenents on behalf of the state, state agencies, and/or state of a greenents on behalf of the state, state agencies, and/or state of a greenents on behalf of the state, state agencies, and/or state of a greenents on behalf of the state, state agencies, and/or state of a greenents on behalf of the state, state agencies, and/or state of a greenents on behalf of the state, state agencies, and/or state of a greenents of the state, state agencies, and/or state of a greenents of the state, state agencies, and/or state of a greenents of the state, state agencies, and/or state of a greenents of the state, state agencies, and/or state of a greenents of a greenents of the state, state agencies, and/or state of a greenents of a greenents of a greenents of a greenents of a greenents of a greenent of	1 Denartment/Agency	2 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 burposes. 4. Record Series Title 7. Agreements 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. Include the purpose or function of the officials. 7. Record Series Power(s) 5. Earliest Year/Latest Year 2003 to 2017 7. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the officials. 8. Volume 1 9. Record Series Format(s) 9. After Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Include the series. Include the purpose or function of the series. Include the purpose or function of the series. Include the purpose or function of the series. Include the purpose or function of the series. Include the purpose or function of the series. Include the purpose or function of the series. Include the purpose or functi		•			·	
Durposes A Record Series Title	Office of the Attorney General	State Highway Adminis	tration			
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7. Agreements 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) 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 Formati(s) 7. Record Series Formati(s) 7. Record Series Formati(s) 8. Record Series Sequence 9. Volume 10. Letter Stre Microfilm 9. Alphabatical 10. Author Tape 10. Author Tape 10. Computer Tape 10. Computer Tape 10. Computer Tape 10. Computer Tape 10. Computer Tape 10. Computer Tape 10. Computer Tape 10. Computer Tape 10. Computer Tape 10. Computer Tape 10. Computer Tape(s) 10. Computer Tape(s) 10. Computer Tape(s) 10. Computer Tape(s) 10. Annual Accumulation 11. File is Used 12. File Becomes Inactive After Number 13. Computer Tape(s) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) 15. Acciss Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Acciss Restrictions (If Yes, cite Law(s) & Regulation(s) 17. Is an Index System used? If yes, explain briefly and describe requirements X Yes (No) 18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify those meeting selection criteria defined on page is Transfer selected files to the Maryland State Archives for permanent electron. Transfer all others to the State Records Center to be retained for an additional 15 years, then destroy.				5. Earliest	Year/Latest Year	
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Later Size Microfilm Diphpheteical Number X Lagal Size Computer Tape Fliopry Disk District Fine Computer Tape Pliopry Disk District Fine Computer Tape District Fine	7. Record Series Format(s) List all	8. Record Series	Sequence			
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Geographical Dither (specify) Dither (specify	□ Audio Tape □ Floppy Disk	☐ Chronological		☐ Microfilm R	eel(s)	
12. File Drawer(s) Didicrofilm Ree(s) Didicro	□ Bound Book □ Video Tape	□ Geographical				
11. File is Used	Other (specify)	Other (specify)		10. Annual A	ccumulation	
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Daily Weekly Monthly Number 20 Month(s) X Year(s)	. •			☐ Microfilm R ☐ Computer 1	eel(s) 「ape(s)	
Daily Weekly Monthly Number 20 Month(s) X Year(s)	Idd File in Head	l	luo su s	<u> </u>		
13. Current Location(s) (Bldg., Floor, Room) Department of General Services 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes X No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes X No 16. Audit Requirements X None □ State □ Federal □ Independent 17. Is an Index System used? If yes, explain briefly and describe requirements X Yes □ No We keep a numerical list of all boxes sent and stored at Jessup. 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 21. Date 4-28-2017			H			
Department of General Services	Libany Liweekly Limonthly X Annually		Number 20	□ Mor	nn(s) X Year(s)	
Department of General Services				•		
The state The	Department of General Services				d Elsewhere? (If yes, specify agency or office.)	
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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 21. Date 4-28-2017		uirements	18. Recomm	rended Rei	tention	
Angelina Marshall Number 4-28-2017	X Yes D 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 Maryland State Archives for permanent retention. Transfer all others to State Records Center to be retained for an additional 15 years, then				

Instructions –Type or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF O			AGENCY RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930			PAGE 4 OF 10		
Department/Agency	2. Division			3. Unit		
Office of the Attorney General	State Highway Adminis	tration				
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed a	and used as a	unit for ref	erence as well as retention and disposition		
4. Record Series Title 10 – Letter of Advice			5. Earliest 2013 to	Year/Latest Year 2017		
Record Series Description (Briefly describe the series.) A. This series consists of letters of adviced to the series.						
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume			
X Letter Size Microfilm	□ Alphabetical		1 Number			
X Legal Size 🛛 Computer Tape	x Numerical		x File Drawer(s)			
□ Audio Tape □ Floppy Disk	Chronological		☐ Microfilm R ☐ Computer 1 ☐ Computer 1 ☐ Description of the property of	Tape(s)		
□ Bound Book □ Video Tape	☐ Geographical		Other (spec			
☐ Other (specify)	Other (specify)		10. Annual A	ccumulation		
·			☐ File Drawer ☐ Microfilm R ☐ Computer 1 x Other (spec	eel(s) Fape(s)		
11. File is Used	1 .	12. File Become	s Inactive Afte	T		
X Daily Deekly Monthly Annually		Number 5	⊡ Mont			
13. Current Location(s) (Bldg., Floor, Room) 707 N. Calvert Street, Baltimore, MD 21202, 4th Floor, C407, Centra	l Files	□ Yes)	K No	d Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No	16. Audit Requirements X None □ State □ Federal □ Independent .					
17. Is an Index System used? If yes, explain briefly and describe rec	quirements	18. Recomn	nended Re	tention		
X Yes DNo We keep a numerical list of all records in our Central Filing system.			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. Telepho Number 410-545-00		21. Date 4-28-20			

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Instructions –Type or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF RECORDS MANA	AGEMENT DIV	ISION	AGENCY RECORDS INVENTORY	
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE 5 OF 10	
Department/Agency	2. Division		 ,	3. Unit	
Office of the Attorney General	State Highway Adminis	stration			
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a	unit for ref	erence as well as retention and disposition	
4. Record Series Title 11 – Correspondence			5. Earliest 2015 to	Year/Latest Year 2017	
 Record Series Description (Briefly describe the ty series.) A. This series consists of interchanges of legislature, members of the general public, organized 	written and/or e-mail	communication	s between	attorneys and client/agencies, members of the	
7. Record Series Format(s) List all	8. Record Series	s Sequence	9. Volume		
X Letter Size Microfilm	□ Alphabetical		1		
X Legal Size ☐ Computer Tape	x Numerical		Number x File Drawer		
□ Audio Tape □ Floppy Disk	□ Chronological		☐ Microfilm Ro	eel(s) '	
□ Bound Book □ Video Tape	☐ Geographical		Other (spec		
Other (specify)	□ Other (specify)	10. Annual Ac	cumulation	
			Number		
			x File Drawer(D Microfilm Re Computer T Other (spec	eel(s) ape(s)	
111. File is Used □ Daily □ Weekly X Monthly □ Annually		12. File Becomes Number 2	Inactive After		
13. Current Location(s) (Bldg., Floor, Room) 707 N. Calvert Street, Baltimore, MD 21202, 4th Floor, C407, Centra	l Files		ries Duplicated No	Eisewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No	 	16. Audit Require	ements		
		X None □ Sta	ate 🗆 Federa	I 🖸 Independent	
·	•				
17. Is an Index System used? If yes, explain briefly and describe rec	uirements	18. Recomm	ended Ret	ention	
X Yes No We keep a numerical list of all records in our Central Filing system.		comes last, th	nen destroy	rrs or until administrative value ceases, whichever vaccording to OAG Destruction Procedures with Transfer to Maryland State Archives for	
		permanent re development	tention any and accom	material that serves to document the origin, inplishments of the office and has continuing gal or historical value.	
10 Normand Title of Break	1 00	<u> </u>	04 = :		
19. Name and Title of Preparer Angelina Marshall	20. Teleph Number		21. Date 4-28-201	7	
DGS 550-4 (Rev. 1/93)	<u> </u>	148 1			

Instructions –Type or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF RECORDS MANA			AGENCY RECORDS INVENTORY
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE 6 OF 10
Department/Agency	2. Division		٦.	3. Unit
Office of the Attorney General	State Highway Adminis	stration		
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a		
Record Series Title Real Property Transactions			2003 to	
6. Record Series Description (Briefly describe the series.) A. This series consists of OAG-generate or donation of real property and Design/Build Pro	d materials relative to			
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume	
X Letter Size Microfilm	☐ Alphabetical		10	
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□ Audio Tape □ Floppy Disk	□ Chronological		x File Drawer(Microfilm Re	eel(s)
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DOther (specify)	☐ Other (specify)	10. Annual Ac	cumulation
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111. File is Used		12. File Become:	Inactive After	
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13. Current Location(s) (Bldg., Floor, Room) Department of General Services			ries Duplicated K No	Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements X None □ State □ Federal □ Independent		
17. Is an Index System used? If yes, explain briefly and describe red X Yes □ No We keep a numerical list of all boxes sent and stored at Jessup.	uirements .			ention or until administrative value ceases, whichever the Maryland State Archives for permanent
19. Name and Title of Preparer Angelina Marshall	20. Teleph Number 410-545-0		21. Date 4-28-201	·

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Instructions –Type or Print a separate form for each new or revised record series. Forward with		GENERAL SERVICES GEMENT DIVISION		AGENCY RECORDS INVENTORY	
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930				
				PAGE 7 OF 10	
Department/Agency	2. Division			3. Unit	
Office of the Attorney General	State Highway Adminis	tration			
DEFINITION: RECORD SERIES: A group of related			unit for rot	erance as well as retention and disposition	
purposes.	records normally filed a	and used as a			
Record Series Title Accounting Records			5. Earliest 2013 to	Year/Latest Year 2017	
6. Record Series Description (Briefly describe the type					
series.) C. Budget and Fiscal Planning Records -	 Materials and Supplie 	s Physical Inv	rentory, Rep	port of Fixed Assets and Report of Materials and	
Supplies.	,				
·					
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume	1.4.4	
X Letter Size Microfilm	□ Alphabetical		Number		
X Legal Size Computer Tape	x Numerical		X File Drawer	· (s)	
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			☐ Computer T☐ Other (spec	ape(s)	
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13. Current Location(s) (Bldg., Floor, Room) 707 N. Calvert Street, Baltimore, MD 21202, 4th Floor, C407, Central	Files		ries Duplicated	Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	· -	16. Audit Requirements			
☐ Yes X No		X None State Federal Independent			
			2	• • • •	
17. Is an Index System used? If yes, explain briefly and describe requ X Yes	uirements	18. Recomm	nended Ret	ention	
We keep a numerical listing of all records in our Central Filing system			ntil all audit requirements have been fulfilled, then G Destruction Procedures.		
- 1.55 5 Tomorosa nosing or an records in our Central Filling System		desiroy acco	raing to UA	O Destruction (100ccuties).	
19. Name and Title of Preparer	20. Telepho	ll ne	21. Date	***************************************	
Angelina Marshall	Number		4-28-201	•	
DGS 550-4 (Rev. 1/93)	410-545-00	148	<u> </u>		

Instructions –Type or Print a separate form for each new or revised record series. Forward with	or revised record series. Forward with RECORDS MANAGEMENT DIVISION			AGENCY RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1)				PAGE 8 OF 10		
Department/Agency	2. Division			3. Unit		
Office of the Attorney General	State Highway Adminis	trațion		•		
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed a	and used as a	unit for refe	erence as well as retention and disposition		
4. Record Series Title 24 – Accounting Records			5. Earliest 2013 to	Year/Latest Year 2017		
6. Record Series Description (Briefly describe the ty series.) E. Miscellanous Accounting Records - F	•			·		
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume			
X Letter Size Microfilm	□ Alphabetical		1 Number	ı		
X Legal Size	x Numerical		x File Drawer(
□ Audio Tape □ Floppy Disk	□ Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s)			
□ Bound Book □ Video Tape	☐ Geographical		Other (specify)			
□ Other (specify)	Other (specify)		10. Annual Accumulation			
			Number			
·		·	x File Drawer(☐ Microfilm Re ☐ Computer T ☐ Other (spec	el(s) ape(s)		
11. File is Used		12. File Becomes	Inactive After	·		
X Daily □ Weekly □ Monthly □ Annually	,	Number 3		s) X Year(s) .		
13. Current Location(s) (Bldg., Floor, Room) 707 N. Calvert Street, Baltimore, MD 21202, 4th Floor, C407	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes X No SHA Office of Finance					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No		16. Audit Requirements X None □ State □ Federat □ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements X Yes □ No We keep files alphabetically.			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. Telepho Number 410-545-00		21. Date 4-28-201	7		

Instructions –Type or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF (RECORDS MANA	GEMENT DIV	ISION	AGENCY RECORDS INVENTORY	
Records Retention Schedule (DGS 550-1)		oad, P.O. Box ryland 20794 ⁹⁹⁻¹⁹³⁰	: 275	PAGE 9 OF 10	
Department/Agency	2. Division			I 3. Unit	
Office of the Attorney General	State Highway Adminis	tration			
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed a	and used as a	unit for refe	erence as well as retention and disposition	
Record Series Title Accounting Records			5. Earliest 2011 to	Year/Latest Year	
24 - Accounting Necolds			201110	2017	
6. Record Series Description (Briefly describe the type	oes of information/docu	ments/forms fo	ound in the	series. Include the purpose or function of the	
series.) F. Purchasing Records-Commodities an	d Services – Packing S	Slips, Shipping	Tickets, B	ills of Lading, Receiving Receiving Reports,	
Purchase Orders, Report of Delivery/Partial Delivery	, Requisition for Supplie	es		·	
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume	M. C. David Commission of the	
X Letter Size	x Alphabetical		1		
□ Legal Size □ Computer Tape	□ Numerical		Number		
□ Audio Tape □ Floppy Disk	☐ Chronological		☐ File Drawer(s) ☐ Microfilm Reel(s)		
□ Bound Book □ Video Tape	☐ Geographical		Computer T X Other (spec	ape(s)	
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Other (specify)	☐ Other (specify)		1		
·			Number		
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111. File is Used		I12. File Becomes	Innativa After		
X Daily 🗆 Weekly 🗈 Monthly 🗀 Annually		Number 5	⊕ Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Se	ries Duplicated	Elsewhere? (If yes, specify agency or office.)	
707 N. Calvert Street, Baltimore, MD 21202, 4th Floor, C407		□ Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No		16. Audit Requirements			
		X None 🗅 Si	ate 🗆 Feder	al 🗆 Independent	
17. Is an Index System used? If yes, explain briefly and describe requ	uirements	10 0000	onded De	ontion	
X Yes	un cinding	18. Recomm		ention intil all audit requirements have been fulfilled, then	
We keep files alphabetically.		destroy accor	ding to OA	G Destruction Procedures.	
			,		
19. Name and Title of Preparer	20. Telepho	ne l	21. Date		
Angelina Marshall	Number		4-28-201		
DGS 550-4 (Rev. 1/93)	410-545-00	48			

Last Stiene Type or Print is consecte form for	DEDARTMENT OF	CENEDAL SE	D) ((CEC	AGENCY RECORDS INVENTORY
Instructions –Type or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794			AGENCY RECORDS INVENTORY
Records Retention Schedule (DGS 550-1)			¢ 275	
		410-799-1930		PAGE 10 OF 10
Department/Agency	2. Division			3. Unit
Office of the Attorney General	State Highway Adminis	tration		_
	' '			·
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed a	and used as a	unit for refe	erence as well as retention and disposition
4. Record Series Title			1	Year/Latest Year
26 – Computer Information		•	2017	
6. Record Series Description (Briefly describe the ty	pes of information/docu	ments/forms f	ound in the	series. Include the purpose or function of the
series.) A. Email Retention				
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume N/A	, *
□ Letter Size □ Microfilm	□ Alphabetical		Number	
□ Legal Size X Computer Tape	D Numerical	•	☐ File Drawer	eel(s)
□ Audio Tape □ Floppy Disk	x Chronological		☐ Computer T ☐ Other (spec	
□ Bound Book □ Video Tape	□ Geographical		10. Annual Ac	cumulation
Other (specify)	Other (specify)		Number N/A	
			D File Drawer	
`			☐ Microfilm Re	ape(s)
			Other (spec	ary)
·			-	·
11. Fite is Used	•	12. File Become	s Inactive After	
X Daily Weekly Monthly Annually		Number 90 day	/s □N	Month(s) □ Year(s)
			•	•
13. Current Location(s) (Bldg., Floor, Room) 707 N. Calvert Street, Baltimore, MD 21202, Office of Information Te	echnology		ries Duplicated	d Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requir		
☐ Yes X No		1		al 🛮 Independent
		XNONE GO	tate Direction	
				·
17. Is an Index System used? If yes, explain briefly and describe rec	uirements	18. Recomm	nended Ret	ention
□ Yes □ No		The e-mail system has automatic cleanup times set for mailbox and trash		
				lave a records retention policy that will delete der than 90 days. Deleted items are deleted after
				s nightly to enforce these policies.
19. Name and Title of Preparer	20. Telepho	one	21. Date	
Angelina Marshall	Number [,]		4-28-201	
DGS 550-4 (Rev. 1/93)	410-545-00	148		

Retention Schedule #2576

Office of the Attorney General

Housing & Community Development, Department of

INSTRUCTIONS – Type or print a SEPARATE FORM FOR EACH NEW/REVISED	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02			Page1 of2
1 DEPARTMENT/AGENCY	2 DIVISION	Housing & Community	3 UNIT Office of the Secretary
Office of the Attorney	Development	Hodsing & Community	office of the Secretary
DEFINITION - Record Series - A group of related records stored electronically and used as and disposition purposes			a unit for reference as well as retention
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 le-mail, scanned, manual input	be entered	7 OUTPUT - Identify the Prepare trial notebook, fi	use/s of information generated by system le(s) for hearing
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include	n/documents/forms 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 Paraleg	gal 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. Scr selected files to the Maryland State Archives f additional 15 years, then destroy.			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE
Angela Collins Jones.	301-429-7486		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 MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275		ELECTRONIC RECORDS INVENTORY
RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP, MARYLAND 20794 (410) 799-1930		Page2 of2
2 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Office of the Attorney	Department of Development	Housing & Community	Office of the Secretary
DEFINITION - Record Series - A group of rel and disposition		ed electronically and used as	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE Civil Litigation 1.B.			5 EARLIEST YEAR/LATEST YEAR
			TO
6 INPUT - Identify source of information to be-mail, scanned, manual input	be entered	7 OUTPUT - Identify the Prepare trial notebook, fil	use/s of information generated by system e(s) for hearing
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	/documents/forms purpose and function of the system.
B. This series includes Torts and Unemploym Contents of a typical file may include: pleading transcripts, research, notes, drafts, file opening	gs, briefs, corres	spondence, settlement, cos	sts, witness depositions, documents, trial
9 POLICY ON ACCESS AND USE - Explai	n or attach copy	if established in writing.	·
Confidential information, Administrative Staff, Attorney(s) to use information at hearing, trial		ey(s, Litigation Paralegal h	ave access to information. Litigation
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM
Office Administrator, Litigation Attorney(s) or		,	
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability			
OAG Confidential Drive on computer system			
12 RECOMMENDED RETENTION Retain in office 3 years after file is closed. Tra juvenile and the juvenile has not brought suit of provide for the age of majority period, then de additional 5 years, then destroy.	or settled, transf	er file to the State Records	Center for an additional 18 years, to
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE
PREPARER Angela Collins Jones	301-429-7486		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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7.75 MATERIA OF BOAR P. O. Poy 2.75	ELECTRONIC RECORDS INVENTORY		
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	Page1 of1		
3 DEPARTMENT/AGENCY	2 DIVISION Department of Housing & Community	3 UNIT Office of the Secretary		
Office of the Attorney	Development	Office of the decretary		
DEFINITION - Record Series - A group of rel and disposition	ated records stored electronically and used as on purposes	a unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE Administrative Proceedings 5.	5 EARLIEST YEAR/LATEST YEAR			
Administrative Proceedings 5.		<u>2014</u> TO <u>2016</u>		
6 INPUT - Identify source of information to e-mail, scanned, manual input	be entered · 7 OUTPUT - Identify the Prepare trial notebook, f	use/s of information generated by system ile(s) for hearing		
8 ELECTRONIC RECORD SERIES DESCR		n/documents/forms 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 information at hearing, trial, etc.	(s), Litigation Paralegal have access to infe	ormation. Litigation Attorney(s) to use		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM				
Office Administrator, Litigation Paralegal to re	vise 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 of Screen files to identify those meeting selection for permanent retention. Transfer all others to	n criteria defined on page ii. Transfer selec	ted files to the Maryland State Archives		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE		
Angela Collins Jones	301-429-7486	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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02			Page1_ of1
4 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT
Office of the Attorney	Department of Development	Housing & Community	Office of the Secretary
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Bonds 15.			1970's TO2016
6 INPUT - Identify source of information to I CD's, e-mail, scanned, manual input	be entered	7 OUTPUT - Identify the Prepare for Bond Closing	use/s of information generated by system . Transcript of Closing.
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include p	/documents/forms ourpose and function of the system.
This series consists of OAG-generated mater Contents of a typical file may include: draft be financial analysis reports, agreements, related correspondence, memos, research, etc.	ond, draft offering	documents and/or bond p	
9 POLICY ON ACCESS AND USE – Explai Multi-family, Single-family Bond closing attorn Transcript of Bond Closing.	ey(s). Administr	ative staff. Used in prepar	·
Office Administrator(s)/Bond Administrator(s) 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, O	AG confidential o	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	14 TELEPHONE NUMBER		15 DATE
Angela Collins Jones	301-429-7486		November 13, 2017
16 TITLE OF PREPARER Administrative Officer II			
DGS 550-6 (rev. 10/12)			

SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275		ELECTRONIC RECORDS INVENTORY
RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	Jessup, Maryland 20794 (410) 799-1930		Page1 of1
5 DEPARTMENT/AGENCY	2 DIVISION Department of Housing & Community		3 UNIT Office of the Secretary
Office of the Attorney	Development	Trodoing a community	Cinio or the odd ottally
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	a unit for reference as well as retention
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 CD's,scanned, manual input	be entered		use/s of information generated by system blic Information Act Requests
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include p	n/documents/forms purpose and function of the system.
A. General Correspondence (office wide) This series consists of interchanges of writter the legislature, members of the general public and agenda. Contents of a typical file may include: letters, 9 POLICY ON ACCESS AND USE — Explai Litigation Attorneys, Litigation Paralegal and/o	c, organizations, memoranda, rec n or attach copy	constituents, etc., PIA requivests for information, etc. if established in writing.	
10 UPDATING CYCLES OR CONDITIONS /			ON IN THE SYSTEM
Administrative Officer(s) and/or Litigation Par	•		
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability			
OAG Shared Computer Drive			•
12 RECOMMENDED RETENTION Retain in office for 2 years or until administrat Procedures with the following exception: Tran document the origin, development and accom value.	sfer to Maryland	State Archive for permane	ent retention any material that serves to
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE
Angela Collins Jones	301-429-7486	·	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	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	Page1 of4
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 rel and dispositio	ated records stored electronically and used as n purposes	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE		5 EARLIEST YEAR/LATEST YEAR
Accounting Records 24.C.		TO
6 INPUT - Identify source of information to be e-mail, scanned, manual input		use/s of information generated by system and fiscal estimates, physical inventory reports
8 ELECTRONIC RECORD SERIES DESCRI	•	n/documents/forms purpose and function of the system.
C. Budget and Fiscal Planning Records, Budg Inventory, Report of Fixed Assets, Report of N		
9 POLICY ON ACCESS AND USE - Explai	n or attach copy if established in writing.	
Administrative Budget Liaison(s) have access	. Use for projecting future budgets, month	nly reports, etc.
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FOR REVISING INFORMATI	ON IN THE SYSTEM
Administrative Budget Liaison(s) prepares/rev and/or Deputy Counsel(s)	rises documents/files as needed and/or un	der the direction of the Principal Counsel
11 SPECIFY THE LOCATION AND MEDIA Consure the record's retention and usability	OF THE MAIN ELECTRONIC DATA FILE. throughout the record's authorized life cyc	
OAG Confidential Drive on Computer System	,	
12 RECOMMENDED RETENTION		
Retain for 3 years and until all audit requireme	ents have been fulfilled, then destroy accor	ding to OAG Destruction Procedures.
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE
Angela Collins Jones	301-429-7486	November 13, 2017
16 TITLE OF PREPARER		
Administrative Officer II		
DGS 550-6 (rev. 10/12)		

SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02			Page2 _ of4	
7 DEPARTMENT/AGENCY	· ·		3 UNIT	
Office of the Attorney	Development	Housing & Community	Office of the Secretary	
DEFINITION — Record Series - A group of rel and disposition		d electronically and used as a	a unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE Accounting Records 24.E.			5 EARLIEST YEAR/LATEST YEAR 2014 TO 2016	
6 INPUT - Identify source of information to e-mail, scanned, manual input	be entered	7 OUTPUT - Identify the u Prepare budget estimates	use/s of information generated by system	
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include p	/documents/forms ourpose and function of the system.	
E. Miscellaneous Accounting Records, Bank Canceled Checks, Check Copies and Check Memorandum Receipt and Property Condem Financial Reports to Local/State Agencies, Resheets, Renewable Licenses, Requisitions ar State & Federal	Stubs, Delivery C nation Reports, F eceipt Copies and	Orders and Receipts, Gas Name Paid Bills and Invoices, Paid d Stubs, Receiving Reports	Withdrawal Tickets and Mileage Reports d Bonds and Coupons, Periodic Reconciliation and Trial Balance,	
9 POLICY ON ACCESS AND USE - Explai	n or attach copy	if established in writing.		
Administrative Budget Liaison(s) have access travel expense payment requests, petty cash			thly credit card expenditure reports,	
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FOR	R REVISING INFORMATION	ON IN THE SYSTEM	
Administrative Budget Liaison(s) prepare as r	needed.		· •	
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability				
OAG Confidential Drive on computer system.	CD's			
12 RECOMMENDED RETENTION				
Retain for 3 years and until all audit requirement	ents have been fu	ulfilled, then destroy accord	ing to OAG Destruction Procedures.	
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER .		15 DATE	
Angela Collins Jones	301-429-7486		November 13, 2017	
16 TITLE OF PREPARER Administrative Officer II				
DGS 550-6 (rev. 10/12)				

SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH	RECORDS MANAGEMENT DIVISIO 7275 WATERLOO ROAD, P.O. BOX 27	DN
RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP, MARYLAND 20794 (410) 799-1930	Page3 of4
8 DEPARTMENT/AGENCY	2 DIVISION Department of Housing & Communi	3 UNIT ty Office of the Secretary
Office of the Attorney	Development	
DEFINITION – Record Series - A group of rel and disposition		ed as a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE		5 EARLIEST YEAR/LATEST YEAR
Accounting Records 24.F.	,	TOTO
6 INPUT - Identify source of information to I e-mail, scanned, manual input		fy the use/s of information generated by system ontractual legal counsel, hearing, mtgs.
8 ELECTRONIC RECORD SERIES DESCR	· .	nation/documents/forms clude purpose and function of the system.
F. Purchasing Records-Commodities and Ser Automation Management Reports, Bid Tabula Invitation for Bids, Invoices/Expenditure Trans Monthly Expenditure Printouts, Out of Schedu Purchase Order, Purchasing Register, , Rece Requisition Forms, Miscellaneous, Requisition	ation Records, Contract Amendments ofer Authorizations, Issue Tickets or Falle Requisition for Supplies, Packing Siving Reports, Report of Delivery/Part of Supplies, Warehouse Requisition	, Credit Memorandum, Inventory Dispositions Receipts, Materials/Supplies Specifications Slips, Shipping Tickets, Bills of Lading, tial Delivery, Request for Proposals ns
9 POLICY ON ACCESS AND USE - Explai	n or attach copy if established in writin	ng.
Office Administrator(s) have access. Use for Administrative hearing, meetings, etc.	oreparing future R.F.P's, Invitation for	Bids, Contract Amendments, Requisitions,
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FOR REVISING INFOR	MATION IN THE SYSTEM
Office Administrator(s) prepare/revise files/do Counsel(s)	cuments as needed under the direction	on of Principal Counsel and/or Deputy
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability		
OAG Confidential Drive on computer system.	CD's	
12 RECOMMENDED RETENTION Retain for 5 years and until all audit requirement	ents have been fulfilled, then destroy a	according to OAG Destruction Procedures.
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE
Angela Collins Jones	301-429-7486	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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY
RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP, MARYLAND 20794 (410) 799-1930	Page4 of4
9 DEPARTMENT/AGENCY	2 DIVISION Department of Housing & Community	3 UNIT Office of the Secretary
Office of the Attorney	Development Development	Since of the decretary
DEFINITION – Record Series - A group of rel and disposition		s a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE		5 EARLIEST YEAR/LATEST YEAR
Accounting Records 24.G.	·	TO
6 INPUT - Identify source of information to	be entered 7 OUTPUT - Identify the	use/s of information generated by system
e-mail, scanned, manual input		and conditions of contract, tract
8 ELECTRONIC RECORD SERIES DESCR		
· · · · · · · · · · · · · · · · · · ·	contained in a series. Include	purpose and function of the system.
G. Contracts Awarded	and take a label of the Office of the Att	
This series consists of services contracts ent	ered into on behalf of the Office of the Atto	orney General.
9 POLICY ON ACCESS AND USE - Explai	n or attach copy if established in writing.	
OAG Office Administrator(s), Principal Couns	el Deputy Counsel(s) have read/write acc	ess, rest of OAG staff have read-only
access. Allows OAG staff access to terms ar		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
10 UPDATING CYCLES OR CONDITIONS A	AND RUI ES FOR REVISING INFORMAT	ION IN THE SYSTEM
· ·	THE ROLLS FOR REVIOUS IN CRIMA	ISIN IN THE STOTEM
Office Administrator(s) revises files/documen	ts 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 cy	cle.
OAG Confidential Drive on computer system		
12 RECOMMENDED RETENTION		
Retain original contract for the life of the contr	act plus 2 years and until all audit require	ments have been fulfilled, then destroy
according to OAG Destruction Procedures.		•
13 TYPED OR PRINTED NAME OF	14 TELEPHONE NUMBER	15 DATE
PREPARER Angela Collins Jones	301-429-7486	November 13, 2017
		1.0.000.000.000
16 TITLE OF PREPARER Administrative Officer II		
DGS 550-6 (rev. 10/12)	· · · · · · · · · · · · · · · · · · ·	
	·	

INSTRUCTIONS — TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS MANAGEMENT DIVISION		ELECTRONIC RECORDS INVENTORY
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		Page1 of1
11 DEPARTMENT/AGENCY			3 UNIT Office of the Secretary
Office of the Attorney	Development		
DEFINITION – Record Series - A group of rel and disposition		ed electronically and used as a	a unit for reference as well as retention
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 CD's, e-mail, scanned, manual input	be entered		L use/s of information generated by system s, transcript of loan closing, final closing.
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include p	/documents/forms ourpose and function of the system.
This series consists of OAG-generated mater lease/purchase agreements, loans, grant agr funds, etc.			
Contents of a typical file may include copies of			l/or promissory notes, leases, loan
agreements, grant agreements; and corresponded POLICY ON ACCESS AND USE - Explain			·
Multi-family, Single-family loan closing attorne Transcript of loan Closing.	ey(s), Administra	tive Officers. Used in prepare	aration of cloan closings and at closings.
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM
Office Administrator(s) prepare and revise file	•		·
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability			
OAG Shared Drive on computer system	. '		•
12 RECOMMENDED RETENTION Retain in office 5 years after term of documer State Records Center for an additional 5 year		administrative value cease	es, whichever comes last. Transfer to the
13 TYPED OR PRINTED NAME OF	14 TELEPHOI	NE NUMBER	15 DATE
PREPARER Angela Collins Jones	301-429-7486		November 13, 2017
16 TITLE OF PREPARER Administrative Officer II	<u> </u>		
DGS 550-6 (rev. 10/12)			
			217

SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	Page1 of2
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 rel and disposition	ated records stored electronically and used a	as a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE Letters of Advice 10.		5 EARLIEST YEAR/LATEST YEAR
6 INPUT - Identify source of information to e-mail, scanned, manual input	be entered 7 OUTPUT - Identify the Provide written legal ac	ne use/s of information generated by system dvice to OAG clients.
8 ELECTRONIC RECORD SERIES DESCR	· · · · · · · · · · · · · · · · · · ·	on/documents/forms le purpose and function of the system.
10. Letters of Advice This series consists of letters of advice on leg Contents of a typical file may include: the requ		
9 POLICY ON ACCESS AND USE – Explain Office Administrator(s), Principal Counsel and read access. Information is used to give advise.	d/or Deputy Counsel(s) have write access	
10 UPDATING CYCLES OR CONDITIONS A Office Administrator(s) prepare and/or revise		
11 SPECIFY THE LOCATION AND MEDIA Censure the record's retention and usability OAG Read Only Drive on the computer system	throughout the record's authorized life c	
12 RECOMMENDED RETENTION Retain in office 5 years or until administrative Procedures.		n destroy, according to OAG Destruction
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE
Angela Collins Jones	301-429-7486	November 13, 2017
16 TITLE OF PREPARER Administrative Officer II		
DGS 550-6 (rev. 10/12)		

Instructions ype or Print a separate form for each	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY		
new or revised record series. Forward with Records Retention Schedule (DGS 550-1)						
				PAGE OF2		
·				·		
	2. Division			3. Unit		
Office of the Attorney General	Department of Housing Development	and Commun	nity	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.			ľ	Year/Latest Year 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. 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	· 8. Record Series	Sequence	9. Volume 27			
□ Letter Size □ Microfilm	□ Alphabetical		Number	· .		
□ Legal Size □ Computer Tape	□ Numerical		☐ File Drawer ☐ Microfilm Re			
□ Audio Tape □ Floppy Disk	□ Chronological		Computer Tape(s) Other (specify)			
□ Bound Book □ Video Tape	□ Geographical			10. Annual Accumulation		
□ Other (specify) Computer file	□ Other (specify)		9 Number			
			☐ File Drawen ☐ Microfilm Re ☐ Computer T ☐ Other (spec	eel(s) ape(s)		
 	.	12. File Becomes	Inactive After			
Daily Weekly Monthly Annually		20 Number	☐ Month			
				,,,		
	•					
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.) ☐ Yes ☐ No Confidential drive on computer system				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes □ No		16. Audit Requirements				
Privileged or Confidential GP §4-301 Confidential Rule 16-1010(a)	□ None □ State □ Federal □ Independent					
·						
17. Is an Index System used? If yes, explain briefly and describe req	uirements	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. Tra 15 years, the	ınsfer all ot	hers to the State Records Center for an additional		
19. Name and Title of Preparer Angela Collins Jones, Administrative Officer II	20. Telepho Number 301-429-74		21. Date Novembe	er 8, 2017		
DGS 550-4 (Rev. 1/93)	·					

Instructions ype or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	PAGE2 OF2
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Department/Agency Office of the Attorney General	2. Division Department of Housing Development	g and Commur		3. Unit Office of the Secretary
DEFINITION: RECORD SERIES: A group of relate	I d records normally filed	and used as a	unit for refe	I erence as well as retention and disposition
ourposes. 4. Record Series Title: Civil Litigation 1.B.			5. Earliest _2014	Year/Latest Year to <u>2016</u>
6. Record Series Description (Briefly describe the to series.) B. This series includes Torts and Unemploy Contents of a typical file may include: pleadings, br notes, drafts, file opening/closing memoranda, etc.	yment insurance litigation	n documents.	•	
7. Record Series Format(s) List all	8. Record Series	s Sequence	9. Volume	
□ Letter Size □ Microfilm	□ Alphabetical		2 Number	
□ Łegał Size □ Computer Tape	□ Numerical		D File Drawer	
□ Audio Tape □ Floppy Disk	□ Chronological		☐ Microfilm Re☐ Computer T	ape(s)
□ Bound Book □ Video Tape	□ Geographical		Other (spec	· · ·
□ Other (specify) - Computer File	☐ Other (specify)	21 Number	comulation
			☐ File Drawer ☐ Microfilm Re ☐ Computer T ☐ Other (spec	eel(s) 'ape(s)
·				
1. File is Used .	•	12. File Become	s Inactive After	
Daily Weekly Monthly Annually		Number	□ Month	n(s) Pear(s)
 Current Location(s) (Bldg., Floor, Room) Harkins Road, Lanham, Maryland 20706, 4th Floor, Room 470 		☐ Yes (Confidential drive	□ No e on computer	d Elsewhere? (If yes, specify agency or office.) system
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Provinged or Confidential GP §4-301 Confidential Rule 16-1010(a)		16. Audit Requir		al 🗆 Independent
7. Is an Index System used? If yes, explain briefly and describe re □ Yes □ No	equirements	Transfer to the involves a jurifile to the State the age of m	ne State Re venile and t ate Records ajority perio	ention – Retain in office 3 years after file is closed. coords Center: (1) if the matter is a tort matter the juvenile has not brought suit or settled, transfer control Center for an additional 18 years, to provide for d, then destroy; (2) in all other cases, transfer file enter for an additional 5 years, then destroy.
19. Name and Title of Preparer	20. Teleph	one	21. Date	ll entered to the second of th
Angela Collins Jones, Administrative Officer II	Number 301-429-7	486	Novemb	er 8, 2017
S 550-4 (Rev. 1/93)			<u>! </u>	
Instructions ype 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	
. Department/Agency Office of the Attorney General	Division Department of Housing and Community Development		3. Unit Office of the Secretary	
EFINITION: RECORD SERIES: A group of related Record Series Title: Administrative Proceedings !			st Year/Lat	rence as well as retention and disposition purposes. lest Year 2016
administrative proceedings such as those before the executive commission or committee acting in a quasi where companies have been debarred from doing b	e Office of Administrative sijudicial capacity. Also in pusiness with, or in, the S	e Hearings or t ncluded are M State of Maryla	pefore any i inority Busi ind.	series. This series includes, but is not limited to: all independent agency, commission, board, department, ness Enterprises administrative proceedings, and proceed ctments, correspondence, transcripts, administrative law
udges' decisions, documents, research, notes, etc.				0.27

7. Record Series Format(s) List all	8. Record Series	9. Volume				
	Sequence	39				
Letter Size . Microfilm		Number				
•	□ Alphabetical					
□ Legal Size □ Computer Tape	1 '	□ Fite Drawer(s)				
	□ Numericat	☐ Microfilm Reel(s)				
□ Audio Tape □ Floppy Disk		Computer Tape(s)				
Bridge ispe Brispp, Disk	☐ Chronological	O Other (specify)				
□ Bound Book □ Video Tape	- Chironological	a Guier (appeary)				
DODNO GOOK - LI VIGEO Tape	☐ Geographical	10. Annual Accumulation				
C Other (cannoity), Computer File	LI Geograpinear	15				
☐ Other (specify) Computer File	- 0.5 (:6.)					
	Other (specify)	Number .				
		□ File Drawer(s)				
		🗅 Microfilm Reel(s)				
		Computer Tape(s)				
		Other (specify)				
111. File is Used	. II12. F	ile Becomes Inactive After				
	1	2				
Daily Weekly Monthly Annually	Num	ber				
3 55m, 5 monthly 5 monthly	'` `	Zimeninio, Siresino,				
	ll l	·				
	l l					
	į į	·				
13. Current Location(s) (Bidg., Floor, Room)	14. [s Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
7800 Harkins Road, Lanham, MD 20706, 4th Floor, Room: 470		□ Yes □ No				
2000 (1000) (1000) (2011) (11) (11) (11) (11) (11) (11)		idential drive on computer system				
	°°°	defined after all somparer system				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		Audit Requirements				
	11'0.					
☐ Yes ☐ No		No. of Chair of Cadarah of Ladarandan				
Privileged or Confidential GP §4-301		None 🖸 State 🗆 Federal 📋 Independent				
· ·						
	į.					
17. Is an Index System used? If yes, explain briefly and describe requirements	18.	Recommended Retention: Retain in office for 5 years after file is closed or until				
□ Yes □ No	evn	iration of certification or debarment agreement, whichever comes last. Screen files to				
	lider	ntify those meeting selection criteria defined on page ii. Transfer selected files to the				
	llMar	yland State Archives for permanent retention. Transfer all others to State Records				
	j Cer	iter to be retained for an additional 10 years, then destroy.				
19. Name and Title of Preparer	20. Telephor	ne 21. Date				
	1 '					
Angela Collins Jones, Administrative Officer II	Number	November 8, 2017				
	301-429-748	6				
DGS 550-4 (Rev. 1/93)						

Instructions ype or Print a separate form for each lew or revised record series. Forward with DEPARTMENT OF GENERAL SER		IVISION	AGENCY RECORDS INVENTORY	
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. B Jessup, Maryland 2079 410-799-1930		PAGE <u>1</u> OF <u>1</u>	
. Department/Agency Office of the Attorney General	Division Department of Housing and Comm Development	unity	3. Unit Office of the Secretary	
DEFINITION: RECORD SERIES: A group of relate purposes.	 ed records normally filed and used as	a unit for ref	erence as well as retention and disposition	
. Record Series Title: Correspondence 11.A.			Year/Latest Year to2016	
Record Series Format(s) List all	8. Record Series Sequence	9. Volume 86		
□ Letter Size □ Microfilm	□ Alphabetical	Number		
☐ Legat Size ☐ Computer Tape	☐ Numerical	□ File Drawer □ Microfilm R	eel(s)	
□ Audio Tape □ Floppy Disk	□ Chronological	☐ Computer 1☐ Other (spec	Fape(s) Dify) OAG shared file on computer	
□ Bound Book □ Video Tape	□ Geographical	10. Annual Ad	ccumulation .	
Other (specify) Computer file	Other (specify)	30 Number		
		1		1
		☐ File Drawer ☐ Microfilm R ☐ Computer 1 ☐ Other (spec	eel(s)	
		☐ Microfilm R ☐ Computer 1	eel(s) Fape(s)	

11. File is Used	12. F	ile Becomes Inactive After
□ Daily □ Weekly □ Monthly □ Annually	Numb	ber
13. Current Location(s) (Bldg., Floor, Room) 7800 Harkins Road, Lanham, Maryland 20706, 4 th Floor, Room 470	OAG	s Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☐ No Shared drive on computer
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☐ No Attorney/Client Privilege GP §4-301	0	Audit Requirements
17. Is an Index System used? If yes, explain briefly and describe requirem Pes Do	adm to O Man doci	Recommended Retention Retain in office for 2 years or until ninistrative value ceases, whichever comes last, then destroy according DAG Destruction Procedures with the following exception: Transfer to ryland State Archive for permanent retention any material that serves to ument the origin, development and accomplishments of the office and 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
OGS 550-4 (Rev. 1/93)		
Instructions you or Print a separate form for each Di	EPARTMENT OF GENE	RAL SERVICES AGENCY RECORDS INVENTORY

new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEM 7275 Waterloo Road, Jessup, Maryland	P.O. Box 275 d 20794	
	410-799-1930		PAGE1 OF1
Department/Agency Office of the Attorney General	Department of Housing and of Development	Community	3. Unit Office of the Secretary
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed and us		
4. Record Series Title: Letters of Advice 10.	·	1	t Year/Latest Year to2015
This series consists of letters of advice on legal issu- Contents of a typical file may include: the request for 7. Record Series Format(s) List all	•	da, drafts and letter	•
□ Letter Size □ Microfilm	□ Alphabetical	<u>11</u> Number	i
□ Legal Size □ Computer Tape □ Audio Tape □ Floppy Disk □ Bound Book □ Video Tape	□ Numericat □ Chronological □ Geographical	l``	Reel(s) Tape(s) cify) Read only drive on computer/Bookcase
□ Other (specify) Read only drive on computer/Loose Leaf Binders	□ Other (specify)	10. Annual A 3_ Number	ccumulation
		□ File Drawei □ Microfilm R □ Computer ⁻ □ Other (spec	leel(s)
I1. File is Used	 12. Fi	le Becomes Inactive Afte	r
□ Daily □ Weekly □ Monthly □ Annually	. 5 Numb	er 🗆 Mont	h(s) ☐ Year(s)
		Yes 🗆 No	d Elsewhere? (If yes, specify agency or office.)
 Current Location(s) (Bidg., Floor, Room) 800 Harkins Road, Lanham, MD 20706, 4th Floor, Room: 470 	Read	only drive on computer	·

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requiren	nents
Attorney/Client Privilege Confidential Confidential GP§4-301		□ None □ Stat	e □ Federal □ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☐ No		Retain in office	nded Retention: 5 years or until administrative value ceases, whichever on destroy, according to OAG Destruction Procedures.
19. Name and Title of Preparer Angela Collins Jones, Administrative Officer II	20. Telepho Number 301-429-74		21. Date November 8, 2017

Instructions ype or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		ISION	AGENCY RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1)	Jessup, Ma	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		PAGE1 OF1		
			.,			
1	Department of Housing Development	and Commun	ity.	3. Unit Office of the Secretary		
DEFINITION: RECORD SERIES: A group of related representation of the purposes.	records normally filed a	and used as a	unit for ref	erence as well as retention and disposition		
4. Record Series Title:			1	Year/Latest Year		
Financial Transactions 14.			1970	<u>'s</u> to <u>2016</u>		
series.) This series consists of OAG-generated mater agreements, loans, grant agreements, and inter-agen Contents of a typical file may include copies of docum agreements; and correspondence, drafts, notes, etc. This series consists of letters of advice on legal issue Contents of a typical file may include: the request for 7. Record Series Format(s) List all	ncy or intergovernment nents such as: contract s pursuant to requests	al agreements ts, bonds and/o from state offi noranda, drafts	involving or promiss icials, agei	the transfer of funds, etc. ory notes, leases, loan agreements, grant ncies, etc.		
□ Letter Size □ Microfilm	□ Alphabetical	1110		,		
□ Legal Size □ Computer Tape	□ Numerical	'		(5)		
□ Audio Tape □ Floppy Disk	☐ Chronological	_ L		profilm Reel(s) mputer Tape(s)		
□ Bound Book □ Video Tape			Other (specify) shared drive on computer/Transcript shelves			
□ Other (specify) computer file/Bound Transcripts	Other (specify)	10. Annual A 25-30_				
			Number	-		
		4	□ File Drawer □ Microfilm R □ Computer □ Other (spec	eel(s)		
11. File is Used		I12. File Becomes	Inactive After			
□ Daily □ Weekly □ Monthly □ Annually		45-50 Number	. Monti			
13. Current Location(s) (Bldg., Floor, Room) 7800 Harkins Road, Lanham, MD 20706, 4 th Floor, Room: 470	<u></u>	□ Yes □	No	d Elsewhere? (If yes, specify agency or office.) ntil closed then shared drive on computer		
5. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
ם ופס ַ טוועט		□ None □ State □ Fede		al 🛘 Independent		
17. Is an Index System used? If yes, explain briefly and describe requi	irements	18. Recomm	ended Re	ention:		
□ Yes □ No		Retain in office	ce 5 years e value cea	after term of document expires or until uses, whichever comes last. Transfer to the State		
19. Name and Title of Preparer Angela Collins Jones, Administrative Officer II	20. Telepho Number	one	21. Date			
CC EED 4 (Day, 402)	301-429-74	lan I				

DGS 550-4 (Rev. 1/93)

Instructions ype or Print a separate form for each new or revised record series. Forward with		GENERAL SERVICES GEMENT DIVISION		AGENCY RECORDS INVENTORY			
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE <u>1</u> OF <u>1</u>			
1. Department/Agency De	epartment of Housing	and Communi	ity	3. Unit			
	evelopment			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:			Earliest	Year/Latest Year			
Bonds 15.				's 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	8. Record Series	Sequence	9. Volume 477				
□ Letter Size □ Microfilm	□ Alphabetical		Number				
□ Legal Size □ Computer Tape	□ Numerical		D File Drawer(s)				
□ Audio Tape □ Floppy Disk	□ Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s)				
□ Bound Book □ Video Tape	□ Geographical		Other (specify) Bookcases/file drawer/OAG Read only Drive on computer				
□ Other (specify) CD .	□ Other (specify) Series and Date	Bond	10. Annual Ac 12 Number	cumulation			
			□ File Drawer □ Microfilm R □ Computer T □ Other (spec	eel(s)			
11. File is Used .	. ' 1	12. File Becomes	Inactive After				
□ Daily □ Weekly □ Monthly □ Annually	-	47 Number	□ Monti	n(s) □ Year(s)			
13. Current Location(s) (Bidg., 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.) □ Yes □ No CD					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements						
Y □ Yes □ No		□ None □ St	ate 🗆 Feder	al 🗆 Independent			
17. Is an Index System used? If yes, explain briefly and describe require ☐ Yes ☐ 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					
				s Center for an additional 7 years, then destroy.			
19. Name and Title of Preparer Angela Collins Jones, Administrative Officer II	20. Telepho Number	ne	21. Date Novemb	er 8, 2017			

Instructions ype or Print a separate form for each new or revised record series. Forward with		OF GENERAL S		AGENCY RECORDS INVENTORY		
Recards Retention Schedule (DGS 550-1)		loo Road, P.O. Bo p, Maryland 2079 410-799-1930		PAGE 1 OF 4		
Department/Agency	Department of Ho	using and Commu	inity	3. Unit		
Office of the Attorney General	Development	-	·	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.			IE Carling	Vocal stort Voca		
4. Record Series Title: Accounting Records 24.C.				Year/Latest Year _ to2016		
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						
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume			
□ Letter Size □ Microfilm	□ Alphabe	tical	7 Number	·		
□ Legal Size □ Computer Tape	□ Numerio	ai	D File Drawer	File Drawer(s)		
			☐ Microfilm Reel(s)			
□ Audio Tape □ Floppy Disk	☐ Chronol	-	☐ Computer 1 ☐ Other (spec	cify) OAG confidential computer file		
□ Bound Book □ Video Tape	⊡ Geograp	ohical	10. Annual A	ccumulation		
□ Other (specify) Computer file	□ Other (s	pecify)				
			□ File Drawer □ Microfilm R □ Computer 1 □ Other (spec	eel(s)		
11. File is Used	'	12. File Becom	es Inactive After	·		
□ Daily □ Weekly □ Monthly □ Annually		Number	□ Mont	h(s) 🗆 Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	eries Duplicate	d Elsewhere? (If yes, specify agency or office.)		
7800 Harkins Road, Lanham, MD 20706, 4th Floor Budget Room 467 All others 483-B		⊕ Yes Confidentia≬ dri				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes ☐ No Personal Identifiable Information GP§4-301		□ None □	□ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe req	uirements	18. Recom	mended Ref	lention:		
□ Yes □ No				intil all audit requirements have been fulfilled, then AG Destruction Procedures.		
19. Name and Title of Preparer	1 20 To	lephone	21. Date			
Angela Collins Jones, Administrative Officer II	Numb	er		er 8, 2017		
	1 301-41	29-7486	1	1		

Instructions ype or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF G			AGENCY RECORDS INVENTORY	
Recards Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		275	PAGE 2 OF 4	
1. Donathout/Access	anadaan anka filla walaa		: . .	[
, , ,	Department of Housing and Commun Development		щ	3. Unit Office of the Secretary	
 DEFINITION: RECORD SERIES: A group of related re	ecords normally filed a	nd used as a	unit for refe	erence as well as retention and disposition	
purposes.	•		•	•	
4. Record Series Title:			5. Earliest	Year/Latest Year	
Accounting Records 24.E.			2014	_ to <u>2016</u>	
Check Copies and Check Stubs, Delivery Orders and Condemnation Reports, Paid Bills and Invoices, Paid I Stubs, Receiving Reports, Reconciliation and Trial Bal Withholding/Tax Forms and Statements, Local, State &	Bonds and Coupons, Flance Sheets, Renewa	Periodic Finan	cial Repor	ts to Local/State Agencies, Receipt Copies and	
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume		
Letter Size	☐ Alphabetical		2_ Number		
□ Legal Size □ Computer Tape	□ Numerical		□ File Drawer(s)		
□ Audio Tape □ Floppy Disk	□ Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s)		
□ Bound Book □ Video Tape	□ Geographical		Other (specify) OAG confidential drive on computer		
□ Other (specify) Computer file	□ Other (specify)		10. Annual Accumulation		
			Number		
			□ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify) OAG confidential drive on computer/Bookcase		
•					
11. File is Used		12. File Becomes	Inactive After		
□ Daily □ Weekly □ Monthly □ Annually		3 Number	□ Monti	n(s) Pear(s)	
3. Current Location(s) (Bldg., Floor, Room) 800 Harkins Road, Lanham, MD 20706, 4 th Floor, Room: 483-B		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes □ No H Drive on computer			
5. Access Restrictions (if Yes, cite Law(s) & Regulation(s) □ Yes □ No Confidential GP §4-301		16. Audit Requirements □ None □ State □ Federal □ Independent			
7. Is an Index System used? If yes, explain briefly and describe require	ements	18 Recomm	ended Ret	ention:	
□ Yes □ No		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 Angela Collins Jones, Administrative Officer II	20. Telepho Number	ne	21. Date Novemb	er 8, 2017	

Instructions ype or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		ON		
Records Retention Schedule (DGS 550-1)			PAGE3 OF4		
			·		
Department/Agency	Department of Housing	and Community	3. Unit		
Office of the Attorney General	Development		Office of the Secretary		
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed a	and used as a uni	tor reference as well as retention and disposition		
4. Record Series Title: Accounting Records 24.F.		5. Earliest Year/Latest Year 2014_ to2016			
series.) F. Purchasing Records-Commodities and S Management Reports, Bid Tabulation Records, Con Invoices/Expenditure Transfer Authorizations, Issue	ervices, Actual Emerger stract Amendments, Cre Tickets or Receipts, Ma hipping Tickets, Bills of	ncy and Repairs F dit Memorandum, aterials/Supplies S Lading, Purchase	Inventory Dispositions, Invitation for Bids, pecifications, Monthly Expenditure Printouts, Out of Order, Purchasing Register, Receiving Reports, Report of		
•					
7. Record Series Format(s) List all	8. Record Series	Sequence 9. \	olume		
□ Letter Size □ Microfilm	□ Alphabetical	Nur	4 nber		
□ Legal Size □ Computer Tape	□ Numericat		le Drawer(s)		
□ Audio Tape ·□ Floppy Disk	□ Chronological	a C	☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) Confidential Drive on Computer 10. Annual Accumulation		
□ Bound Book □ Video Tape	□ Geographical	·			
□ Other (specify) Computer file	Other (specify)		All to a second action action ac		
			le Drawer(s)		
		□ N	icrofilm Reef(s) omputer Tape(s)		
		þc	ther (specify) Confidential Drive on Computer		
		4			
1. File is Used	'	12. File Becomes Ina	ctive After		
🗆 Daily 🗆 Weekly 🕦 Monthly 🗀 Annually		Number	□ Month(s) □ Year(s)		
3. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
/800 Harkins Road, Lanham, MD 20706, 4 th Floor, Room 467 and Ri	oam 483-8	☐ Yes ☐ No Confidential Drive on	Computer		
5. Access Restrictions (If Yes, cite Law(s) & Regulation(s) O Yes O No Confidential/Trade Secrets GP§4-335 U.S.C.§552(b)4)		16. Audit Requirements □ None □ State □ Federal □ Independent			
7. Is an Index System used? If yes, explain briefly and describe red □ Yes □ No	quirements	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 Angela Collins Jones, Administrative Officer II	20. Telepho Number		1. Date lovember 8, 2017		

Instructions ype or Print a separate form for each DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION			AGENCY RECORDS INVENTORY		
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE4 OF4	
	Department of Housing and Community Development			3. Unit Office of the Secretary	
 DEFINITION: RECORD SERIES: A group of related	records normally tiled a	nd used as a	init for reter	ance as well as retention and disposition numbers	
4. Record Series Title:	records normally filed a	ilu useu as a		ear/Latest Year	
Accounting Records 24.G.		•	,	to	
Record Series Description (Briefly describe the typ Contracts Awarded This series consists of services contracts entered into				eries. Include the purpose or function of the series.) G.	
7. Record Series Format(s) List all	8. Record Serie	s Sequence	9. Volume		
☐ Letter Size ☐ Microfilm	☐ Alphabetical	•	11 Number		
□ Legal Size □ Computer Tape	□ Numerical			·	
	·		□ File Drawer(s) □ Microfilm Reel(s)		
□ Audio Tape □ Floppy Disk	☐ Chronological		□ Computer Ta □ Other (specify)	pe(s) /) confidential drive on computer	
□ Bound Book □ Video Tape	□ Geographical		10. Annual Acc	mulation	
□ Other (specify) Computer File	□ Other (specify)	"	11 Number		
			☐ File Drawer(s ☐ Microfilm Res ☐ Computer Ta	i(s)	
11. File is Used	l ,	12. File Become	s Inactive After		
.□ Daily □ Weekly □ Monthly □ Annually	•	10 Number	□ Month(s) 🗆 Year(s)	
				•	
13. Current Location(s) (Bldg., Floor, Room) 7800 Harkins Road, Lanham, MD 20706, 4 th Floor, Room: 470) No .	Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
□ Yes □ No Confidential/Trade Secrets GP§4-335 5.U.S.C. §552(b)(4)		□ None □ S	□ None □ State □ Federal □ Independent		
•					
17. Is an Index System used? If yes, explain briefly and describe requ ☐ Yes ☐ No	irements	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.			
40 No TW	1 00 7 1	1			
19. Name and Title of Preparer Angela Collins Jones, Administrative Officer II	20. Teleph Number 301-429-7		21. Date November	8, 2017	

Office of the Attorney General

Human Resources, Department of

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<u>Instructions</u> –Type or Print a separate form for			GENERAL SERY GEMENT DIVIS				
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		oad, P.O. Box		· ·			
Records Retention Schedule (DGS 330-1)	. 121.		yland 20794	213	PAGE1 OF1		
			9-1930				
1. Department/Agency	2. Divisio	n			3. Unit		
Office of the Attorney General	Departm	ent of Humai	n Resources				
		•		•			
DEFINITION: RECORD SERIES: A group of related re	cords norr	mally filed and	used as a un	it for refer	ence as well as retention and disposition purposes.		
4. Record Series Title					st Year/Latest Year		
14. Financial Transactions				_2009	2 to _ <i>2017</i> _		
6. Record Series Description (Briefly describe the ty series.)	pes of info	rmation/docu	ments/forms	found in th	ne series. Include the purpose or function of the		
This series consists of OAG-generated materials in	relative to t	the approval (of contracts, b	onds and/	for promissory notes, leases, lease/purchase		
agreements, loans, grant agreements, and inter-							
Contents of a typical file may include copies of d							
agreements; and correspondence, drafts, notes,							
7. Record Series Format(s) List all		8. Record Series	s Sequence	9. Volume			
<u> </u>		_	,	<u> 477 - 835</u>	•		
■ Letter Size		Alphabetica	ll .	Number	ımber		
Legal Size Computer Tape		Numerical	•] File Drawer(s)] Microfilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk		Chronologi	cal	Computer Tape(s)			
. Bound Book		Geographic	al	Other (specify)_ <u>Record Retention Box</u>		
				10. Annual	Accumulation		
Other (specify)		Other (spec	ify)				
				Number			
				File Dra			
				☐ Microfil			
					specify) <i>Record Retention Box</i>		
46 (2) 13 14 14			12 5% 8	- I A for			
11. File is Used	•		12. File Become Number		er Month(s) Year(s)		
☐ Daily ☐ Weekly ☐ Monthly ☒ Ann	nually				·		
	 						
13. Current Location(s) (Bldg., Floor, Room) 311 W. Saratoga Street, 2nd floor, Baltimore, MD 2	?1201		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements			
☐ Yes			⊠ None	State	Federal Independent		
			_		- ·		
17. Is an Index System used? If yes, explain briefly and describe requ	uirements		18. Recomi	mended Re	ptention		
☑ Yes ☐ No					rs after term of document expires or until		
List his how a comban and matter content				-	reases, whichever comes last. Transfer to the State		
List by box number and matter content			Records Center for an additional 5 years, then destroy.				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Janice L. Jewson, Administrator		410.767.728		April 14,	2017		

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Instructions – Type or Print a separate form for	DEPARTMENT OF (SENERAL SERVICES		AGENCY RECORDS INVENTORY			
each new or revised record series. Forward with	RECORDS MANAG						
Records Retention Schedule (DGS 550-1)	7275 Waterloo Re			PAGE 1 OF 1			
	•	yland 20794		PAGE1 OF1			
	410-79	9-1930					
1. Department/Agency	2. Division			3. Unit			
Office of the Attorney General	Department of Humai	n Resources					
				·			
DEFINITION: RECORD SERIES: A group of related rec	cords normally filed and	used as a ur					
4. Record Series Title			f	it Year/Latest Year			
1. Civil Litigation	as of information (1)		L	to _1997			
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 entire OAG case file, which may be partially duplicative.	•			· · · · · · · · · · · · · · · · · · ·			
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.							
				nt documents, documentation of costs, file opening/closing memoranda, etc.			
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume				
∠ Letter Size	☐ Alphabetica	I	<u>57-840</u> Number				
Legal Size Computer Tape	Numerical		File Dra	wer(s)			
☐ Audio Tape ☐ Floppy Disk	☐ Chronologie	ral	Microfil	m Reel(s)			
☐ Bound Book ☐ Video Tape	Geographic		☐ Compu ☑ Other (s	ter Tape(s) specify) <i>Record Retention Box</i>			
		10.41		Accomplation			
Other (specify)	Other (spec	ify) 10. Annual41		Accumulation			
	1		Number	=			
			File Dra	wer(s)			
			Microfil				
		- '		ter Tape(s)			
11. File is Used	<u>_</u>	12. File Become		specify)_ <i>Record Retention Box</i>			
		iz. riie become	o mactive Aile	· ·			
☐ Daily ☐ Weekly ☐ Monthly ☒ Annua	ally	Number	5	Month(s) 🛛 Year(s)			
				•			
13. Current Location(s) (Bidg., Floor, Room)		14, Is Record Se	eries Duplicate	d Elsewhere? (If yes, specify agency or office \			
311 W. Saratoga Street, 2nd floor, Baltimore, MD 21201	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No .						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)				16. Audit Requirements			
☐ Yes			☐ State ☐	Federal Independent			
		None State .					
17. Is an Index System used? If yes, explain briefly and describe requir	rements	18. Recomi	mended Da	tention			
⊠ Yes □ No	Retain in o	ffice 5 year	s after file is closed. Screen files to identify				
List by box number and matter contents		those meet files to the	ing selection Maryland	on criteria defined on page ii. Transfer selected State Archives for permanent retention. Transfer Records Center for an additional 15 years, then			
		acon oy.					
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date				
Janice L. Jewson, Administrator	410.767.72			, 2017			
	1	- ·					

Office of the Attorney General

Information Technology, Department of

Instructions ype or Print a separate form for each new or revised record series. Forward with	•	GENERAL SERVICES		AGENCY RECORDS INVENTORY	
Records Retention Schedule (DGS 550-1)		Road, P.O. Box aryland 20794 799-1930	¢ 275	PAGE 1 OF 4	
				·	
)	O Division				
Department/Agency Office of the Attorney General	Division Department of Informa	tion Technolog		3. Unit	
DEFINITION: RECORD SERIES: A group of related purposes.	I records normally filed	and used as a	unit for refe	erence as well as retention and disposition	
4. Record Series Title Settlement (4)				Year/Latest Year 2017	
6. Record Series Description (Briefly describe the ty series.) This series consists of the files of the Chief of Litiga Works. The Chief of Litigation, or his delegate, has agency, or a state officer, subject to further approva that document the process by which such approvals Contents of a typical file may include: Settlement Ag	tion relating to the termi authority to approve agr I of the Board of Public are sought, considered	nations of laws reements to se Works. This se I, and granted	suits by agr ttle certain eries covers or denied.	reement with the approval of the Board of Public civil lawsuits brought against the state, a state	
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume 30		
x Letter Size Microfilm	□ Alphabetical		Number		
x Legal Size Computer Tape	□ Numerical		□ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) x Other (specify)Boxes		
□ Audio Tape □ Floppy Disk	x Chronologica	I			
□ Bound Book □ Video Tape	□ Geographical				
Other (specify)	Other (specify)		10. Annual Ac Number	cumulation	
				(s) sel(s) ape(s) ify)	
	•				
भैक्तर्नile is Used		12. File Becomes	Inactive After		
□ Daily □ Weekly □ Monthly □ Annually		Number	, 🛮 Month	s(s) x Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 301 W. Preston Street, Ste. 1304, Baltimore, MD 21201	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes x No ■	16. Audit Requirements x None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe req □ Yes x No	uirements	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.			
19. Name and Title of Preparer Wendy M. Scott	20. Telepho Number (410) 767-4		21. Date Novembe	er 14, 2017	

Instructions ype or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF RECORDS MANA 7275 Waterloo F	AGEMENT DIV	/ISION	AGENCY RECORDS INVENTORY			
accords (Coo soo)	. Jessup, Ma	aryland 20794 799-1930		PAGE 2 OF 4			
				•			
Department/Agency Office of the Attorney General	Division Department of Informa	ion Technolog		3. Unit			
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a	unit for refe	erence as well as retention and disposition			
4. Record Series Title Agreements (7)	,		5. Earliest 2008 to	Year/Latest Year 2017			
Record Series Description (Briefly describe the tyleseries.)							
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	8. Record Series	Sequence	9. Volume				
x Letter Size @ Microfilm	Alphabetical		Number				
x Legal Size Computer Tape	□ Numerical		x File Drawer				
□ Audio Tape □ Floppy Disk	x Chronological		☐ Microfilm Re☐ Computer T	Tape(s)			
□ Bound Book □ Video Tape	□ Geographical			Other (specify) Boxes Annual Accumulation			
□ Other (specify)	□ Other (specify)			cumulation			
			Number File Drawer(Microfilm Re Computer To Other (speci	eel(s) ape(s)			
11. File is Used		12. File Become: 5	s Inactive After				
Daily Weekly Monthly x Annually	•	Number.	□ Month	(s) x Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 301 W. Preston Street, Ste. 1304, Baltimore, MD 21201	. •	114. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes x No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes x No .		16. Audit Requirements x None State Federal Independent					
17. Is an Index System used? If yes, explain briefly and describe req □ Yes x No	uirements	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 State Records Center to be retained for an additional 15 years, then destroy.					
19. Name and Title of Preparer Wendy M. Scott	20. Telepho Number (410) 767-4		21. Date Novembe	er 14, 2017			

Instructions ype or Print a separate form for each new or revised record series. Forward with	DEPARTMENT OF RECORDS MANA			AGENCY RECORDS INVENTORY
Records Retention Schedule (DGS 550-1)		Road, P.O. Bo aryland 20794 799-1930		PAGE 3 OF 4
	. ,			
11	Division Department of Informa .	tion Technolo	gy	3. Unit
DEFINITION: RECORD SERIES: A group of related	records normally filed	and used as a	unit for refe	erence as well as retention and disposition
purposes. 4. Record Series Title			5. Farliest	Year/Latest Year
Correspondence (II)			2008 to 20	011
Record Series Description (Briefly describe the typeseries.) This series consists of interchanges of written and/or members of the general public, organizations, constitutions of a typical file may include: letters, memoral.	r e-mail communication tuents, etc., PIA reques anda, requests for info	s between att sts and copies rmation, etc.	orneys and of agency/	client/agencies, members of the legislature,
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume 1	•
x Letter Size	☐ Alphabetical		Number	
□ Legal Size □ Computer Tape	□ Numerical		x File Drawe ☐ Microfilm Re	
□ Audio Tape □ Floppy Disk	x Chronological		☐ Computer T☐ Other (spec	ape(s)
□ Sound Book □ Video Tape _	□ Geographical		10. Annual Ac	
Other (specify)	□ Other (specify)		Number	·
			☐ File Draweri ☐ Microfilm Re ☐ Computer T ☐ Other (spec	el(s) ape(s)
le is Used .	•	12. File Become	s Inactive After	
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually		Number	□ Month	a(s) x Year(s)
13. Current Location(s) (Bldg., Floor, Room) 301 W. Preston Street, Ste. 1304, Baltimore, MD 21201			ries Duplicated No	Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes x No		16. Audit Requir		al 🛮 Independent
17. Is an Index System used? If yes, explain briefly and describe requ □ Yes x No	urements	comes last, t the following retention any	ce for 2 yea hen destroy exception: ' material the ents of the	ention rs or until administrative value ceases, whichever according to OAG Destruction Procedures with Transfer to Maryland State Archive for permanent at serves to document the origin, development and office and has continuing administrative, fiscal,
19. Name and Title of Preparer Wendy M. Scott	20. Telepho Number (410) 767-4		21. Date Novembe	er 14, 2017

Office of the Attorney General

Insurance Administration, Maryland (MIA)

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Instructions -Type or Print a separate form for	DEPARTMEN	NT OF G	ENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS	S MANAC	SEMENT DIV	ISION	·		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE) OF		
, ,	Jess	sup, Mar	yland 20794		PAGE OF		
		410-79	9-1930				
Department/Agency	2. Division				3. Unit		
OAG.	MIA						
	Mayland	Insura	ina Admin	istation			
DEFINITION: RECORD SERIES: A group of relate	•				ference as well as retention and disposition		
purposes.	·		·	τ			
4. Record Series Title					st Year/Latest Year		
REGULATIONS (13)				2013	o PRESENT		
Record Series Description (Briefly describe the	tunes of informa	ation/doo	uments/form	e found in t	he saries. Include the paper or function of the		
series.)	types of informa	4001/000	umemanomi	s loullu iii i	the series. Include the pubse of full cutoff of the		
This series consists of approvals of administrative							
become effective. Contents of a typical file may i memos, notes, history or background documental			nal regulation	n, Marylan	1 Register notice, drafts, correspondence,		
memos, notes, mistory or background documentar	ion, research, e	,,,					
	·						
7. Record Series Format(s) List all	8. Re	ecord Serle	s Sequence	9. Volume	oxes 2 file drawers		
☑ Letter Size ☐ Microfilm	☐ Alphabetical			Number	SASS E IIIS GIGHTS		
				57.511.0			
Legal Size Computer Tape	Numerical						
Audio Tape Tioppy Disk	Chronological			Computer Tape(s)			
☐ Bound Book ☐ Video Tape	Geographical			Other (Other (specify) Storage Boxes		
- South Book - Video valve		Coograpillo		10. Annual Accumulation			
Other (specify) Other (specify)							
				Number			
					wer(s) .		
•				Mlcrofile			
			i	Computed Computer (s	er i epe(s) pecify) Storage Boxes		
11. File is Used	-" .		12. File Becom	es Inactive Aff	ег б уеагв		
☐ Dally ☐ Weekly ☑ Monthly ☐ Ann	ually		Number		onth(s) 🔯 Year(s)		
	•			_			
•							
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
27 ^{1k} Floor records room	•		☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s)			16. Audit Requirements				
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) Yes No					-		
			None	State [Federal Independent		
,					·		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended R	etention		
☐ Yes No		1			rs after publication. Screen files to identify those		
	•				eria defined on page ii. Transfer selected files to		
		ļ	the Maryland State Archives for permanent retention. Destroy all others according to OAG Destruction Procedures.				
		#					
19. Name and Title of Preparer	20.	Telephor	ne Number	21. Date			
Linda Ness	410.	.468.203	5	April 28,	2017		
•							

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Instructions –Type or Print a separate form for	DEPARTMENT OF C	GENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA		,			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	oad, P.O. Box	275	PAGE OF		
		ryland 20794 99-1930	-	PAGEOF		
Department/Agency	2. Division			3. Unit		
OAG	MIA					
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earlie	st Year/Latest Year		
CIVIL LITIGATION ()			2012	to PRESENT		
6. Record Series Description (Briefly describe the ty	pes of Information/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.) A. This series includes, but is not limit		-		- · · · ·		
insurance litigation), amicus brief cases, bank						
claims, disabilities, foreclosures, forfeitures, g Contents of a typical file may include: pleading						
deposition transcripts, documents, trial transcripts						
7. Record Series Format(s) List all	8. Record Serie		9. Volume			
☑ Letter Size ☐ Microfilm	Alphabetica	al	10 file dra Number	awers/15 storage boxes		
Legal Size Computer Tape	Numerical Numeric		⊠ File Drawer(s)			
Audio Tape Floppy Disk	☐ Chronological		☐ Compu	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Bound Book ☐ Video Tape	☐ Geographical		Other (s	Other (specify) storage boxes		
Other (specify)	Other (spec	oify) <u>·</u>	10. Annual 25	Accumulation		
			Number			
			⊠ File Dra	wer(s)		
			MIcrofil	**		
			☐ Compu ☑ Other (ter Tape(s) specify) storage boxes		
11. File Is Used		12. File Becom	es Inactive Af	ter 15 years		
☐ Daily ☐ Weekly ☒ Monthly ☐ Annua	ally .	Number		lonth(s) 🛛 Year(s)		
	, , ,					
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
27 TH Floor records room .		☐ Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	,	16. Audit Requ	Irements .			
☐ Yes No ·	⊠ None					
		□ №	M 21818 F			
17. Is an Index System used? If yes, explain briefly and describe rec	ulrements	18. Recom	mondod D	otantian		
Yes No				rs after file is closed. Screen files to identify		
		those meeti	ng selection	on criteria defined on page ii. Transfer selected		
	ļ			State Archives for permanent retention. Transfer		
		destroy	ine State	Records Center for an additional 15 years, then		
19. Name and Title of Preparer	20. Telepho		21. Date			
Linda Ness	410.468.20	35	April 28.	2017		

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InstructionsType or Print a separate form for	DEBAE	TMENT OF	SENEDAL SE	ENERAL SERVICES AGENCY RECORDS INVENTORY			
Instructions -Type or Print a separate form for each new or revised record series. Forward	RECORDS MANAGEMENT DIV						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box						
Will Records Retellation Contedute (DGC 550-1)	Jessup, Maryland 20794			. 210	PAGE, OF		
			99-1930		·		
Department/Agency	2. Divisio	on .	-		3. Unit		
OAG	MIA	•			·		
DECINITION, DECORD SERVED A SERVED OF SOLAR		n a ves alle dil a d	224.224.2		5		
DEFINITION: RECORD SERIES: A group of relate purposes.	a recoras	normally filed	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
LEGISLATION (1Z)				2013	to PRESENT		
·	•						
				<u> </u>			
6. Record Series Description (Briefly describe the t	types of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
A. Preparation and Enactment This series co							
Contents of a typical file may include: drafts history, written testimony, bills in final form		ven iegisiat	ion, notes, c	orrespond	ience, memoranda, research, administrive		
7. Record Series Format(s) List all	, 010.	8. Record Serie	es Sequence	9. Volume			
_		_		10			
☑ Letter Size ☐ Microfilm	ı	Alphabetica	3 i	Number			
Legal Size Computer Tape	Numerical			☐ File Dra	wer(s)		
				Microfilm Reel(s)			
☐ Audlo Tape ☐ Floppy Dlsk	☐ Chronological			☐ Computer Tape(s) ☑ Other (specify) storage boxes			
☐ Bound Book ☐ Video Tape	Geographical						
Cl Other (creek)		C) Other (ene	-16.V	1	Accumulațion		
Other (specify)	Other (spe		pclfy) 10 Numb				
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·				File Dra	· · · · · · · · · · · · · · · · · · ·		
				Compu	<u>.</u> '		
				Other (specify)			
11. File is Used	1		12. File Becom	les Inactive Af	er 6 veers		
				ios macaro ya			
☐ Dally ☐ Weekly Monthly ☐ Ann	ually		Number		onth(s) 🛛 Year(s)		
•					·		
13. Current Location(s) (Bidg., Floor, Room) 277# Floor records room			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No				
	21 ··· Flooi Lacotda Lootti						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
☐ Yes	•		None	☐ State ☐	Federal Independent		
		:		[
17 Is as laday Conjugar and Maria and Life and L	agules · ·						
17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes ☒ No	equirements	,	18. Recom				
	•				rs or until administrative value ceases, Screen files to identify those meeting selection		
					ge ii. Transfer selected files to the Maryland		
					manent retention. Transfer all others to the State		
10. Name and Title of Process	· · · · · · · · · · · · · · · · · · ·	20 7-1			retained for an additional 5 years, then destroy.		
19. Name and Title of Preparer	Ì	20. Telepho		21. Date	2017		
Linda Ness	ļ	410.468.203		April 28,	2011		
•				i .	II.		

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SE			RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			ISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE OF		
	Jessup, Maryland 20794						
4. Double and Assessed	O Divisio		99-1930		0.1124		
1. Department/Agency	2. Divisio	on .			3. Unit		
OAG	MIA						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
ADVICE (10)	•			2015	to PRESENT		
		•	•		·		
6. Record Series Description (Briefly describe the t							
series.) This series consists of letters of advice Contents of a typical file may include: the re					_		
Purpose: Research	iquest for	advice, ies	caron, memo	randa, ur	arts and retter or advice.		
7. Record Series Format(s) List all		8. Record Serl	es Sanuence	9. Volume			
r. Record Salles Pormat(s) List all		o. Necola Gall	as Caddelica	l .	awere/6 storage boxes		
☑ Letter Size ☐ Microfilm		Alphabetica	al	Number			
Legal Size Computer Tape	Numerical			⊠ File Dra	``		
☐ Audio Tape ☐ ·Floppy Disk	Chronologica		cal		ter Tape(s) specify) storage boxes		
☐ Bound Book ☐ Video Tape	Geographical		cal .	•			
Olher (specify) storage boxes	Other (spec		cify)	10. Аплиа I 12	Accumulation		
•				Number			
	-		i	⊠ File Dra	wer(s)		
				Microfil	Microfilm Reel(s)		
			1 - '		ter Tape(s) specify) storage boxes		
				⊠ Ollier (i	spoully) storage buxes		
11. File is Used .			12. File Becom	es Inactive Af	er 5 years		
☐ Deliy ☐ Weekly ☒ Monthly ☐ Ann	ually		. Number		lonth(s) 🛛 Year(s)		
					·		
13. Current Location(s) (Bidg., Floor, Room)			14. is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
27 TH Floor records room			☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	Irements			
Yes No			5				
,			⊠ None] State [Federal Independent		
					·		
17. Is an Index System used? If yes, explain briefly and describe n ☐ Yes ☒ No	equirements		18. Recom		lá lá		
					ears or until administrative value ceases,		
			Destruction		est, then destroy, according to OAG		
					:		
19. Name and Title of Preparer		20. Telepho	ne Number	21, Date			
Linda Ness		410.468.20		April 28,	li de la companya de la companya de la companya de la companya de la companya de la companya de la companya de		

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Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANA			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo F	Road, P.O. Box	275	
		aryland 20794		PAGE OF
	410-7	799-1930		
Department/Agency	2. Division			3. Unit
OAG	MIA			
				•
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as	a unit for re	ference as well as retention and disposition
4. Record Series Title			5. Earlie	st Year/Latest Year
OPINIONS (9)	•	•	1999	o PRESENT
		•		
			<u> </u>	
6. Record Series Description (Briefly describe the ty	pes of Information/doc	uments/forms	found in th	e series. Include the purpose or function of the
series.) This series consists of published opinions issued b	w the Attorney Gener	al nursuant to	requests fr	om state officials agencies etc. for clouification
of legal matters. Contents of a typical file may incl				
7. Record Series Format(s) List all	8. Record Sen		9, Volume	
7. Record Series Formal(s) List an	o. Record Sen	les Sequence	5 book she	ves
Letter Size Microfilm	Alphabetic	al -	Al. and an	
Legal Size Computer Tape	Numerical		Number	
☐ Audio Taps ☐ Floppy Disk	☐ Chronolog	Ical	File Dra	***
		i1	Compu	· · · ·
⊠ Bound Book	☐ Geographi	cal	Other (apecify) Book Shelves
Other (specify)	Other (spe	cify)	10. Annuál	Accumulation
			8 Number	·
			Noniber	
			File Dra	
			Microfili	
				pecify) Book shelves
		40 5% 5	!!! 00	7
11. File is Used .		12. File Becom	nes inactive Att	er / years
☐ Dally ☐ Weekly ☑ Monthly ☐ Annue	ally	Number	□ M	onih(a) 🛛 Year(s)
13. Current Location(s) (Bidg., Floor, Room) 27 TH Floor records room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No		
15. Access Rostrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	ulrements	
Yes No		r=2 · · ·		Falsa Distances
		⊠ None	□ state □	Federal Independent
				
17. Is an Index System used? If yes, explain briefly and describe red ☐ Yes ☑ No	quirements	18. Recom		
در بع الت				cial Opinions of Attorney General to the ves upon publication. Retain official opinion file
_				r until administrative value ceases, whichever
		ll .	•	by, according to OAG Destruction Procedures.
19. Name and Title of Preparer	20, Telepho	one Number	21. Date	
Linda Ness	410 468 20		Anril 28	2017

Instructions –Type or Print a separate form for	DEPART	ΓMENT OF G	SENERAL SE	ERVICES	AGENCY RECORDS INVENTORY				
each new or revised record series. Forward	RECO	RDS MANA	GEMENT DIV	/ISION					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			x 275	PAGE) OF 2				
<u> </u>		Jessup, Mar	yland 20794		PAGE OF				
			9-1930						
1. Department/Agency	2. Division) .	•		3. Unit				
OAG	MIA	·	i		·				
· ·	,								
					·				
DEFINITION: RECORD SERIES: A group of relate	d records no	ormally filed a	and used as	a unit for ref	erence as well as retention and disposition purposes.				
4. Record Series Title				5. Earliest	Year/Latest Year				
CORRESPONDENCE (11)				2014 to	PRESENT				
6. Record Series Description (Briefly describe the	types of info	ormation/doc	uments/form	s found in ti	ne series. Include the prose or function of the series.) This				
series consists of interchanges of written and/or e	⊱mail comn	nunications b	etween atto	rneys and cl	ient/agencies, members of the legislature, members of the				
general public, organizations, constituents, etc., I	IA requests	and copies	of agency/cl	ient minute	s and agenda. Contents of a typical file may include: letters,				
memoranda, requests for information, etc		ė		•					
		·							
7. Record Series Format(s) List all		8. Record Ser	les Sequenco	9, Volume					
√ Labor Olean		Alphabetic	no!	5 Number					
□ Letter Size □ Microfilm		1							
Legal Size Computer Tape	⊠ Numerical			☐ Microfilm	Reel(s)				
Audio Tape	,	Chronolog	glcal	Compute Other (sp					
☐ Bound Book ☐ Video Tape		☐ Geograph	ical	10. Annual A). Annual Accumulation				
Other (specify)		Other (spe	ecify)		,				
				Number					
				☐ Microfilm					
				Compute	**				
				Other (sp					
11. Flie Is Used			12. File Beco	mes inactive Afi	er 2 years·				
☐ Daily ☐ Weekly ☒ Monthly ☐ Ann	ually		Number	Пм	lonth(s) ⊠ Year(s)				
	,,			— '					
13. Current Location(s) (Bidg., Floor, Room)			1d le Passer	Soriae Duelleei	ed Elsewhere? (If yes, specify agency or office.)				
13. Current Location(s) (Bidg., Floor, Room) 27 TH Floor records room			Yes	No 🔀 No	ed Elsewhere r (ii yes, specify agency of office.)				
	•	•							
16. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Re	quirements					
Yes 🔀 No			_	<u>.</u> _	· <u>_</u>				
			⊠ None	State	Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe	equirements		18 Reco	nmended R	etention				
☐ Yes ☑ No					years or until administrative value ceases, whichever				
•		ĺ			oy according to OAG Destruction Procedures with the				
					Transfer to Maryland State Archive for permanent retention				
			any mater	ial that serv	es to document the origin, development and				
•					he office and has continuing administrative, fiscal, legal or				
		. ·	historical	value.	,				
				•					
		I	1		•				

19. Name and Title of Preparer	20. Telephone Number	21. Date
Linda Ness	410.468.2035	April 28, 2017

Retention Schedule #2576

Office of the Attorney General

Juvenile Services, 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			SION	AGENCY RECORDS INVENTORY PAGE1 OF6	
Department/Agency	2. Division				3. Unit	
Office of the Attorney General	·	nt of Juveni				
	d records no	rmally filed a	nd used as a		erence as well as retention and disposition purposes.	
4. Record Series Title Letters of Advice				5. Earlies 1988 to	t Year/Latest Year 2 <u>017</u>	
6. Record Series Description (Briefly describe the t Letters of Advice – Includes advice given on all Department of Juvenile Services and Governor'	subject mat	tter files – pu	urpose: legal	advice give	series. Include the purpose or function of the series.) en covering various subject matter given to the	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
Letter Size	Alphabetical Numerical			Number File Drawer(s) – 200 cubic feet Microfilm Reel(s) Computer Tape(s) Other (specify)		
□ Bound Book □ Video Tape		☐ Geographica	al	10. Annual Accumulation		
Other (specify) <u>Electronic – pdf format</u> - (see electronic record form 550-6)	□ Other (specify)		·fy)	Number File Drawer(s) - 5 cubic feet Microfilm Reel(s) Computer Tape(s) Other (specify)		
11. File is Úsed				nes Inactive Afte	er r no longer relevant	
Daily Weekly Monthly Annually			Number .	□ Mo		
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.) O Yes - in the process of electronically storing relevant files No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
☐ Yes No – except for confidential juvenile information CJP §3-8A-27		None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention				
Yes No Formatted list – alphabetical – of all subject matter files			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 Kathy L. Lingo Administrative Officer		20. Telepho Number 410-230-31		21. Date 4/6/17		

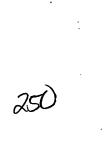
Instructions -Type or Print a separate form for				RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT 7275 Waterloo Road, P.O. Jessup, Maryland 20 410-799-1930		oad, P.O. Box ryland 20794		PAGE <u>2</u> OF <u>6</u>	
Department/Agency	2. Division			•	3. Unit	
Office of the Attorney General	Departn	nent of Juver	nile Services			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title Regulations		· · · · =,			st 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 series.) Regulations – Includes all subject matter files on regulations that impact OAG, Department of Juvenile Services (DJS), or Go of Crime Control and Prevention (GOCCP) – purpose: information covering various regulations – proposed and final, Maryla Notices, correspondence, memos, notes, history and background documentation for OAG, DJS, and GOCCP.					f Juvenile Services (DJS), or Governor's Office ns – proposed and final, Maryland Register	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
Letter Size		Alphabetic	cal	Number		
☐ Legal Size ☐ Computer Tape		■ Numerical		☐ Microfilm		
☐ Audio Tape ☐ Floppy Disk		☐ Chronologic	al		omputer Tape(s) her (specify)	
☐ Bound Book ☐ Video Tape		☐ Geographica	al	10. Annual	Accumulation	
Other (specify) <u>Electronic – pdf format</u> - (see electronic record form 550-6)	☐ Other (speci		· · · · · · · · · · · · · · · · · · ·	Number File D Microfilm Compute Other (s	er Tape(s)	
11. File is Used			12. File Becom		iter or no longer relevant	
☐ Daily ☐ Weekly ☐ Monthly ☐ Annu	ually		Number Month(s) - 5 Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 120 W. Fayette Street, 5 th Floor, Baltimore, MD 21201			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes - in the process of electronically storing relevant files No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes No – except for confidential juvenile information CJP §3-8A-27			None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements Yes No Formatted list – alphabetical – of all subject matter files			those mee Retention	office 5 yea ting selec Schedule. or perman	ars after publication. Screen files to identify tion criteria defined on page ii of OAG Record Transfer selected files to Maryland State ent retention. Destroy all others according to	
19. Name and Title of Preparer Kathy L. Lingo Administrative Officer	·		20. Telephone Number 21. 410-230-3135 4/6			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF (RECORDS MANA 7275 Waterloo R Jessup, Ma	GEMENT DIVI	SION	PAGE 3 OF 6	
Department/Agency	2. Division	" 3 4		3. Unit	
Office of the Attorney General	Department of Juve	nile Services			
DEFINITION: RECORD SERIES: A group of relate	d records normally filed	and used as a	unit for re	ference as well as retention and disposition	
purposes. 4. Record Series Title				st Year/Latest Year	
Correspondence				to <u>2017</u>	
6. Record Series Description (Briefly describe the series.) Correspondence – Includes correspondence regathe Department of Juvenile Services and Governor	irding all subject matter	files – purpose	e: commun	·	
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume		
Letter Size	8. Record Series Sequence Alphabetical			Orawer(s) – 175 cubic feet	
☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk	□ Numerical □ Chronologic	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)		
□ Bound Book □ Video Tape	☐ Geographic		10. Annual Accumulation		
8	☐ Other (spec	cify)	Number		
Other (specify) <u>Electronic – pdf format</u> - (<u>see electronic record form 550-6</u>)			File Drawer(s) - 5 cubic feet Microfilm Reel(s) Computer Tape(s) Other (specify)		
11. File is Used		12. File Becom			
Daily Weekly Monthly Ann	uaily	Mumber		or no longer relevant onth(s)	
13. Current Location(s) (Bldg., Floor, Room) 120 W. Fayette Street, 5 th Floor, Baltimore, MD 21201	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes - in the process of electronically storing relevant files No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
Yes No – except for confidential juvenile info	None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe	18. Recommended Retention				
Yes 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 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.				
19. Name and Title of Preparer Kathy L. Lingo	20. Teleph 410-230-3	one Number 135	21. Date 4/6/17		

Instructions –Type or Print a separate form for each new or revised record series. Forward RECORDS MANAG				AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. E Jessup, Maryland 2079 410-799-1930				PAGE	
1. Department/Agency	2. Divisio	n	· · · · · ·		3. Unit	
Office of the Attorney General	Departm	ent of Juven	ile Services			
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	normally filed	and used as a	unit for re	ference as well as retention and disposition	
Record Series Title Correspondence - Office Administration	,	•			st 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 th 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 agen						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
Letter Size		Alphabetic	eal ·		- Drawer(s) – 75 cubic feet	
☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk		□ Numerical	-1	☐ Microfilm ☐ Comput	er Tape(s)	
□ Bound Book □ Video Tape		☐ Chronologica ☐ Geographica			Other (specify)	
Li Boomo Book Li video Tape		☐ Other (specif		10. Annual Accumulation Number		
Other (specify) <u>Electronic – pdf format</u> - (see electronic record form 550-6) .			,, <u> </u>	File D		
11. File is Used			12. File Becom			
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually			materials are superceded or no longer relevant Number □ Month(s) □ - screened annually and destroyed when no longer needed for current business .			
13. Current Location(s) (Bldg., Floor, Room) 120 W. Fayette Street, 5 th Floor, Baltimore, MD 21201			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes - In the process of electronically storing relevant files No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
□ Yes No – except for confidential Juvenile information CJP §3-8A-27			None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
Yes No Formatted list alphabetical of all subject matter files	,		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. Telepho 410-230-31		21. Date 4/6/17		

Instructions –Type or Print a separate form for	DEPAR	TMENT OF C	GENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	ORDS MANA	GEMENT DIV	ISION	AGENO! NEGOTION WENTON	
With Records Retention ocheanie (200 000-1)	7275 Waterloo Road, P.O. B Jessup, Maryland 2079 410-799-1930			215	PAGE OF6	
	410-799-1930					
Department/Agency	2. Divisio	on	······································		3. Unit	
Office of the Attorney General	. Departn	nent of Juver	nile Services			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
Record Series Title Litigation					st Year/Latest Year to <u>2017</u>	
6. Record Series Description (Briefly describe the	lvoes of inf	ormation/doc	uments/forms	found in th	e series Include the ourpose or function of the	
series.) Litigation – Includes all affirmative litigation, bid pr	•				, ,	
Purpose: All litigation for Juvenile Services and Go	vernor's C	of Crime	e Control and I	Prevention	yment gnevances regarding both clients.	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
Letter Size 📮 Microfilm		Alphabeti	cal	Number		
□ Legal Size □ Computer Tape		☐ Numerical		☐ Microfilm		
□ Audio Tape □ Floppy Disk		☐ Chronologic	cal		□ Computer Tape(s) □ Other (specify)	
□ Bound Book □ Video Tape		☐ Geographic		10. Annual Accumulation		
Other (specify) <u>Electronic - pdf format</u> -		Other (speci	ify)	Number		
(see electronic record form 550-6)				File D	rawer(s) – 10 cubic feet n Reel(s)	
				☐ Compute☐ Other (s	er Tape(s)	
11. File is Used		,	12. File Becom 5 Years from		ter re of the litigation; 3 years after closure for tort claims.	
Daily	ually		Number			
			<u> </u>			
13. Current Location(s) (Bldg., Floor, Room)			14 Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)	
120 W. Fayette Street, 5 th Floor, Baltimore, MD 21201			Yes - in the process of electronically storing relevant files No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes No – except for confidential juvenile info	rmation CJP	3-8A-27	O None	State D	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
Yes No			meeting selec	tion criteria d	Iffice 5 years after file is closed. Screen files to identify those lefined on page ii of OAG Retention Schedule. Transfer and State Archives for permanent retention. Transfer all others	
Formatted list – alphabetical – of all subject matter files			to the State Re	ecords Cente	r for an additional 15 years, then destroy. fice for 3 years after is closed. Transfer to State Records	
·			Center: (1) if to brought suit o	he matter is a r settled, trar	tort matter involves a juvenile and the juvenile has not nsfer file to the State Records Center for an additional 18	
in New York Tall	·		transfer file to	the State Re	e of majority period, then destroy; (2) in all other cases, cords Center for an additional 5 years, then destroy.	
19. Namé and Title of Preparer Kathy L. Lingo		20. Telepho 410-230-31	one Number 35	21. Date 4/6/17		
Administrative Officer _						

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			ISION	PAGE 6 OF 6		
Department/Agency	2. Division				3. Unit		
Office of the Attorney General	Departme	ent of Juveni	le Services		·		
•							
	d records n	ormally filed a	ind used as a		rence as well as retention and disposition purposes.		
4. Record Series Title Legislation				5. Earlies 1988 to	t Year/Latest Year 2 <u>017</u>		
	n and enac	tment of law	s. Contents	include: dra	series. Include the purpose or function of the series.) afts of proposed legislation, notes, correspondence,		
					•		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
O Letter Size		☐ Alphabetica	al .	Number			
□ Legal Size □ Computer Tape		Numerical		File Dr.	awer(s) – 200 cubic feet Reel(s)		
□ Audio Tape □ Floppy Disk		☐ Chronologic		☐ Computer ☐ Other (spe	Tape(s)		
☐ Bound Book ☐ Video Tape		☐ Geographic		10. Annual Accumulation			
Other (specify) <u>Electronic – pdf format</u> - (see electronic record form 550-6)	□ Other (specify)		ify)	Number File Drawer(s) - 5 cubic feet Microfilm Reel(s) Computer Tape(s) Other (specify)			
11. File is Used	· · · · · · · · · · · · · · · · · · ·			nes Inactive Afte			
☐ Daily ☐ Weekly ☐ Monthly ☐ Anno	ually		materials are superceded or no longer relevant Number				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
120 W. Fayette Street, 5 th Floor, Baltimore, MD 21201			Yes - in the process of electronically storing relevant files				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements			
☐ Yes ☐ No – except for confidential juvenile information CJP §3-8A-27		None □ State □ Federal □ Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention					
Yes No Formatted list – alphabetical – of all legislation files		Retain in office 5 years or until administrative value ceases, whichever come last. Screen files to identify those meeting selection criteria defined on page 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.					
19. Name and Title of Preparer		20. Telepho	one	21. Date			
Kathy L. Lingo Administrative Officer		Number 410-230-31	35	4/6/17	·		



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 SEF RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930			SION	AGENCY RECORDS INVENTORY PAGE OF
Department/Agency Office of the Attorney General	2. Division Administ		,		Unit Office of Counsel to the General Assembly
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normally filed	and used as a	unit for re	ference as well as retention and disposition
4. Record Series Title 12, Legislation B. Bill Review		.,	. , .		st Year/Latest Year to 2019
Record Series Description (Briefly describe the series.)	ypes of inf	ormation/docu	iments/forms	found in th	e series. Include the purpose or function of the
This series consists of correspondence from the A sufficiency and constitutionality of legislation passes					ffice of Attorney General's review for legal
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	
Letter Size		☐ Alphabetical		Number	-
☐ Ļegal Size ☐ Computer Tape		□ Numerical		☐ File Dra	
□ Audio Tape □ Floppy Disk		Chronologica	al	☐ Compute☐ Other (s	er Tape(s)
☐ Bound Book ☐ Video Tape		☐ Geographica	ıl	10. Annual Accumulation	
□ Other (specify)	□ Other (specify)		fy)	Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	
11. File is Used			12. File Becon	nes Inactive Al	fter
■ Daily 🗅 Weekly 🗅 Monthly 🗀 Annual	ly		Number	□ M	onth(s) Year(s)
⁷ 13. Current Location(s) (Bldg., Floor, Room) Room 104, Legislative Services Bldg.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☐ No			16. Audit Requirements ■ None □ State □ Federal □ Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☐ No		18. Recommended Retention Retain in office 5 years or until administrative value ceases, whichever comes last. Screen files to identify those meetin selection criteria. Transfer selected files to the Maryland Stanchives for permanent retention. Transfer all others to the Records Center to be retained for an additional 5 years, the destroy.		5 years or until administrative value ceases, es last. Screen files to identify those meeting a. Transfer selected files to the Maryland State manent retention. Transfer all others to the State to be retained for an additional 5 years, then	
19. Name and Title of Preparer Sandra Brantley, Principal Counsel		20. Telepho 410-946-56	one Number 00	21. Date 6/19/201	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DG\$ 550-1) COMAR 14.18.02	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page of					
1 DEPARTMENT/AGENCY OFFICE OF THE ATTORNEY GENERAL	2 DIVISION DEPARTMENT SERVICES	r of Juvenile	3 UNIT					
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as a	a unit for reference as well as retention					
4 ELECTRONIC RECORD SERIES TITLE Letters of Advice	• •		5 EARLIEST YEAR/LATEST YEAR					
			1988 TO2017					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system					
Letters of Advice – Includes advice given on a matter files	ll subject		en covering various subject matter given enile Services (DJS) and Governor's Office vention (GOCCP)					
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information						
given in form of Correspondence and Mer	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							
No restriction by OAG/DJS staff on acces	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 FO	R REVISING INFORMATI	ON 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 ensure the record's retention and usabilit								
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	14 TELEPHONE NUMBER		15 DATE					
Kathy L. Lingo	410-230-3135 4/6/17							
16 TITLE OF PREPARER Administrative Officer								
DGS 550-6 (rev. 10/12)		,						

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED		OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY				
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page <u>2</u> of <u>7</u>				
1 DEPARTMENT/AGENCY OFFICE OF THE ATTORNEY GENERAL	2 DIVISION DEPARTMENT SERVICES	OF JUVENILE	3 UNIT				
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	a unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE Regulations	· · · · · · · · · · · · · · · · · · ·		5 EARLIEST YEAR/LATEST YEAR				
			TOTO				
6 INPUT - Identify source of information to Regulations - All subject matter files on re that impact OAG, Department of Juvenile (DJS), and Governor's Office of Crime Cor Prevention (GOCCP)	egulations Services	Regulation files consist	use/s of information generated by system ting of approvals of administrative state agencies submitted to OAG for tome effective.				
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	n/documents/forms purpose and function of the system.				
Proposed and final regulations, Maryland background documentation, research, etc	Register Notice						
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.					
No restrictions on access and use							
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM				
When laws change or regulations become available	e superseded, u	pdates are required to er	sure current/up-to-date information is				
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability							
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	14 TELEPHO	NE NUMBER	15 DATE				
Kathy L. Lingo							
16 TITLE OF PREPARER Administrative Officer							
DGS 550-6 (rev. 10/12)							

1 DEPARTMENT/AGENCY OFFICE OF THE ATTORNEY GENERAL DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as reter and disposition purposes 4 ELEÇTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATES	SEPARATE FORM FOR EACH NEW/REVISE ELECTRONIC RECORD SERIES. FORWARI WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS N D 7275 WATERL JESSUP	OF GENERAL SERVICES IANAGEMENT DIVISION LOO ROAD, P.O. BOX 275 , MARYLAND 20794 I10) 799-1930	Page 3 of 7
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as reter and disposition purposes 4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATES' Correspondence 4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATES' 6 INPUT - Identify source of information to be entered Correspondence - regarding all subject matter on various topics 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the sy Interchanges of written and/or email communications between attorneys, client/agencies, members of general public, organizations, constituents, etc. PIA requests and copies of agency/client minutes 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 CUP\$ 3-34-7 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 estab 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 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 Destruction Procedures with the following exception: Transfer to Maryland State Archive the permanent reten any material that serves to document the origin, development and accomplishments of the office and has condaministrative, fiscal, legal or historical value. 14 TELEPHONE NUMBER PERPAR		`		
4 ELECTRONIC RECORD SERIES TITLE 5 EARLIEST YEAR/LATES' Correspondence 1988 TO 2017 6 INPUT - Identify source of information to be entered Correspondence - regarding all subject matter on various topics 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the sy Interchanges of written and/or email communications between attorneys, client/agencies, members of general public, organizations, constituents, etc. PlA requests and copies of agency/client minutes 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 estable ensure the record's reliention 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 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 Destruction Procedures with the following exception: Transfer to Maryland State Archive the permanent retent any material that serves to document the origin, development and accomplishments of the office and has contained in the contained of the office and has contained in the contained of the office and has contained in the contained of the office and has contained in the contained of the office and has contained in the contained of the office and has contained in the contained of		DEPARTMEN	T OF JUVENILE	3 UNIT
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Correspondence – regarding all subject matter on various topics 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the sy Interchanges of written and/or email communications between attorneys, client/agencies, members of legislat members of general public, organizations, constituents, etc. PIA requests and copies of agency/client minutes 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 estable 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) 12 RECOMMENDED RETENTION RECOMMENDED RETENTION RECOMMENDED RETENTION RECOMMENDED RETENTION RECOMMENDED RETENTION RECOMMENDED RETENTION RECOMMENDED RETENTION REPARER Retain in office for 2 years or until administrative value ceases, whichever comes last, then destroy according Destruction Procedures with the following exception: Transfer to Maryland State Archive the permanent retent and manufacture, fiscal, legal or historical value. 13 TYPED OR PRINTED NAME OF PREPARER Rathy L. Lingo 14 TELEPHONE NUMBER AHOLICATION AND GENERAL Administrative Officer	4 ELECTRONIC RECORD SERIES TITL	E		5 EARLIEST YEAR/LATEST Y
Communications in written and/or email format covvarious topics 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the sy Interchanges of written and/or email communications between attorneys, client/agencies, members of legislat members of general public, organizations, constituents, etc. PIA requests and copies of agency/client minutes 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 estable 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 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 Destruction Procedures with the following exception: Transfer to Maryland State Archive the permanent retent any material that serves to document the origin, development and accomplishments of the office and has con administrative, fiscal, legal or historical value. 13 TYPED OR PRINTED NAME OF PREPARER Kathy L. Lingo 14 TELEPHONE NUMBER 15 DATE PREPARER Administrative Officer	Correspondence			<u>1988</u> TO <u>2017</u>
contained in a series. Include purpose and function of the sy Interchanges of written and/or email communications between attorneys, client/agencis, members of legislat members of general public, organizations, constituents, etc. PIA requests and copies of agency/client minutes 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 estable 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 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 Destruction Procedures with the following exception: Transfer to Maryland State Archive the permanent retent and material that serves to document the origin, development and accomplishments of the office and has contadministrative, fiscal, legal or historical value. 13 TYPED OR PRINTED NAME OF PREPARER Administrative Officer 14 TELEPHONE NUMBER FREPARER Administrative Officer	Correspondence - regarding all subject		Communications in wr	
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Kathy L. Lingo 410-230-3135 4/6/17 16 TITLE OF PREPARER Administrative Officer	No restrictions for OAG/DJS staff Attorney/Client privilege on confidentia CJP § 3-8A-27 restriction on juvenile in 10 UPDATING CYCLES OR CONDITION When laws change or information prov 11 SPECIFY THE LOCATION AND MED ensure the record's retention and usal Media – PDF; Location – scanned docu under topic "Archive" folders for easy 12 RECOMMENDED RETENTION Retain in office for 2 years or until adm Destruction Procedures with the follow any material that serves to document t	al matters information NS AND RULES FOrided is superseded DIA OF THE MAIN Experience to the content of the co	DR REVISING INFORMAT d, updates required to en ELECTRONIC DATA FILE. record's authorized life cy egal Share drive (access G/DJS staff. eases, whichever comes ansfer to Maryland State	Explain the progression establish cle. permitted for OAG/DJS staff on last, then destroy according to Archive the permanent retention
Administrative Officer	No restrictions for OAG/DJS staff Attorney/Client privilege on confidentia CJP § 3-8A-27 restriction on juvenile in 10 UPDATING CYCLES OR CONDITION When laws change or information prov 11 SPECIFY THE LOCATION AND MED ensure the record's retention and usal Media – PDF; Location – scanned docu under topic "Archive" folders for easy 12 RECOMMENDED RETENTION Retain in office for 2 years or until adm Destruction Procedures with the follow any material that serves to document t administrative, fiscal, legal or historica 13 TYPED OR PRINTED NAME OF	al matters information NS AND RULES FOrided is superseded DIA OF THE MAIN Entries billity throughout the retrieval by all OA ininistrative value coving exception: Training the origin, developal value.	DR REVISING INFORMAT d, updates required to en ELECTRONIC DATA FILE. record's authorized life cy egal Share drive (access G/DJS staff. eases, whichever comes ansfer to Maryland State ment and accomplishme	Explain the progression establish cle. permitted for OAG/DJS staff on last, then destroy according to Archive the permanent retention nts of the office and has continu
DGS 550-6 (rev. 10/12)	No restrictions for OAG/DJS staff Attorney/Client privilege on confidentia CJP § 3-8A-27 restriction on juvenile in 10 UPDATING CYCLES OR CONDITION When laws change or information prov 11 SPECIFY THE LOCATION AND MED ensure the record's retention and usal Media – PDF; Location – scanned docu under topic "Archive" folders for easy 12 RECOMMENDED RETENTION Retain in office for 2 years or until adm Destruction Procedures with the follow any material that serves to document t administrative, fiscal, legal or historica 13 TYPED OR PRINTED NAME OF PREPARER	al matters information NS AND RULES FOrided is supersede DIA OF THE MAIN Experience in Laretrieval by all OA ininistrative value coving exception: Trahe origin, developal value. 14 TELEPHO	DR REVISING INFORMAT d, updates required to en ELECTRONIC DATA FILE. record's authorized life cy egal Share drive (access G/DJS staff. eases, whichever comes ansfer to Maryland State ment and accomplishme	Explain the progression establish cle. permitted for OAG/DJS staff on last, then destroy according to Archive the permanent retention nts of the office and has continuated to DATE
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	No restrictions for OAG/DJS staff Attorney/Client privilege on confidentia CJP § 3-8A-27 restriction on juvenile in 10 UPDATING CYCLES OR CONDITION When laws change or information prov 11 SPECIFY THE LOCATION AND MED ensure the record's retention and usal Media – PDF; Location – scanned docu under topic "Archive" folders for easy 12 RECOMMENDED RETENTION Retain in office for 2 years or until adm Destruction Procedures with the follow any material that serves to document t administrative, fiscal, legal or historica 13 TYPED OR PRINTED NAME OF PREPARER Kathy L. Lingo 16 TITLE OF PREPARER Administrative Officer	al matters information NS AND RULES FOrided is supersede DIA OF THE MAIN Experience in Laretrieval by all OA ininistrative value coving exception: Trahe origin, developal value. 14 TELEPHO	DR REVISING INFORMAT d, updates required to en ELECTRONIC DATA FILE. record's authorized life cy egal Share drive (access G/DJS staff. eases, whichever comes ansfer to Maryland State ment and accomplishme	Explain the progression establish cle. permitted for OAG/DJS staff on last, then destroy according to Archive the permanent retention nts of the office and has continuated to DATE

WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP,	ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page <u>4</u> of <u>7</u>			
1 DEPARTMENT/AGENCY OFFICE OF THE ATTORNEY GENERAL	2 DIVISION DEPARTMENT SERVICES	Γ OF JUVENILE	3 UNIT			
DEFINITION – Record Series - A group of re and disposition		d electronically and used as a	a unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE Correspondence - This series consists of communications between attorneys and degislature, members of the general public requests and copies of agency/client min	client/agencies, c, organizations	members of the , constituents, etc., PIA	5 EARLIEST YEAR/LATEST YEAR			
6 INPUT - Identify source of information to Office Administration - all general manageme division, including but not limited to, policies education/training materials, personnel files, I materials, administration of special programs	nt files for the and procedures,		use/s of information generated by system covering various subject matter for 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 As materials become superseded they ne .						
 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	14 TELEPHO	NE NUMBER	15 DATE			
Kathy L. Lingo 410-230-3135 4/6/17 16 TITLE OF PREPARER Administrative Officer						
DGS 550-6 (rev. 10/12)						

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275						
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP, MARYLAND 20794 (410) 799-1930	Page <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 rel and dispositio	ated records stored electronically and used an purposes	as a unit for reference as well as retention					
4 ELECTRONIC RECORD SERIES TITLE Litigation	·	5 EARLIEST YEAR/LATEST YEAR					
6 INPUT - Identify source of information to All affirmative litigation, bid protests, civil contract disputes, torts, employment griev	rights, Use in litigation matt	ne use/s of information generated by system ers with the Department of Juvenile or's Office of Crime Control and					
8 ELECTRONIC RECORD SERIES DESCR							
Pleadings, briefs, correspondence, settler	nent documents, documentation of c	de purpose and function of the system. psts, witness deposition transcripts,					
documents, trial transcripts, research, not	tes, drafts, etc.	·					
POLICY ON ACCESS AND USE - Expla No restriction for OAG/DJS staff use. Restriction on juvenile information pursua	.,						
10 UPDATING CYCLES OR CONDITIONS	AND RULES FOR REVISING INFORMA	ATION IN THE SYSTEM .					
N/A							
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability	OF THE MAIN ELECTRONIC DATA FIL y throughout the record's authorized life	E. Explain the progression established to cycle.					
Media – PDF; Location – scanned docume under topic "Archive" folders for easy reti		ss permitted for OAG/DJS staff only)					
	•						
12 RECOMMENDED RETENTION Civil Litigation - Retain in office 5 years after fi of OAG Retention Schedule. Transfer selected	le is closed. Screen files to identify those files to the Maryland State Archives for p	meeting selection criteria defined on page ii ermanent 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	14 TELEPHONE NUMBER	15 DATE					
PREPARER Kathy L. Lingo	410-230-3135	4/6/17					
16 TITLE OF PREPARER							
Administrative Officer							
DGS 550-6 (rev. 10/12)							

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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page 6 of 7					
1 DEPARTMENT/AGENCY OFFICE OF THE ATTORNEY GENERAL	2 DIVISION DEPARTMENT SERVICES	r of Juvenile	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	7 OUTPUT - Identify the	use/s of information generated by system					
Legislation – regarding preparation and enact	ment of laws		enactment of laws regarding the ervices (DJS) and Governor's Office of tion (GOCCP)					
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	n/documents/forms 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 - Expla	in or attach copy	if established in writing.						
No restriction by OAG/DJS staff on access								
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON 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	14 TELEPHONE NUMBER		15 DATE					
Kathy L. Lingo	410-230-3135		4/6/17					
16 TITLE OF PREPARER Administrative Officer			N:					
DGS 550-6 (rev. 10/12)								

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED		OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY					
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	7275 WATERL JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page <u>7</u> of <u>7</u>					
1 DEPARTMENT/AGENCY OFFICE OF THE ATTORNEY GENERAL	2 DIVISION DEPARTMENT SERVICES	OF JUVENILE	3 UNIT					
DEFINITION – Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention					
4 ELECTRONIC RECORD SERIES TITLE Email Retention		·	5 EARLIEST YEAR/LATEST YEAR					
			TO					
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 DESCR			/documents/forms purpose and function of the system.					
Communication regarding litigation, subje								
9 POLICY ON ACCESS AND USE — Expla No restriction for OAG/DJS staff use. Restriction on juvenile information pursua	, ,	•						
10 UPDATING CYCLES OR CONDITIONS A Email accounts cannot be used for perma saved as a pdf document and stored in following the saved as a pdf document and stored in following	nent storage of	file and information. Mes	ssages should be printed and/or					
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability								
Media – PDF; Location – scanned docume under topic "Archive" folders for easy ret			permitted for OAG/DJS staff only)					
12 RECOMMENDED RETENTION		<u> </u>	,					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER 15 DATE							
Kathy L. Lingo	410-230-3135		4/6/17					
16 TITLE OF PREPARER Administrative Officer								
DGS 550-6 (rev. 10/12)								

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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) 1. Department/Agency OAG/ DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Accounting Records (24) 6. Record Series Description (Briefly describe the type)			ontrol 5. Earlie	est Year/Latest Year 014 to2017			
series.) Time sheets, Budget Records & Updates, D	Jelivery Orders & Rece	ipts, Expense	керопѕ, Р	aid bills & invoices, Requisitions & Purchase			
Orders, Publications				•			
7. Record Series Format(s) List all	9 Dannerd Co.	ies Sequence	9, Volume				
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13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
Maryland Lollery and Gaming Control Agency, 1800 Washington	Blvd., Suite 330,	x Yes No					
Baltimore, MD 21230	MLGCA						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes x No	16. Audit Requirements						
<u> </u>	x None State Federal Independent						
17. Is an Index System used? If yes, explain briefly and describe rea	18. Recommended Retention						
Yes x No	Retain for 3 years and until all audit requirements have been						
		11					
		iumieo	, ulen QeSI	roy according to OAG Destruction Procedures.			
19. Name and Title of Preparer	20. Telepho	one Number	21. Date				
Sherry Spady, Administrative Officer II	410-230-87	84	04/04/17	•			
			/-				
DCS 550 4 (2 or 402)							

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Instructions Type or Print a consents form for	DEBARTMENT OF	CENEDAL O	EDVICES	AGENCY RECORDS INVENTORY				
Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION				1			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275							
	Jessup, Maryland 20794			PAGE2 OF8				
	•	-799-1930			_			
Department/Agency	2. Division	ision		3. Unit				
OAG/	Maryland Lottery	•	ontrol					
	Agency (MLGCA)							
DEFINITION: RECORD SERIES: A group of related	records normally file	d and used as	a unit for re	ference as well as retention and disposition	-			
ourposes.					4			
4. Record Series Title				st Year/Latest Year				
Administrative Proceedings (5)			4	012 to2017				
C. Dogget Spring Description (Bright), describe the tre	ence of information/do	our a atallarm	found in th	o corios. Includo the currence or function of the	1			
Record Series Description (Briefly describe the ty series.) Research, Reporting Documents, Appeals,	•							
series.) Nesearch, Nepolang Documents, Appeals,	rilding of Facts, Fett	uons, Propose	u or mai De	. Debament				
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. Record Series Format(s) List all	8, Record Se	ries Sequence	9. Valume		1			
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	x Alphabetic	au .	Number	Number				
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Daily x Weekly Monthly Annual	y	Number	<u> </u>	onth(s) x Year(s)				
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3. Current Location(s) (Bldg., Floor, Room)		11	14, is Record Series Duplicated Elsewhere? (If yes, specify agency or office,)					
Maryland Lottery and Gaming Control Agency, 1800 Washington Blvd., Suite 330, Baltimore, MD 21230		X Yes	X Yes No MLGCA					
5. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements					
Yes x No	•							
·		X None	□ State □ l	Federal Independent				
								
 Is an Index System used? If yes, explain briefly and describe req Yes x 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						
		!	r	then destroy.	,			
). Name and Title of Preparer	ľ	one Number	21. Date					
nerry Spady, Administrative Officer II	410-230-87	784	04/04/17					
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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		VISION x 275	AGENCY RECORDS INVENTORY PAGE3 OF8			
		799-1930					
Department/Agency OAG/	Division Maryland Lottery and Gaming Control Agency (MLGCA)			3. Unit			
DEFINITION: RECORD SERIES: A group of related repurposes.	records normally file	d and used as	a unit for ref	ference as well as retention and disposition			
4. Record Series Title Agreements (7)			ì	st Year/Latest Year 012to2017			
6. Record Series Description (Briefly describe the type	es of information/do	cuments/forms	found in the	e series. Include the purpose or function of the	-		
series.) Correspondence, Sponsorships (Events), Inst	tant Tickets, Procure	ements, Trader	marks, Right	to Use Agency Logo's, RFP's and other			
Contracts & Agreements							
7, Record Series Formet(s) List all	8. Record Ser	ries Sequence	9. Volume		_		
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		,					
13. Current Location(s) (Bidg., Floor, Room) Maryland Lottery and Gaming Control Agency, 1800 Washington Bit Baltimore, MD 21230	Maryland Lottery and Gaming Control Agency, 1800 Washington Blvd., Suite 330,			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes No MLGCA			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements x None						
17. Is an Index System used? If yes, excitain briefly and describe required to the system of the sy	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.						

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 SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794		ISION	AGENCY RECORDS INVENTORY PAGE4 OF8			
Department/Agency OAG/	2. Division	and Gaming Control		3. Unit			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally file	d and used as	a unit for re	ference as well as retention and disposition			
4. Record Series Title Civil Litigation (1)	Anna Heatan Maria	· .	1	st Year/Latest Year 012 to2017			
 Record Series Description (Briefly describe the t series.) Contract Disputes, Correspondence, Liens Foreclosures, Torts, Settlement Costs, Exhibits 							
7, Record Series Format(s) List all	8. Record Se	ries Sequence	9. Volume				
x Letter Size	x Alphabelio	cal	5 Number	.5			
Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape	□ Numerica x Chronolo □ Geograph	gical	Microfile Comput	K File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)			
Other (specify)	☐ Olher (sp	ecify) <u> </u>	10. Annual Accumulation5 Number				
			x File Dran Microfilm Comput	n Reel(s) er Tape(s)			
11. File is Used	12. File Becomes inactive After5 Number						
Current Location(s) (Bidg., Floor, Room) Maryland Lottery and Gaming Control Agency, 1800 Washington Baltimore, MD 21230	14. Is Record Series Duplicated Etsewhere? (If yes, specify agency or office.) X Yes No MLGCA						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes x No	16. Audit Requirements x None ☐ State ☐ Federal ☐ Independent						
17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes x 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 cases, whichever comes last, then destroy						

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
04/04/17

							
Instructions –Type or Print a separate form for each new or revised record series. Forward			F GENERAL SERVICES		AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.C Jessup, Maryland 20				PAGE5 OF8		
Department/Agency	2. Divisi	on			3. Unit		
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	Agen	cy (MLGCA)					
DEFINITION: RECORD SERIES: A group of related purposes.	records	normally filed	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5 Farlie	st Year/Latest Year		
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Correspondence (11)	•			4	015 (02017		
			<u></u>	<u> </u>			
Record Series Description (Briefly describe the ty series.) Commission Reports, Public Information Ac	•			found in th	e senes. Include the purpose or function of the		
7. Record Series Format(s) List all		8. Record Seri	ок Срочепсе	9. Valume			
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13. Current Location(s) (Bidg., Floor, Room)			14 is Record S	Geries Duelicat	ed Elsewhere? (If yes, specify agency or office.)		
Maryland Lottery and Gaming Control Agency, 1800 Washington	Blvd., Suite	330,	X Yes No				
Baltimore, MD 21230			MLGCA				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Yes x No			·	7 au	School Distriction		
,			x None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe rec	uirements		18. Recommended Retention				
Yes x No	Yes x No						
			Retain in office for 2 years or until administrative value ceases,				
					then destroy according to OAG Destruction		
_					llowing exception: Transfer to Maryland State		
·			Archives for	permanen	t retention any material that serves to document		
			the origin, d	evelopmen	t and accomplishments of the office and has		
			continuing a	administrati	ve, fiscal, legal or historical value.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Sherry Spady, Administrative Officer II	Ì	410-230-878	84	04/04/17			
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DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY	r							
with Records Retention Schedule (DGS 550-1) 275 Waterloo Road, P. O. Box 275	Instructions -Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY			
with Records Retention Schedule (DGS 550-1) 275 Waterloo Road, P. O. Box 275	each new or revised record series. Forward	RECORDS MAN	AGEMENT DIV	ISION				
Jessup, Manjand 20794 1. Department/Agency 2. Division 3. Unit 3.		7275 Waterloo Road, P.O. Box 275						
1. Department/Agency OAG/ 1. Department/Agency OAG/ 1. Department/Agency OAG/ Agency (MLGCA) 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	(= ,7		-		PAGE6 OF8			
Maryland Lottery and Garring Control Agency (MLGCA)	•	•	•					
Agency (MLGCA) DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition (purposes) A Record Series Title (restligations (8)	Department/Agency	2. Division			3. Unit			
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4. Record Series Title investigations (8) 5. Earliest Year/Latest Year 2012 to2017 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 Forms(c) List all 8. Record Series Sequence 9. Volume		rigerioj (incoeri,			<u>.</u>			
4. Record Series Title investigations (8) 5. Earliest Year/Latest Year 2012 to2017 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 Forms(c) List all 8. Record Series Sequence 9. Volume	DEFINITION: RECORD SERIES: A group of related	records normally file	d and used as	a unit for re	I ference as well as retention and disposition			
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Computer Tape(s) Other (specify)				1				
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15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) Yes	• • • •	Blvd., Suite 330,	11					
Yes x No x None State Federel Independent								
17. Is an Index System used? If yes, explain briefly and describe requirements Yes x No 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 of until administrative value ceases, whichever comes last, then destroy. 19. Name and Title of Preparer 20. Telephone Number 21. Date			וע, העטו הפקטוושוושווב					
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19. Name and Title of Preparer 20. Telephone Number 21. Date			li .					
	19. Name and Title of Preparer	20 Talonh	! 					
410-230-8/84 U4/U4/17	•	1	The state of the s					
1	oneny opacy, Auministrative Officer II	410-230-8	04	U4/U4/17				

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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SI				AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			GEMENT DI				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo				PAGE7 OF8		
	Jess		ryland 20794 99-1930				
Department/Agency	2. Division	7 10-7			3. Unit		
OAG/		ottery ar	nd Gaming C	ontral			
	Agency (ML						
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DEFINITION: RECORD SERIES: A group of related repurposes.	records normal	lly filed	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title			•	5. Earlie:	st Year/Latest Year		
Legislation (12)				20	012 to2017		
Record Series Description (Briefly describe the typ	es of information	ion/doci	uments/forms	found in the	e series. Include the nurpose or function of the		
series.) Drafts of Proposed Agency Legislation, Comm							
School, Brand of Fraposca Agency Edgication, Com	TIRECO DINO, TEC	,3001011	, rigerioy ritis	.o.y, o/ .o b	The state of the s		
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	<u> </u>			T 2			
7. Record Series Format(s) List all	6. Rec	cord Serie	es Sequence	9, Volume _1,5			
x Letter Size	· x Alı	phabetica	ai	Number	-		
Legal Size Computer Tape	□ NL	umerical		x File Dra			
☐ Audio Tape ☐ Floppy Disk	x Chronological		cal	Comput	er Tape(s)		
☐ Bound Book ☐ Video Tapa	Geographical		al	Other (s			
Other (specify)	Other (specify)		:ify)	.15	Accumulation		
				Number			
				x File Drawer(s)			
		•		☐ Microfilm			
•				Computer Tape(s) Other (specify)			
				Cities (specify)			
11. File is Used			12, File Secon	nes inactive Afte	31		
Daily Weekly Monthly x Annually			5 Number	Пм	onih(s) x Year(s)		
			112				
13. Current Location(s) (Bidg., Floor, Room)			14. is Record	Series Duplicate	nd Elsewhere? (If yes, specify agency or office.)		
Maryland Lottery and Gaming Control Agency, 1800 Washington Bl	vd., Suite 330,		X Yes No				
Baltimore, MO 21230 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			MLGCA				
Yes X No			16. Audil Requirements		· · ·		
			x None State Federal Independent		ederal Independent		
					·		
17, Is an Index System used? If yes, explain briefly and describe requi	rements		18. Recommended Retention				
Yes x No					ears or until administrative value ceases,		
			whichever comes last. Screen files to identify those meeting selection				
		`			ii. Transfer selected files to the Maryland State		
				. •	retention. Transfer all others to State Records		
		,		•	or an additional 5 years, then destroy.		
19. Name and Title of Preparer	20. Te	elephor	ne Number	21. Date			
Sherry Spady, Administrative Officer II		230-878		04/04/17	•		
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Retention Schedule #2576

Office of the Attorney General

Open Government

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Instructions -Type or Print a separate form for each new or revised record series. Forward with Records	1	VICES		AGENCY RECORDS INVENTORY			
Retention Schedule (DGS 550-1)	7275 Wate P.O. E Jessup, Ma	ISION erloo Road, Box 275		PAGE1 OF5			
Department/Agency OAG	2. Division Open Governme	ent		3. Unit PAU			
DEFINITION: RECORD SERIES: A group of related re	cords normally filed ar	nd used as a	unit for re	eference as well as retention and disposition purposes.			
4. Record Series Title:	2.3		5. Ear	liest Year/Latest Year			
Public Information Act Compliance Board (PIACB): \$			2	2015 topermanently			
6. Record Series Description (Briefly describe the types	of information/docume	ents/forms fo	und in the	e series. Include the purpose or function of the series.)			
This series consists of records held by OAG for the S Board ("Board"). The Board is established by § 4-1A 1A-03	State Public Informa -01 of the General I	ation Act Co Provisions /	omplianc Article. 1	be Board, also known as the Public Information Act Compliand The OAG provides its staff and maintains its records. Id. at \S			
This record series includes opinions issued by the Bo	oard. Opinions are	maintained	electror	nically and posted online.			
7. Record Series Format(s) List all	8. Record		9. Volu	ume			
XX Letter Size	Sequence		<u>< 1</u> Numbe	er			
☐ Legal Size ☐ Computer Tape	☐ Alphai		X File	X File Drawer(s) Microfilm Reel(s) Computer Tape(s)			
☐ Audio Tape ☐ Floppy Disk	XX Nume		☐ Co				
☐ Bound Book ☐ Video Tape	☐ Chron	ological	∏ó⊪	ner (specify)			
Other (specify)	☐ Geogr	raphical	al 10. Annual Accumulation TBD.				
	. ☐ Other	(specify)	Numbe				
			Mic Cor] File Drawer(s)] Microfilm Reel(s)] Computer Tape(s)] Other (specify)			
11. File is Used		12. File l		s Inactive After			
xx Daily	Annually	NANumber					
13. Current Location(s) (Bldg., Floor, Room)		14. Is Re	ecord Se	eries Duplicated Elsewhere? (If yes, specify agency or office			
200 St. Paul Place, 25th Floor, Baltimore, MD 21202		PΥ	'es	X No			
15. Access Restrictions (If Yes, cite Law(s) & Regula	ntion(s)	16. Audit Requirements					
☐ Yes X No	☐ Yes X No		X None ☐ State ☐ Federal ☐ Independent				
	17. Is an Index System used? If yes, explain briefly and describe			ded Retention			
requirements X Yes □ No		Retain permanently; transfer to Maryland State Archives every 5 years.					
19. Name and Title of Preparer	20. Telep	hone	21. Da	tte			
Janice Clark, Administrative Officer	Number 410-576-7	7033	03/28/	17			
GS 550-4 (Rev. 1/93)	<u> </u>						

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records	DÉPARTMENT OF GENERAL SERVICE					
Retention Schedule (DGS 550-1)	RECORDS MANAGEN DIVISION 7275 Waterloo Roa P.O. Box 275 Jessup, Maryland 201 410-799-1930	d, PAGE2 OF5				
Department/Agency OAG	2. Division Open Government	3. Unit PAU				
DEFINITION: RECORD SERIES: A group of related	records normally filed and used	d as a unit for reference as well as retention and disposition purposes.				
4. Record Series Title:		5. Earliest Year/Latest Year				
Public Information Act Compliance Board (PIACB)	(238) : Series B	2016to2018				
		rms found in the series. Include the purpose or function of the series.)				
A typical file contains a complaint, custodian responsible conference notices, and other working papers.		ondence, electronic mail, opinion drafts and print-outs, meeting and				
Series B. This series includes complaint files.						
	Record Series Sequence	9. Volume < 1				
] Alphabetical	Number				
] Numerical	X File Drawer(s) Microfilm Reel(s)				
Audio Tape	X Chronological	Computer Tape(s) Cher (specify)				
☐ Bound Book ☐ Video Tape] Geographical	10. Annual Accumulation				
Other (specify)	Other (specify)	TBD Number				
		☐ File Drawer(s) ☐ Microfilm Reel(s)				
		☐ Computer Tape(s) ☐ Other (specify)				
11. File is Used		12. File Becomes Inactive After				
XX Daily	/ ☐ Annually	2Number				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or				
OAG -200 St. Paul Place, 25 th Floor, Baltimore, MI	O 21202;	office.) ☐ Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regu	ulation(s)	16. Audit Requirements				
☐ Yes X No		X None State Federal Independent				
17. Is an Index System used? If yes, explain briefl requirements	y and describe	18. Recommended Retention				
XX Yes No	·	Retain for 2 years after issuance of the opinion on the complaint and then destroy according to OAG Destruction Procedures.				
19. Name and Title of Preparer 20). Telephone Number	21. Date				
	0-576-7033	03/28/17				
GS 550-4 (Rev. 1/93)						

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MAN 7275 W P.O Jessup, N	F GENERAL SERVICES NAGEMENT DIVISION Paterloo Road, Division Services Services Services Paryland 20794 0-799-1930	PAGE3 OF5		
, , , , , , , , , , , , , , , , , , , ,	Division pen Government		3. Unit PAU		
DEFINITION: RECORD SERIES: A	group of related records n	normally filed and used as a unit for re	ference as well as retention and disposition purposes.		
4. Record Series Title:			5. Earliest Year/Latest Year		
Public Information Act Compliance	(23) Board (PIACB); Series	c) c	2015 toCurrent		
6. Record Series Description (Briefly	describe the types of infor	rmation/documents/forms found in the	series. Include the purpose or function of the series.)		
Series C. This series includes Board	d agendas, minutes, an	nd annual reports.			
		•			
			•		
7. Record Series Format(s) List al	. 8.	Record Series Sequence	9. Volume		
XX Letter Size		Alphabetical	< 1 Number		
Legal Size Computer Ta	ape 📗	Numerical	X File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk	l xx	Chronological	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Bound Book ☐ Video Tape		Geographical	Other (specify)		
Other (specify)		Other (specify)	10. Annual Accumulation TBD		
· · · · · · · · · · · · · · · · · · ·			Number .		
			☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)		
11. File is Used		12. File Becomes Inactive	After		
XX Daily	☐ Monthly ☐	NANumber	☐ Month(s) XX Year(s)		
13. Current Location(s) (Bldg., F	loor, Room)	•	plicated Elsewhere? (If yes, specify agency or office.)		
OAG -200 St. Paul Place, 25 th Floor	r, Baltimore, MD 21202	Yes X No			
15. Access Restrictions (If Yes, cite	Law(s) & Regulation(s)) 16. Audit Requirements			
☐ Yes X No		X None State	Federal Independent		
17. Is an Index System used? If yes describe requirements	s, explain briefly and	18. Recommended Reten	ention		
☐ Yes XX No		Retain permanently; transf	fer to Maryland State Archives every 5 years.		
19. Name and Title of Preparer		Telephone Number 0-576-7033	21. Date		
Janice Clark, Administrative Officer			03/28/17		
50-4 (Rev. 1/93)			2'		
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Instructions -Type or Print a separate form for each new or revised	:	OF GENERAL SERVICES ANAGEMENT DIVISION	AGENCY RECORDS INVENTORY		
record series. Forward with Records Retention Schedule (DGS 550-1)	7275 P	Waterloo Road, P.O. Box 275 o, Maryland 20794 410-799-1930	PAGE4 OF5		
Department/Agency OAG	Division Open Government		3. Unit PAU		
DEFINITION, DECORD SERIES, A	f alabad as ada as as all	y filed and used as a unit for reference as we	NI or retestion and disposition purposes		
4. Record Series Title:		y liled and used as a unit for reference as we	5. Earliest Year/Latest Year		
Public Information Act Compliance E	(23 か) Board (PIACB): Series D	·	2015 toPermanently		
6. Record Series Description (Briefly	describe the types of information	n/documents/forms found in the series. Inclu	de the purpose or function of the series.)		
Series D. This series includes corres	spondence to the General A	ssembly regarding legislation that affec	ts the operations of the Board.		
7. Record Series Format(s) List all	 	8. Record Series Sequence	9. Volume		
XX Letter Size		☐ Alphabetical	< 1 Number		
☐ Legal Size ☐ Computer Ta	pe	☐ Numerical	X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)		
☐ Audio Tape ☐ Floppy Disk		XX Chronological			
☐ Bound Book ☐ Video Tape		☐ Geographical	10. Annual Accumulation		
Other (specify)		Other (specify)	TBD Number		
•			☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)		
11. File is Used		12. File Becomes Inactive After			
XX Daily	☐ Monthly ☐	NANumber	nth(s) XX Year(s)		
13. Current Location(s) (Bldg., F OAG -200 St. Paul Place, 25 th Floor	loor, Room) , Baltimore, MD 21202;	14. Is Record Series Duplicated Else ☐ Yes X No	ewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite	Law(s) & Regulation(s)	16. Audit Requirements			
☐ Yes X No	·	X None State Federal	☐ Independent		
17. Is an Index System used? If yes	, explain briefly and	18. Recommended Retention			
describe requirements Yes XX No		Retain permanently; transfer to Mary	rland State Archives every 5 years.		
19. Name and Title of Preparer		20. Telephone Number	21. Date		
Janice Clark, Administrative Officer		410-576-7033	03/28/17		

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Instructions –Type or Print a separate form for each new or		TMENT OF GENERAL SER		AGENCY RECORDS INVENTORY			
revised record series. Forward with Records Retention Schedule (DGS 550-1)		7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		PAGE5 OF5			
Department/Agency	2. Division			3. Unit			
OAG	Open Governn	nent		PAU			
·	•						
DEFINITION: RECORD SERIES:	: A group of related	records normally filed and used	as a unit for refer	rence as well as retention and disposition purposes.			
4. Record Series Title:	· · · · · · · · · · · · · · · · · · ·	(0.75)		5. Earliest Year/Latest Year			
Public Information Act Compliance	ce Board (PIACB)	(23E) : Series E		2015 toCurrent			
6. Record Series Description (Brie	efly describe the type	es of information/documents/for	ms found in the se	 eries. Include the purpose or function of the series.)			
0 : 5 71:							
Series E. This series includes cor	rrespondence not	described in items B and D					
7. Record Series Format(s) List	t all	8. Record Series	9. Volume				
XX Letter Size		Sequence 	< 1 Number				
☐ Legal Size ☐ Computer	· ☐ Alphabetical Tape X File Dr						
☐ Audio Tape ☐ Floppy Dis	sk	☐ Numerical	☐ Compute	Microfilm Reel(s) Computer Tape(s)			
☐ Bound Book ☐ Video Tap	pe e	XX Chronological	Other (s	pecify)			
Other (specify)		☐ Geographical	10. Annual a	Accumulation			
		Other (specify)	Number	ofilm Reel(s) puter Tape(s)			
			File Drav				
·							
11. File is Used				comes Inactive After			
XX Daily	☐ Monthly	√ ☐ Annually	NA Number ☐ Month(s) XX Year(s)				
AA Daily	- Monthly	Anidally	NA	Number			
13. Current Location(s) (Bldg.	., Floor, Room)	 		rd Series Duplicated Elsewhere? (If yes, specify agency or			
OAG -200 St. Paul Place, 25th Flo	oor, Baltimore, Mi	O 21202;	office.) ☐ Yes	X No			
15. Access Restrictions (If Yes, ci	ite Law(s) & Regu	ulation(s)	16. Audit R	Requirements			
☐ Yes X No			X None	☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If y requirements	17. Is an Index System used? If yes, explain briefly and describe			mended Retention			
•				00 days or until administrative value ceases, whichever			
☐ Yes XX No			occurs later	r, then destroy according to OAG Destruction Procedures.			
19. Name and Title of Preparer	γ	20. Telephone Number	21. Date	· · · · · · · · · · · · · · · · · · ·			
·		410-576-7033	03/28/17				
Janice Clark, Administrative Office	er		03/20/1/				

Retention Schedule #2576

Office of the Attorney General

Natural Resources, Department of

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	NERAL SERVICES AGENCY RECORDS INVEN				
each new or revised record series. Forward	RECORDS MANA	AGEMENT DI	VISION				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo F	Road, P.O. Bo	x 275	PAGE 1 OF 1			
	•	aryland 20794 799-1930					
1. Department/Agency	2. Division		3. Unit				
Office of the Attorney General							
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	d and used as	a unit for re	ference as well as retention and disposition			
4. Record Series Title		_	5. Earlie:	st Year/Latest Year			
1A Civil Litigation	-		1996	to present			
6. Record Series Description (Briefly describe the type	oes of information/doo	cuments/forms	found in the	e series. Include the purpose or function of the			
series.)			•				
Defensive and affirmative litigation i documents, documentation of costs	• .	_		•			
research, notes, drafts, files, etc.	s, withess dept	שוויטוו נומ	inscripts	, documents, that transcripts,			
7. Record Series Formal(s) List all	8. Record Ser	ies Sequence	9. Volume	·			
■ Letter Size	☐ Alphabelic	n!	50 Number	50 boxes in basement and file drawers in			
Legal Size Computer Tape	Numerical	ai	File Draw	attorney offices on C4			
Audio Tape Floppy Oisk	Chronalogi	ical	☐ Microfilm	n Real(s)			
Bound Book Video Tape	Geographi		1 —	Computer Tape(s) Other (specify) File Room			
_ ·				Accumulation			
Other (specify) Electronic Files	Other (spe		Number	varies Number File Drawer(s) Microfilm Reel(s)			
	Electron maintair						
•	each att	•	1 =				
	individua	•	Compuler Tape(s)				
			Other (s)	Secury .			
11. File is Used		12. File Becom	nes Inactive Afte	ir			
■ Daily	ly	Number Month(s) Year(s)					
		Case closes after appeal time ends or after appeal is settled					
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
C-4 (hallway & attorney offices) File roo	om (basement)	Yes No Client may have some duplicated material					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Types No		16. Audit Requirements ■ None					
Litigation privileges (attorney/client, work product, exec	utive & deliberative)						
17. Is an Index System used? If yes, explain briefly and describe requ	irements		mended Re	tention irs after file is closed. Screen files to			
Files are archived before being sent	to file room	identify tho	se meetin	g selection criteria defined on page ii.			
in basement, forms accessible and s on computer.	permanent	Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Record Center for an additional 15 years, then destroy.					
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date				
Jennifer Wazenski	410-26	0-8350	11/6/17				

r i		*		 	,
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS M 7275 Water	OF GENERAL SE ANAGEMENT DIV oo Road, P.O. Boo , Maryland 20794	VISION ix 275 PAGE 1 OF		PAGE 1 OF 1
1. Department/Agency 2	2. Division	410-799-1930		3. Unit	
Office of the Attorney General D	epartment (of Natural Re	sources		
DEFINITION: RECORD SERIES: A group of related re				ference as we	Il as retention and dis
purposes. 4. Record Series Title			5. Earlie	st Year/Latest	Year
1B Civil Litigation			1996	to presen	<u> </u>
6. Record Series Description (Briefly describe the type	es of information	/documents/forms	found in the	e series. Inclu	ide the purpose or fun
series.)					
This series includes Torts and Unem file may include: pleadings, briefs, co documents, trial transcripts, research	orresponde	ence, settlen	nent, co	sts, witne	ss depositions
7. Record Series Format(s) List all	8. Recor	d Series Sequence	9. Volume 10		10 boxes in b
Letter Size Microfilm	Alpha	betical			
■ Legal Size	Num	erical	Microfilm Reel(s) Computer Tape(s)		attorney's file
Audio Tape Floppy Disk	■ Chro	nological			
☐ Bound Book ☐ Video Tape	☐ Geng	Geographical Other (pacify) File Room	
Other (specify) Electronic Files	Othe	(specify)	10, Annual / varies	Accumulation	
		ronic files	Number	•	•
	1	ained by attorney	File Drav	• •	
	I	dually	Compute Other (s	er Tape(s) pecify) electronic	_
11, File is Used		12. File Becom	es Inactive Afte	ar	
■ Daily		appeal Number	⊞ Mo	onth(s). 🔲 Yea	r(s)
		Case clos	es after a	_	ends or after appe
13. Current Location(s) (Bldg., Floor, Room)	•				yes, specify agency or office.
C-4 (hallway & attorney offices) File roor	m (baseme	nt) Yes Client may hav	No No some dupi	icated material	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Regulation(s)		16. Audit Requ	irements	•	
Litigation privileges (attorney/client, work product, execu	rtive & deliberati		State	Federal 🗌 Inde	pendeni
17. Is an Index System used? If yes, explain briefly and describe require	ements	18. Recom			d Transfer to the City
Files are archived before being sent	to file roon	Center: (1) if	the matter is	s a tort matter i	ed. Transfer to the Stati involves a juvenile and file to State Records C
in basement, forms accessible and so on computer.		additional 18	years, to proses, transfe	ovide for the ag	ge of majority period, the Record Center for a
•			-		
19. Name and Title of Preparer	20. Tele	phone Number	21. Date		

Instructions – Type or Print a separate form for	DEPARTMENT O	F GENERAL SE	ERVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MAN	AGEMENT DIN		, ,		
The state of the s	Jessup, N	Naryland 20794 0-799-1930		PAGE 1 OF 1		
Department/Agency	2. Division		3. Unit			
Office of the Attorney General	Départment of	f Natural Resources				
DEFINITION: RECORD SERIES: A group of related purposes.	records normally file	ed and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title			Į.	st Year/Latest Year		
5 Administrative Prod	eedings		2001	to present		
6. Record Series Description (Briefly describe the ty	pes of information/do	ocuments/forms	found in the	series. Include the purpose or function of the		
series.) This series consists of proceedings before adm	inistrative agencies	s performing a	uasi-iudici:	al duties (i.e. any proceeding in which an		
administrative agency is acting as a fact-finder the administrative agency or as advocates in suindependent agency, commission, board, depart	n resolving an issu ch proceedings). A	e presented to	o it, Assista ve proceed	int Attorneys General may act as counsel to ings such as those before OAH or before any		
7. Record Series Format(s) List all	•	eries Sequence	9. Volume	and an adam language adams.		
■ Letter Size	☐ Alphabel	ical	10 Number			
■ Legal Size ☐ Computer Tape	☐ Numeric	al	. File Drawer(s)			
Audio Tape Floppy Disk	☐ Chronolo	ogical .	Microfile	er Tapa(s)		
☐ Bound Book ☐ Video Tape	☐ Geograp	hical	Other (specify) File Room			
Other (specify) Electronic Files	Olher (s	pecify)	10. Annual Accumulation varies			
	Electro	nic files	Number	•		
	mainta each a	ined by	File Drav			
	individu	•	Comput	• •		
11. File is Used		11	nes Inactive Afte	r		
Daily Weekly Monthly Annu	3ily	Appeal Number	<u> </u>			
		Case clos	es after a	ppeal time ends or after appeal is settled		
13. Current Location(s) (Bidg., Floor, Room)		11	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
C-4 (hallway & attorney offices) File ro	om (basement)	Client may hav	☐ Yes			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ■ Yes □ No	•	16. Audit Requ	16. Audit Requirements			
Litigation privileges (attorney/client, work product, exe	itigation privileges (attorney/client, work product, executive & deliberative)			Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe req	uirements	18. Recom				
Files are archived before being sen	t to file room	certification of	or debarmen	ears after file is closed or until expiration of agreement, whichever comes last. Screen files to ection criteria defined on page ii. Transfer selected		
in basement, forms accessible and on computer.		files to the M	aryland Stat te Records (e Archives for permanent resolution. Transfer all Lenter to be retained for an additional 10 years,		
19. Name and Title of Preparer	20. Teleph	one Number	21. Date			
Jennifer Wazenski	410-26	60-8350	11/6	/17		

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SERVICES		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo F		x 275	PAGE 1 OF 1		
	•	aryland 20794 799-1930				
1. Department/Agency	2. Division			3. Unit		
Office of the Attorney General						
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as	a unit for re	ference as well as retention and disposition		
4. Recard Series Title			5. Earlie:	st Year/Latest Year to present		
7 Agreements			1337	() produit		
6. Record Series Description (Briefly describe the ty	pes of information/doo	uments/forms	found in the	e series. Include the purpose or function of the		
series.) This series consists of preparation, rev	view and/or appr	oval of ag	reements	s on behalf of the state, state		
agencies, and/or state officials. Conter	nts of a typical fil	le may incl	lude: agr	eements, inter agency agreements,		
those between country clubs and the D	Dept. of Assessn	nents and	Taxation	for preferential tax treatment.		
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9, Volume 3			
🔳 Letter Size 🔲 Microfilm	Alphabelic	al	Number			
■ Legal Size	☐ Numerical		File Drav	* *		
☐ Audio Tape ☐ Floppy Disk	■ Chronolog	ical	Comput	11		
☐ Bound Book ☐ Video Tape	☐ Geographi	cał		0, Annual Accumulation		
Other (specify) Electronic Files	Olher (spe	cify)	varios	commutation		
	Electron	. • • • • • • • • • • • • • • • • • • •				
	maintair each att	-	File Drav	· · ·		
	individua	•	Computer Tape(s) Other (specify) electronic			
11. File is Used		12, File Becom				
	. U	signing				
■ Daily 【 Weekly	my					
		File closes after agreement is signed and approved.				
13. Current Location(s) (Bidg., Floor, Room) C-4 (hallway & attorney offices) File roo	om (hasement)	14. Is Record Series Ouplicated Elsewhere? (If yes, specify agency or office.) Types No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	om (basement)	Client may have some duplicated material 16, Audit Requirements				
Yes 🔳 No		■ Nane □ State □ Federal □ Independent				
				ay be subject to audit		
17. Is an Index System used? If yes, explain briefly and describe requ	uirements	18. Recom	mended Re	tention		
■ Yes □ No Files are archived before being sent			rs after file is closed. Screen files to g selection criteria on page ii. Transfer			
in basement, forms accessible and	selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center for an					
on computer.		i:		hen destroy.		
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date			
Jennifer Wazenski	0-8350	11/1	3/17			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	-	AGEMENT DIV	VISION x 275 PAGE 1 OF 1		
Department/Agency	2. Division		3, Unit		
Office of the Attorney General	Department of I	Natural Re	sources		
DEFINITION: RECORD SERIES: A group of related r purposes.	records normally file	d and used as	a unit for reference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year		
9 Opinions of the Atto	orney Ge	eneral	2010 to present		
series.) This series consists of published op	inions issued ification of leg	by the At gal matter	torney General pursuant to requests from South Contents of a typical file may include:		
7. Record Series Formal(s) List all		ries Sequence	9. Volume		
Letter Size Microfilm	☐ Alphabeli	cal	less than 1 Number		
■ Legal Size ☐ Computer Tape	☐ Numerica	I	File Drawer(s)		
Audio Tape Floppy Disk	■ Chronolog	pical	☐ Microfilm Reel(s) ☐ Computer Tepe(s)		
☐ Bound Book ☐ Video Tape	☐ Geograph	ical	Other (specify) 10. Annual Accumulation less than 1		
Other (specify) Electronic Files	☐ Other (spi				
	Electror maintai each at individu	ned by torney	Number File Drawer(s) Microfilm Real(s) Computer Tape(s) Other (specify) Other (specify)		
11, File is Used		11 .	les Inactive After		
■ Caily	у	finalized Number ■ Month(s) Year(s)			
		Opinion f	inalized and any follow-up actions completed		
13. Current Localion(s) (Bidg., Floor, Room) Attorney files		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Tyes No OAG HQ (opinions and advice)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Per No deliberative process p	rivilege	16. Audit Requirements III None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements Yes No Final opinions codified; our files generally not indexed unless boxed for archiving.		18. Recommended Retention Transfer copy of Official Opinions of Attorney General to Maryland State Archives upon publication. Retain official opinion file in office for 7 years or until administrative varceases, whichever comes last, then destroy, according Destruction Procedures.			
19. Name and Title of Preparer	20. Telepho	one Number	21. Date		
Jennifer Wazenski	410-26	0-8350 11/13/17			

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MAN					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo	Road, P.O. Bo: laryland 20794	x 275	PAGE 1 OF 1		
	•)-799-1930				
1. Department/Agency	2: Division	•		3. Unit		
Office of the Attorney General Department of Natural R						
DEFINITION: RECORD SERIES: A group of related purposes.	records normally file	d and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year 2012 to present			
10 Letters of Advice						
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 le	•		•			
etc. Contents of a typical file may in letter of advice.	nclude: the red	quest for a	idvice, r	esearch, memoranda, drafts, and		
7. Record Series Format(s) List all	8, Record Se	eries Sequence	9. Volume			
Lotter Size	☐ Alphabet	ical .	Number	. '		
Legal Size Computer Tape	☐ Numeric	al .	1 =	File Drawer(s) Microfilm Reel(s)		
Audio Tape Floppy Disk	Chronolo	gical	Comput	er Tape(s)		
☐ Bound Book ☐ Video Tape	☐ Geograp	nical				
Other (specify) Electronic Files	Other (sp	ecify)	varies	Accumulation		
	į.	nic files	Number	•		
	maintai each at	•	File Drawer(s) Microfilm Real(s)			
	individu	•	Computer Tape(s) Other (specify):			
11. File is Used		12. File Becom	es Inactive Afte	ar		
Daily Weekly Monthly Annua	alto	finalized	finalized Number Month(s) Year(s)			
Daily Weekly Monthly Annua Annua	any	, <u>-</u>				
			pinion finalized and any follow-up actions completed.			
13. Current Location(s) (Bldg., Floor, Room) Attorney files		Yes	/			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	· · · · · · · · · · · · · · · · · · ·		OAG HQ (opinions and advice) 16. Audit Requirements			
■ Yes No ´		None	State [Federal Independent		
attny-client privilege, deliberative process privilege, attny work pro	duct attached to litigation					
17. Is an Index System used? If yes, explain briefly and describe required Yes No	uirements		mended Re			
				5 years or until administrative hichever comes last, then destroy,		
		13	coording to OAG Destruction Procedures.			
19. Name and Title of Preparer	20. Teleph	one Number	21. Date			
Jennifer Wazeński	410-26	80-8350	11/1	3/17		
J J	1		/ 1	~· · ·		

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Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	ERVICES	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MAN	AGEMENT DI	VISION				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo			PAGE 1 OF 1			
		aryland 20794 -799-1930					
1. Department/Agency	2. Division			3. Unit			
Office of the Attorney General	Department of I	ment of Natural Resources		ces			
DEFINITION: RECORD SERIES: A group of related purposes.	records normally file	d and used as	a unit for re	eference as well as retention and disposition			
4. Record Series Title	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, 7. Record Series Format(s) List all	<u>`</u>	ries Sequence	9. Valume				
		·	varies				
	☐ Alphabeti	cal	Number				
■ Legal Size	☐ Numerica	I	File Drawer(s)			■ File Drawer(s) ☐ Microfilm Reel(s)	
☐ Audio Tape ☐ Floppy Disk	Chronolog	gical				Computer Tape(s)	
☐ Bound Book ☐ Video Tape	☐ Geograph	ical	Cther (specify)				
Other (specify) Electronic Files	Other (spi	ecify)	10. Annual Accumulation				
	Electron	•	Number				
	maintai		File Dra	File Drawer(s)			
	each at	•	1 —	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
	individu	ally	Other (s				
11. File is Used		fi	nes Inactive Aft	er			
■ Daily □ Weekly □ Monthly □ Annua	ally	Number	ÆM.M	onth(s) Year(s)			
	,						
		Attorneys ma	aintain own 1	iles, some correspondence attached to litigation files,			
13. Current Location(s) (Bldg., Floor, Room)	:-	l –	Series Duplicate	ed Eisewhere? (If yes, specify agency or office.)			
Attorney files, Support staff files, file roo	om in basement						
15. Access Restrictions (If Yes, cile Law(s) & Regulation(s) Yes No		16. Audit Requ	uirements				
attny-client privilege, deliberative process privilege, altny work pro	duct attached to filigation	■ None	State [Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe req	uirements	18. Recom	mended Re	etention			
■ Yes □ № Chron files indexed/kept by year.				rs or until administrative value ceases, whichever according to OAG Destruction Procedures with the			
omon mes macked/kept by year.				nsfer to MSA for permanent retention any material nt the origin, development and accomplishments of			
	•			uing administrative, fiscal, legal or historical value.			
19. Name and Title of Preparer	20. Telepho	one Number	21. Date				
Ionnifor Wazanaki	440.06	0050	11/4	2/17			
Jennifer Wazenski	410-26	0-8350	1 1/1	3/1/			

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Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY .		
each new or revised record series. Forward	RECORDS MANA	AGEMENT DIV	/ISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo F	Road, P.O. Box	x 275	PAGE 1 OF 1		
	Jessup, Ma	aryland 20794		PAGE OF		
	410-	799-1930				
	2. Division			3. Unit		
Office of the Attorney General	· · · · · · · · · · · · · · · · · · ·					
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title		,	5. Earlie:	st Year/Latest Year		
12 Legislation			1991	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 reg	narding the pre	enaration	and ena	actment 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.						
			,			
7. Record Series Formal(s) List all	8, Record Seri	·	9. Valume			
■ Letter Size	Alphabelic	aı	Number			
■ Legal Size ☐ Computer Tape	Numerical		Microfilm	File Drawer(s) Microfilm Real(s)		
Audio Tape Stoppy Disk .	■ Chronologi			Computer Tape(s) Other (spacify) electronic		
Bound Book Video Tape	☐ Geographi		1	10, Annual Accumulation		
Other (specify) Electronic Hiles	Other (spe		varies Number			
·	Electron		140mbar			
	maintair	-	File Drawer(s)			
	each att	•	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
	individua	ally	Other (specify)			
11. File is Used		12. File Becom session	es Inactive Afte	er ·		
■ Daily ☐ Weekty ☐ Monthly ☐ Annual	lly	Number	■ Mo	onth(s)		
	•	Files in	active	after legislative session ends		
13. Current Location(s) (8ldg., Floor, Room)		14. Is Record S	Series Ouplicate	d Elsewhere? (If yes, specify agency or office.)		
Attorney offices		🔳 Yes 🔳 No				
		Legislative liai		ts have files.		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		16. Audit Requ	iir o rnents	_		
attny-client privilege, deliberative pro-	cess privilege	None	State	Federal 🔲 Independent		
	· · · · · ·					
17. Is an Index System used? If yes, explain briefly and describe requ	arements	18. Recom		· ·		
				s or until administrative value ceases, Screen files to identify those meeting		
		selection cr	iteria defin	ed on page ii. Transfer selected files to MSA		
				n. Transfer all others to the State Records for an additional 5 years, then destroy.		
19. Name and Title of Preparer	20. Telepho		21. Date			
Jennifer Wazenski	410-26	0-8350	11/1	3/17		

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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 RECORDS MANA 7275 Waterloo F Jessup, Mi	AGEMENT DI	/ISION x 275	AGENCY RECORDS INVENTORY PAGE 1 OF 1		
Department/Agency	410- 2. Division	799-1930		3. Unit		
Office of the Attorney General		datural Re	sources			
DEFINITION: RECORD SERIES: A group of relate				ference as well as retention and disposition		
purposes. 4. Record Series Title			·			
		5. Earliest Year/Latest Year 2012 to present				
13 Regulations						
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 Formal(s) List all	8, Record Ser	ies Sequence	9, Volume varies			
■ Lelter Size	☐ Alphabetic	at	Number			
· 🔳 Legal Size 🔲 Compuler Tape	☐ Numerical		File Dra			
. Audio Tape 🔲 Fłoppy Disk	Chronolog	ice1	Microfilm	·		
☐ Bound Book ☐ Video Tape	☐ Geographi	ical	Olher (s	pecify)		
Other (specify) Electronic Files	Other (spe	cifu)	10. Annual A	Accumulation		
	Electron		Number			
	maintair		File Drav	ver(s)		
	each att		Microfilm	1		
	i i dividu	ally	Other (specify)			
11. File is Used	•	12. File Becom session	es Inactive Afte	ur .		
■ Deily	ally	Number Month(s) 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 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		client file 16, Audit Requirements				
■ Yes No		_				
attny-client privilege, deliberative pro	ocess privilege	W None	State	Faderal Independent		
17. Is an Index System used? If yes, explain briefly and describe re-	quirements		mended Re			
files archived before sent to basem	ent.	Retain in office 5 years after publication. Screen files to identify those meeting selection criteria defined on page i Transfer selected files to the MSA for permanent retention Destroy all others according to OAG Destruction Procedure.				
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date			
Jennifer Wazenski	410-26	0-8350	11/1	3/17		

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SI	ERVIĆES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MAN	AGEMENT DI	VISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo	Road, P.O. Bo	x 275	PAGE 1 OF 1		
	-	aryland 20794				
Department/Agency	2. Division			3. Unit		
Office of the Attorney General	Department of i	Vatural Re	sources			
DEFINITION: RECORD SERIES: A group of related purposes.	records normally file	d and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title				st Year/Latest Year		
14 Financial Transac	tions		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 Formal(s) List all	8. Record Se	ries Sequence	9. Volume	,		
■ Letter Size	. Alphebetic	cal	Number	•		
■ Legal Size ☐ Compuler Tape	☐ Numerical	I	1 —	File Drawer(s) Microfilm Reel(s)		
Audio Tape Floppy Disk	Chronolog	ical	Comput	er Tape(s)		
Bound Book Video Tape	☐ Geograph	ical .	Other (s	Other (specify) file room		
Other (specify) Electronic Filos	Olher (spe	ecify)	10. Annual Accumulation varies			
	Électror	nic files	Number	,		
	maintair	ned by 📗 File Draw		wer(s)		
	each att	· I ¬ ^		n Reel(s) er Tape(s)		
•	individu	ally	Other (specify)			
11. File is Used		12. File Becom	les Inactive Afte	or -		
■ Daily 🗍 Weekly 📗 Monthly 🔲 Annua	, ally	Number 🔳 Month(s) 🔲 Year(s)				
		Transaction complete.				
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
File Drawer in C-4, basemer	nt file room	■ Yes □ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
■ Yes □ No		None	State [Federal Independent		
attny-client privilege, deliberative pro	cess privilege					
17. Is an Index System used? If yes, explain briefly and describe requ	uirements	ll .	mended Re			
files archived before sent to baseme	ent	Retain in office 5 years after term of document				
		whicheve	expires or until administrative value ceases, whichever comes last. Transfer to the State Record Center for an additional 5 years, then destroy.			
19. Name and Title of Preparer	20. Telepho	one Number	21. Date			
Jennifer Wazenski	410-26	0-8350	11/1	3/17		

				·····		
Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SI	ERVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MAN	AGEMENT DI	VISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo	Road, P.O. Bo	x 275	PAGE 1 OF 1		
	- ·	laryland 20794 1-799-1930				
Department/Agency	2. Division			3. Unit		
Office of the Attorney General	Department of	Natural Re	Resources			
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally file	d and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earlie	st Year/Latest Year		
16B Design/Build Pro	ojects		1995	to present		
6. Record Series Description (Briefly describe the ty	/pes of information/do	cuments/forms	found in the	e series. Include the purpose or function of the		
series.) Contents of a typical file may include	do: doods sor	stracts of	accianm	ont appraisal roports, survoye		
Board of Public Works agenda iten			•			
7. Record Series Format(s) List all	8, Record Se	ries Sequence	9, Volume 10 cft	10 file drawers and 5		
■ Letter Size	Alohabeli	cal	Number	boxes in basement.		
Legal Size Computer Tape	Numerica	i	File Ora	• •		
☐ Audio Tape ☐ Floppy Disk	Chronelo	gical	☐ Microfilm Real(s) ☐ Computer Tepa(s)			
☐ Bound Book ☐ Video Tape	☐ Geograph	nical	Other (s	Other (specify) file room		
Olher (specify) Electronic Files	Olher (sp	ecify)	10, Annual Accumulation varies			
	Electro	nic files	Number			
	maintai	ned by	File Orav	wer(s)		
	each at	•	Computer Tanada)			
	individu	ally	Other (specify)			
11. File is Used		12, File Becom	l nes Inactive Afte	31		
■ Daily ☐ Weekly ☐ Monthly ☐ Annua	ally	Number Month(s) 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, baseme	nt file room					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ■ Yes □ No		16. Audit Requ	irements			
		None	State 🔲	Federal Independent		
attny-client privilege, deliberative pro	ocess privilege					
17. Is an Index System used? If yes, explain briefly and describe req	uirements	il .	mended Re			
files archived before sent to baseme	ent.			years or until administrative value 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. Telepho	one Number	21. Date			
Jennifer Wazenski	110_26	0-8350	11/1	1/17		
JUILLIUU VVALUIJKI	1410-20	,u-00000	II_/_1:	T/ /		

				
Instructions -Type or Print a separate form for	DEPARTMENT	OF GENERAL SE	RVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	1	ANAGEMENT DIV		
with Records Retention Schedule (DGS 550-1)		oo Road, P.O. Bo: , Maryland 20794	x 275	PAGE 1 OF 1
		410-799-1930		
Department/Agency	2. Division			3. Unit
Office of the Attorney General	Department of	of Natural Re	sources	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally	filed and used as	a unit for re	ference as well as retention and disposition
4. Record Series Title			5. Earlie	st Year/Latest Year
24C Accounting - Budget and F	iscal Plannir	ng 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.)				
Budget Estimates, Budget Schedu	ule Amendme	ent, Material	s and S	upplies Physical Inventory,
Report of Fixed Assets, Report of	Materials and	d Supplies, I	Reques	t for Position Action
7. Record Series Format(s) List ell	8, Record	d Series Sequence	9. Volume 1 drawer	File cabinet at of
E Letter Size Microfilm	☐ Alpha	belical	Number	manager's desk
■ Legal Size ☐ Computer Tape	Numerical -		File Dra	• •
Audio Tape Floppy Oisk .	Chronological		☐ Microfilr☐ Comput	• •
Bound Book Video Tape	Geog	raphical	Other (s	pecify)
Other (specify) Electronic Files		(specify)	10. Annual /	Accumulation
other (specify)	Conte	(specify)	Number	
			File Drav	wer(s)
	ļ		☐ Microfilm Reel(s) ☐ Computer Tape(s)	
*	u l		Other (s	
			es Inaclive Afte	er
11. File is Used		12. File Becom		
	Jally	12. File Becom 1 year Number	Пмг	onth(s)
11. File is Used	ually	1 year Number	Md	
் Daily ☐ Weekly ☐ Monthly ☐ Annu	ually	1 year Number Files be	ecome	inactive at end of fiscal
☐ Daily	ually	1 year Number Files be	ecome	
Poaily Weekly Monthly Annu. 13. Current Location(s) (Bldg., Floor, Room) File Drawer in C-4	ually	1 year Number Files be 14. Is Record S Yes FAS has duplic	eriês Duplicate	inactive at end of fiscal
் Daily ☐ Weekly ☐ Monthly ☐ Annu	ually	1 year Number Files be	eriês Duplicate	inactive at end of fiscal
Daily Weekly Monthly Annu. 13. Current Location(s) (Bidg., Floor, Ropm) File Drawer in C-4 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	ually	1 year Number Files be 14. Is Record S Yes FAS has duplic	eriês Duplicate No cate records.	inactive at end of fiscal
13. Current Location(s) (Bidg., Floor, Room) File Drawer in C-4 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		1 year Number Files be 14. Is Record S Yes FAS has duplic 16. Audit Requ	eriês Duplicate No cate records. irements	inactive at end of fiscal d Elsewhere? (If yes, specify agency or office.)
Daily Weekly Monthly Annu. 13. Current Location(s) (Bldg., Floor, Ropm) File Drawer in C-4 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		1 year Number Files be 14. Is Record S Yes FAS has duplic 16. Audit Requ	eriés Duplicate No cate records. irements	inactive at end of fiscal d Elsewhere? (If yes, specify agency or office.) Federal Independent
Daily Weekly Monthly Annu. 13. Current Location(s) (Bidg., Floor, Room) File Drawer in C-4 15. Access Restrictions (If Yes, cite Law(e) & Regulation(s) Yes No 17. Is an Index System used? If yes, explain briefly and describe re	quirements	1 year Number Files be 14. Is Record S	eries Duplicate No cate records. irements State	inactive at end of fiscal d Elsewhere? (If yes, specify agency or office.) Federal Independent tention rs and until all audit requires
Daily Weekly Monthly Annual Ann	quirements	1 year Number Files be 14. Is Record S Yes FAS has duplic 16. Audit Requ None [18. Recomm	eriës Duplicate No cate records. irements State mended Re or 3 yea en fulfille	inactive at end of fiscal d Elsewhere? (If yes, specify agency or office.) Federal Independent tention rs and until all audit requirer
Daily Weekly Monthly Annual Ann	quirements	1 year Number Files be 14. Is Record S Yes FAS has duplic 16. Audit Requ None [18. Recomm	eriës Duplicate No cate records. irements State mended Re or 3 yea en fulfille	inactive at end of fiscal d Elsewhere? (If yes, specify agency or office.) Federal Independent tention rs and until all audit requirer ed, then destroy according to Procedures.
Daily Weekly Monthly Annual Ann	squirements scal year.	1 year Number Files be 14. Is Record S Yes FAS has duplic 16. Audit Requ None [18. Recomm	eriës Duplicate No cate records. irements State mended Re or 3 yea en fulfille	inactive at end of fiscal d Elsewhere? (If yes, specify agency or office.) Federal Independent tention rs and until all audit requirer ed, then destroy according to

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Instructions –Type or Print a separate form for each new or revised record series. Forward	1		GENERAL SE		AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)		75 Waterloo f Jessup, Ma	Road, P.O. Bo aryland 20794 799-1930	x 275	PAGE 1 OF 1		
Department/Agency	2. Divis	2. Division			3. Unit		
Office of the Attorney General	Department of Natural Resor			sources	,		
DEFINITION: RECORD SERIES: A group of related records normally filed and upurposes.				a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
24D Payroll Account	Reco	rds	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							
Payroll and Check Register, Payroll Exceptions Time Report, Payroll Transmittals, Payroll warrants							
7. Record Series Format(s) List all		8. Record Ser	ies Sequence	9. Volume 1 drawer	Most records retained		
■ Letter Size		Alphabelic	al	Number	in Workday.		
Legal Size Compuler Tape		Numerical		File Dra			
☐ Audio Tape ☐ Floppy Disk		Chronolog	ical	Comput	onputer Tape(s) er (specify) <u>Workday</u>		
☐ Bound Book ☐ Video Tape		☐ Geographi	cal				
Other (specify) Electronic Filos		Olher (spe	cify)	10. Annual / varios Number			
				i	File Drawer(s)		
,				☐ Microfilm Reel(s) ☐ Computer Tape(s)			
				Other (s	pecify)		
11. File is Used			12. File Becom 1 year	nes Inactive Afte	er		
■ Daily	ually		Number	☐ Mo	onth(s) Year(s)		
			Files become inactive after employee resigns.				
13. Current Location(s) (Bidg., Floor, Room) File Drawer in C-4			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			FAS and HR have duplicate records. 16. Audit Requirements				
☐ Yes ■ No			. None ■ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe re-	quirements		18. Recom	mended Re	tention .		
			have be	en fulfille	rs and until all audit requirements ed, then destroy according to n Procedures.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Jennifer Wazenski	}	410-26	0-8350	11/1	4/17		

Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF			AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo I Jessup, M		x 275	PAGE 1 OF 1		
Department/Agency	2. Division			3. Unit		
Office of the Attorney General						
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	d and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title				st Year/Latest Year		
24E Miscellaneous Acco	ounting Re	ecords	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 Formal(s) List all	8. Record Ser	les Sequence	9. Volume 1 drawer	Most records retained		
■ Lelter Size	Alphebetic	al	Number	in Workday.		
Legal Size Computer Tape	Numerical		1 =	■ File Drawer(s) □ Microfilm Reel(s)		
Audio Tape Floppy Disk	■ Chronolog	ical	Comput	ar Tape(s) pecify <u>) ^{Workd}ay</u>		
Bound Book Video Tape	☐ Geographi	cal		<u> </u>		
Other (specify) Electronic Files	Olher (spe	cify)	10. Annual A	Accumulation		
			■ File Drawer(s)			
11. File is Used		12. File Becom	es Inactive Afte	:r		
■ Daily	lly	Number	□мо	onlh(s) 🔳 Year(s)		
		Files becon	ne inactive	after employee resigns or at end of fiscal year.		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Ouplicated Elsewhere? (If yes, specify agency or office.)				
File Drawer in C-4		■ Yes				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements					
17. Is an Index System used? If yes, explain briefly and describe requ	irements	18. Recom	mended Re	tention		
Documents indexed according to fish	cal year.	Retain for 3 years and until all audit requireme have been fulfilled, then destroy according to OAG Destruction Procedures.				
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date			
Jennifer Wazenski	410-26	0-8350	11/1	4/17		

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	SERVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MAN					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo	Road, P.O. Bo	x 275	PAGE 1 OF 1		
		aryland 20794 -799-1930		TAGE COLUMN OF THE PARTY OF THE		
1. Department/Agency	2. Division			3. Unit		
Office of the Attorney General	Department of I	Natural Re	sources			
DEFINITION: RECORD SERIES: A group of related purposes.	records normally file	d and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title			1	st Year/Latest Year		
24F Purchasing Records - Com	modities 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 Formal(s) List all	8, Record Se	ries Sequence	9. Volume 1 drawer			
■ Letter Size	☐ Alphabeli	cal	Number			
■ Legal Size ☐ Computer Tape	☐ Numerica	r	1 =	File Drawer(s) Microfilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk	Chronolog	jical	Computer Tape(s) Other (specify) Workday			
☐ Bound Book ☐ Video Tape	☐ Geograph	ical .				
Olher (specify) Electronic Files	Other (spi	acity)	10. Annual Accumulation , varies			
			Number			
			File Drav			
	ļ		☐ Microfilm Reel(s) ☐ Computer Tape(s)			
			Olher (s	pecify)		
11. File Is Used		12. File Becom	nes Inactive Afte	31		
■ Daily ☐ Weekly ☐ Monthly ☐ Annua	illy	Number Month(s) Year(s)				
		Files become inactive after 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		■ Yes				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		16. Audit Requ	irements			
		☐ None	State 🗌	Federat Independent		
			······································			
17. Is an Index System used? If yes, explain briefly and describe required. Yes No	uirements	18. Recom				
Documents indexed according to fis	scal vear.	31	•	rs and until all audit requirements ed, then destroy according to		
.		II .		n Procedures.		
		<u> </u>				
19. Name and Title of Preparer		one Number	21. Date			
Jennifer Wazenski	410-26	0-8350	11/1	4/17		

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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)	Jessup, N		/ISION	PAGE 1 OF 1	
1. Department/Agency	2. Division	0-133-1300	***********	3. Unit	
Office of the Attorney General	Department of	Natural Re	sources	,	
DEFINITION: RECORD SERIES: A group of related	records normally file	ed and used as	a unit for re	ference as well as retention and disposition	
purposes. 4. Record Series Title			5. Earlie	st Year/Latest Year	
25B Workers Compe	nsation		2013	to present	
6. Record Series Description (Briefly describe the ty	pes of information/do	ocuments/forms	found in the	e series. Include the purpose or function of the	
series.)					
First report of injury reports				· ·	
7. Record Series Format(s) List all	8. Record S	eries Sequence	9. Volume 1 drawer		
■ Letter Size	☐ Alphabel	lical	Number		
■ Legal Size ☐ Computer Tape	Numeric	al	File Dra		
☐ Audio Төрө ☐ Floppy Disk	Chronolo	ogical	☐ Microfilm	er Tape(s)	
☐ Bound Book ☐ Video Tape	Geograp	hical	Other (specify) Workday		
Other (specify) Electronic Files	Other (sp	pecify)	10. Annual / varies	Accumulation	
_			Number		
			■ File Drawer(s) ☐ Microfilm Reel(s)		
			Computer Tape(s) Other (specify)		
				· · ·	
11. File is Used		12. File Becom	es Inactive Afte	H .	
🗐 Daily 🦳 Waekly 🔲 Monthly 🔲 Annua	· ·	Number	☐ Mo	onth(s) 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		FAS and HR have duplicate records.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		16. Audit Requirements			
		∐ None	State [Federal Independent .	
17. Is an Index System used? If yes, explain briefly and describe req	uirements	18. Recom	mended Re	tention	
■ Yes □ No	eal year	H	•	rs, then destroy according to	
Documents indexed according to fis	ocai yeai.	OAG De	structio	n Procedures.	
	,				
19. Name and Title of Preparer	20. Teleph	one Number	21. Date		
Jennifer Wazenski	410-26	60-8350	11/1	4/17	

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Retention Schedule #2576

Office of the Attorney General

Planning, Department of

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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)	RECO	DEPARTMENT OF GENERAL SER RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY PAGE1 OF8		
Department/Agency OAG		l. Division Maryland Department of Planning			3. Unit		
DEFINITION: RECORD SERIES: A group of rel	ated records i	normally filed	and used as a	unit for re	eference as well as retention and disposition		
urposes. Record Series Title: Civil Liligation, 2			5. Earliest Year/Latest Year 2005 to 2017				
 Record Series Description (Briefly describe the series.) This series consists of civil lawsuits file and covers the entire OAG case file, which may 	d in state and	federal courts	s against, or o	found in the n behalf o	e series. Include the purpose or function of the f the state, state agencies, and/or state officials,		
7. Record Series Format(s) List all	·	8. Record Serie		9. Volume			
x Letter Size		x Alphabetical	sadneuce	9. Volume 10 Number			
x Legal Size		D Numerical	,		Number D File Drawer(s)		
□ Audio Tape □ Floppy Disk		D Chronological		O Microfila	n Resi(s)		
□ Bound Book □ Video Tape		☐ Geographica		x Other (specify)_baxes			
Other (specify)	,				el Accumulation		
				x File Draw O Microfilm O Compute Other (s	n Real(e) ar Tape(s)		
11. File is Used: Deliy Dweekly x Manthly D Ann	ually		12. File Becomes Inactive After Number				
			Time is project	specific.			
13. Current Location(s) (Bidg., Floor, Room) 100 Community Place, Crownsville, MD 3.214 301 W. Preston Street, 11 th FL., 1101			14. Is Recard Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16: Audit Requirements				
Yes x No			■ None State				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ■ No			18. Recommended Retention: Retain in office 3 years after file is closed. Transfer to the State Records Center: (1) if the matter it tort matter involves a juvenile and the juvenile has not brought s settled, transfer file to the State Records Center for an additional years, to provide for the age of majority period, then destroy; (2) all other cases, transfer file to the State Records Center for an additional 5 years, then destroy.				
			hone Number 21. Date 9548 04/20/17				

			7			
Instructions –Type or Print a separate form for each new or revised record	DEPA	DEPARTMENT OF		AGENCY RECORDS INVENTORY		
series. Forward with Records Retention Schedule (DGS 550-1)		ENERAL RVICES				
•		RECORDS				
	MAN	IAGEMENT		PAGE2 OF8		
		VISION Waterloo				
	Road,	P.O. Box 275				
•		ip, Maryla 20794	and			
		207 94 -799-193	10			
Department/Agency OAG	2. Divis	sion		3. Unit		
	Maryla	nd ment of				
•	Planni					
		_				
DEFINITION: RECORD SERIES: A group of related records normally filed and	used as a	init for re	ferenc	e as well as retention and disposition purposes.		
4. Record Series Title: Administrative Proceedings(5)				rliest Year/Latest Year		
			20	05 to 2017		
6. Record Series Description (Briefly describe the types of information/docume	nts/forms fo	und in th	e serie	s Include the purpose or function of the series) This		
series consists of proceedings before administrative agencies performing qua-	si- judicial di	utles (i.e.	, any p	proceeding in which an administrative agency is acting		
as a fact- finder in resolving an issue presented to it; Assistant Attorneys Gene proceedings).	ral may act	as couns	el to th	e administrative agency or as advocates in such		
proceedings).				•		
7. Record Series Format(s) List all	8. Record			olume		
X Letter Size Microfilm	Series Sequence		Num	/2 ber		
X Legal Size Computer Tape	X Alphabe	tical		e Drawer(s) icrofilm Reel(s)		
☐ Audio Tape ☐ Ftoppy Disk	☐ Numer	ical	□c	omputer Tape(s) ther (specify)		
Bound Book Video Tape	☐ Chronolog			Annual Accumulation		
Other (specify) digital records on OAG computers (not necessarity				<pre><5</pre>		
on tape or disk, though both are possible.	☐ Geogra	ipnicai	Num	ber		
	☐ Other	•	☐ File Drawer(s)			
	(specify)			licrofilm Reel(s) omputer Tape(s)		
				her (specify)_folders		
		1 40 51				
11. File is Used		12. Fili	e Reco	mes inactive After		
☐ Daily ☐ Weekly ☐ Monthly x Annually		Number				
		Time is project specific.				
• •		i iiiie ii	a hiole	и эрвини.		
13. Current Location(s) (Bldg., Floor, Room)		14 le l	Recom	Series Duplicated Elsewhere? (If yes, specify agency		
100 Community Place, Crownsville, MD 3.214		or office.)		e.)		
301 W. Preston Street, 11th FL., 1101	٠	Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
☐ Yes X No				•		
		X None		ne State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirement	s	18. Recommended Retention: Retain in office for 5 years after file				
Yes X No	·- 1	closed	or unt	it expiration of certification or debarment agreement,		
	1			mes last. Screen files to identify those meeting selection and on page ii. Transfer selected files to the Maryland		
·	•			es for permanent retention. Transfer all others to State		
		Record	iter to be retained for an additional 10 years, then			
40 News and Tills of Deceases	20 Tala 1	destro		Data		
19. Name and Title of Preparer Margaret Drake, Paralegal	20. Teleph Number	ione	21. E			
magailat aranajar	410-697-9	548	~ " "			

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)				RAL	AGENCY RECORDS INVENTORY		
The state of the s	th Records Retention Schedule (DGS 550-1) SER RECORDS N			NT	·		
	7275 V	DIVISI Naterioo R	ION Road, P.O.	Boy	PAGE3 OF8		
	ł	279	5				
	Jes	sup, Mary 410-799-	land 2079	4			
Department/Agency OAG	2. Divis	sion			3. Unit		
· .	Maryla: Plannin		d Department of				
DEFINITION: RECORD SERIES: A group of related records normally filed a	and used	as a unit f	or referen	ce as v	well as retention and disposition purposes.		
4. Record Series Title: Agreements (7)					orliest Year/Latest Year		
					05 to 2017		
6. Record Series Description (Briefly describe the types of information/docu	ments/for	ms found	in the seri	es. Ind	clude the purpose or function of the series.) This		
series consists of preparation, review and/or approval of agreements on bei	half of the	state, sta	ite agencie	es, and	l/or state officials.		
		*					
7. Record Series Format(s) List all	•	8. Record		9. Volt			
x Letter Size		Sequence		<1/2 Numbe			
x Legal Size Computer Tape		x Alphabel	tical	x File i	Drawer(s)		
Audio Tape Floppy Disk		☐ Numerical		☐ Microfilm Reel(s) ☐ Computer Tape(s)			
Bound Book Uviden Tapa					er (specify)_or an office PC_		
· ·	bath cro	☐ Geographical 1			Annual Accumulation		
 Other (specify)digital records on OAG computers (not necessarily on tape or disk, though possible. 	DOIN BIG			25	25_or fawer		
		l ——		□ File	de Drawer(s)		
		l lo		☐ Mic	Microfilm Reel(s) Computer Tape(s)		
					or (specify)_folders		
		1					
11. File is Used		<u> </u>	12. File Be	comes I	nactive		
x Daily	.		Number		□ Month(s) □ Year(s)		
		,	Time is pro	oject spe	ocific.		
		ļ	d				
				<u>.</u>	·		
13. Current Location(s) (Bidg., Floor, Room) 100 Community Place, Crownsville, MD 3.214			14. Is Rec x Yes		es Duplicated Elsewhere? (If yes, specify agency or office.)		
301 W. Preston Street, 11 th FL., 1101 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			Primary fil	e for gra	nt agreements is with MDP or other clients (MAAMC or CPPDA)		
D Yes x No		16. Audit Requirements x None					
17. In an Indox Custom would If you					de la Company		
Is an Index System used? If yes, explain briefly and describe requirements Yes x No			 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				
		ļ	Archive:	s for po	ermanent retention, Transfer all others to the State er to be retained for an additional 15 years, then		
			destroy.		er to be retained for an additional 15 years, then		
19. Name and Title of Preparer		20. Tele		21. [
Margaret Drake, Paralegal	•	Number 410-697		04/2	0/17		
L		1 - ,0-03/		L			

Instructions -Type or Print a separate form for each new or revised	tions -Type or Print a separate form for each new or revised DEPARTMENT			RAL	AGENCY RECORDS INVENTORY		
record series. Forward with Records Retention Schedule (DGS 550-1)					•		
'	RECO		NAGEMENT				
·	7275 \A	DIVISI Vaterioo R		Dav	PAGE4 OF8		
	1215 V	valendo R 275		DOX			
	Jess	sup, Maryi	and 2079	4	·		
Department/Agency OAG	2. Divisi				3. Unit		
		id Departn	nent of		·		
,	Plannin	9					
DEFINITION: RECORD SERIES: A group of related records normally filed a	nd used	as a unit fo	or referen				
4. Record Series Title: Letters of Advice (10)			5. Earliest Year/Latest Year				
				20	05 to 2017		
6. Record Series Description (Briefly describe the types of information/docur	ments#on	ms found	in the ser	es In	clude the number or function of the series)		
This series consists of letters of advice on legal issues pursuant to requests	from stat	e officials.	agencies	s. etc.	·		
,			-3	-,			
					<u> </u>		
7. Record Series Format(s) List all		8. Record S	Series	9. Vol			
x Letter Size D Microfilm		Sequence		<1/2	ar		
x Legal Size Computer Tape		x Alphabeti	cal	v Ella	Drawer(s)		
		□ Numerio	at	☐ Mic	rofilm Reet(s)		
□ Audio Tape □ Floppy Disk		☐ Chronol	Anicol	npuler Tape(s) or (specify)_or on office PC_			
☐ Bound Book ☐ Video Tape							
Other (specify)digital records on OAG computers (not necessarily on tape or disk, though to	both are	☐ Geograp	hical 10. Annual Accumulation 20-50				
possible.	Other (
			. □ File		Drawer(s)		
				☐ Mic	refilm Resi(s)		
				X Othe	nputer Tape(s) ir (specify)_folders		
					•		
11. File is Used			12. File B	ecomes (nactive After		
Daily x Weekly Monthly Annually until matter is resolved/ closed			Number		□ Month(s) □ Year(s)		
		ŀ	Time is p	roject spe	cific		
				•			
		·					
13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Crownsville, MD 3.214			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
301 W. Preston Street, 11 th Ft., 1101			☐ Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s	•	Ì	16. Audit Requirements				
G 103 ANV			x None □ State □ Federat □ Independent				
					·		
17. Is an Index System used? If yes, explain briefly and describe requirements					ended Retention		
a lui Ally					e 5 years or until administrative value ceases,		
					nes last, then destroy, according to OAG rocedures.		
·			D#30 U0	Juur Pi	occuuras.		
19. Name and Title of Preparer		20. Tele	nhode	21. (Jalo		
Margaret Drake, Paralegal		Number		04/2			
Margaret Oraxe, Paralegal Numbe 410-69				""			

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 PAGE5 OF8			
1: Department/Agency OAG	Division Maryland Department of Planning				3.			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	unit for re	ference as well as retention and disposition			
4. Record Series Title: Correspondence (11)		_			st 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 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 Formal(s) List all		8. Record Serie	s Sequence	9. Valume				
x Letter Size		x Alphabeticat		Number	_			
x Legal Size Computer Tape	ľ	☐ Numerical		x File Orewor(s)				
☐ Audio Tape x Floppy Disk		x Chronologica	ı	Comput Other (s	er Tape(s)			
□ Bound Book □ Video Tape		Geographic	al .					
x Other (specify)_compact disk		Olher (speci	fy)		Il Accumulation minate			
·					File Drawer(s) Microfilm Reel(s) Camputer Tape(s) Other (specify)			
11, File is Used:			12. File Becom	nes Inactive A	fler			
□ Daily x Weekly □ Monthly □ Annuelly .			Number					
13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Crownsville, MD 3 214			14. Is Record Series Duplicated Etsewhere? (if yes, specify agency or office.) x Yes x No					
301 W. Preston Street, 11 th FL., 1101 15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s) U Yes I No			Aganda & Minutes are in client files (primary file) 16. Audit Requirements x None					
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes x 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. Telepho 410-697-95		one Number 21. Da					

•							
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 RECORDS MANAGEMENT 7275 Watertoo Road, P.O Jessup, Maryland 20 410-799-1930			SION	AGENCY RECORDS INVENTORY PAGE _6 OF8		
1. Department/Agency OAG		2. Division Maryland Department of Planning			3. Unit		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title: Legislation – preparation &	enactmen	12A	5. Earliest Year/Latest Year 2005 to 2017				
		8. Record Series	- ,	3			
x Letter Size D Microfilm		☐ Alphabetical		Number .			
x Legal Size		□ Numerical		☐ File Drawer(s) ☐ Microfilm Reel(s)			
Audio Tape		x Chronologica			Computer Tape(s) x Other (specify)boxas		
Other (specify)	☐ Geographic ☐ Other (spec			10. Annual Accumulation _N/A_ Number File Drawer(s) Microfilm Reel(s)			
			□ Com		outh real(s) br (apocify)		
11. File is Used:		<u> </u>	12. File Becom	es Inactive A	Rer		
Daily Weekly Monthly x Annually			Number				
13. Current Location(s) (Bidg., Floor, Room) 100 Community Place, Crownsville, MD 3 214 301 W. Preston Street. 11 th FL., 1101		ā	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) D Yes x No Not in this format for this purpose				
15. Access Restrictions (If Yas, cite Law(s) & Regulation(s) Q Yes x No			16. Audit Requirements x None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements D Yes x 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 retentio 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. Telepho 410-697-95	one Number 348				

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF RECORDS MANA 7275 Waterloo F Jessup, Ma 410-	GEMENT DIVI	SION	PAGE7 OF8			
1. Department/Agency OAG	Division Maryland Departmen	ision and Department of Planning		3. Unit			
DEFINITION: RECORD SERIES: A group of relation purposes.	ed records normally filed	and used as a	unit for ref	lerence as well as retention and disposition			
4. Record Series Title: Regulations (13)			5. Earliest Year/Latest Year 2010 to 2017				
 Record Series Description (Briefly describe the series.) This series consists of approvals of admit they become effective. 	types of information/doc nistrative rules promulga	cuments/forms to	ound in the encles sub	e series. Include the purpose or function of the mitted to the Attorney General for review before			
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume				
x Letter Şizə D Microfilm	☐ Alphabetical		Number	-			
□ Legal Size □ Computer Tape	□ Numerical		x File Draw				
□ Audio Tape □ Floppy Disk	□ Chronologic	ca)	□ Comput	□ Microfilm Reel(s) □ Computer Tape(s) □ Computer Tape(s)			
☐ Bound Book ☐ Video Tape	☐ Geographi	cal	Other (specify)				
Other (specify)	x Other (spec	ily) COMAR CITE					
11, File is Used.		12. File Becom		19r; porth(s) s Year(s)			
□ Deily □ Weekly □ Monthly x Annual	ly	Number	D we	unu(s) o redita)			
13. Current Location(s) (Bidg., Floor, Room) 100 Community Place, Crownsville, MD 3.214 301 W. Preston Street, 11 th FL., 1101		14. Is Record Series Duplicated Elsewhere? (If yos, specify agency or office.) ☐ Yes x No Not in this format					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 13. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements x None State Federal Independent						
17. Is an Index System used? If yes, explain briefly and describe	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						
		retention. D	Destroy all o	others according to OAG Destruction Procedures			

nstructions -Type or Print a separate form for each new or revised	DEPA	RTMENT (RAL	AGENCY RECORDS INVENTORY	
record series. Forward with Records Retention Schedule (DGS 550-1)	orward with Records Retention Schedule (DGS 550-1) RECORDS MA DIVIS			NT	PAGE8 OF8	
	7275 V		load, P.O. Box			
	Jes	sup, Maryl 410-799-		4		
Department/Agency OAG	2. Divis Marylar Plannin	nd Departm	nent of		3. Unit	
		_			•	
DEFINITION: RECORD SERIES: A group of related records normally filed a	and used	as a unit fo	or referen			
4. Record Series Title: Real Property Transactions				1979	rliest Year/Latest Year to 2017	
 Record Series Description (Briefly describe the types of information/docu series consists of OAG-generated materials relative to the review and appropriately. Design/Build Projects. 	iments/for oval of the	ms found purchase	in the seri	les. Inc ansfer,	lude the purpose or function of the series.) This condemnation or donation of real property and	
7. Record Series Format(s) List all		8. Record S	Enrine	9. Volu		
x Letter Size		Sequence	361193	1_ Numbe		
		x Alphabeti	ical			
x Legal Size		C Numeric	ricel Mic		Prewer(s) Offlim Reel(s)	
□ Audio Teps □ Floppy Disk		Chronol			nputer Tape(s) r (specify)_or an office PC_	
☐ Baund Book ☐ Video Tape		☐ Geograp	phical	10. An	nual Accumulation	
Other (specify) digital records on OAG computers (not necessarily on tape or disk, though possible.	both are	☐ Oiher (s	er (specify) Number		or lower	
				O Mice	Drawer(s) ofilm Reel(s) puter Tape(s) r (specify)_folders	
11. File is Used.			12. File B	ecomes to	nactive.	
Daily DWeekly x Monthly DAnnually			Number		☐ Month(s) ☐ Year(s) .	
L Daily Controlling Controlling			Time is pr	oject spe	cific.	
1						
13. Current Location(s) (Bidg., Floor, Room)					a Duplicated Elsewhere? (If yes, specify agency or office.)	
100 Community Place, Crownsville, MD 3 214 301 W. Preston Street, 11 th FL., 1101			X Yes DNo 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)			16. Audil Requirements x None State Federal Independent			
			·.			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes x No			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		20. Tele		21. [
Margaret Drake, Paralegal Number 410-697				04/2	0/17	

Retention Schedule #2576

Office of the Attorney General

Police, Maryland State

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Instructions –Type or Print a separate form for	DEPART	MENT OF G	ENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT D					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275		
	Jessup, Maryland 20794 410-799-1930				PAGE 3 OF 7	
Department/Agency	2. Division				3. Unit	
OAG	MSP //	Inaland	state Po	li'a	LCS	
		•				
DEFINITION: REÇORD SERIES: A group of relate purposes.	ed reçords no	ormally filed	and used as	a unit for re	eference as well as retention and disposition	
4. Record Series Title: 5 Administrative Proceeding	ngs		5. Earliest Year/Latest Year			
(PER, PIA)	· · · · · · · · · · · · · · · · · · ·			1999	to 2017	
6. Record Series Description (Briefly describe the t	types of infor	rmation/doc	uments/forms	found in the	ne series. Include the purpose or function of the	
series.)					•	
This series consists of proceedings before adminis	_					
agency is acting as a factfinder in resolving an iss	•		stant Attorney	ys General	may act as counsel	
to the administrative agency or as advocates in su			on Soquence	9. Volume		
7. Record Series Format(s) List all	·	8. Record Serie	s sequence	9. Volume		
□ Letter Size □ Microfilm		Alphabetica	1	Number		
Legal Size Computer Tape	Numerical		File Ora	• •		
Audio Tape	Chronological		Compu	ter Tape(s)		
☐ Bound Book ☐ Video Tape	Geographical		al .			
Other (specify)		Other (spec	:ify)	10. Annual	Accumulation	
				Number		
,		•				
				Microfil	•	
				1 =	ter Tape(s)	
				Other (specify)	
11. File is Used	<u> </u>		12. File Becom	nes Inactive Af	ter	
☐ Daily ☐ Weekly ☑ Monthly ☐ Ann	nually		Number		fonth(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
1201 Reisterstown Rd., Bldg. A, 1st Floor, File Room			☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes No ,		i				
Attorney Client Privilege, Attorney Work Product			None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention	
⊠ Yes □ No			Retain in o	ffice for 5 y	vears after file is closed or until expiration of	
The office maintains an excel spreadsheet cardfile which contains	the subject,		certification	or debam	nent agreement, whichever comes last. Screen	
file number, file type, interested persons, open date, associated d			files to ider	ntify those i	meeting selection criteria defined on page ii,	
assigned, opposing attorney, jurisdiction, associated case number affected, file close date, closed box number, and destruction date.			Transfer se	lected file:	s to the Maryland State Archives for permanent	
			retention. T	ransfer all	others to State Records Center to be retained	
			for an addi	tional 10 ye	ears, then destroy.	
19. Name and Title of Preparer	[]	20. Telepho	ne Number	21. Date		
Akilah Moore, Secretary		410-653-42	28	4-13-17		

4					
Instructions –Type or Print a separate form for DE	GENERAL SEI	RVICEŞ	AGENCY RECORDS INVENTORY		
	ECORDS MANA		·	, •	
· · · · · · · · · · · · · · · · · · ·	7275 Waterloo Ro	oad, P.O. Box	275	PAGE 4 OF 7	
	• • •	ryland 20794 99-1930		FAGE # Of 1	
1. Department/Agency 2. D	ivision			3. Unit	
OAG . MSF	· ·			LCS	
DEFINITION: RECORD SERIES: A group of related recongurposes.	ords normally filed	and used as	a unit for re	eference as well as retention and disposition	
4. Record Series Title: 7 Agreements			5. Earlie	st Year/Latest Year	
(MOU)		,	1981 to	2017	
6. Record Series Description (Briefly describe the types	of information/doc	cuments/forms	found in th	ne series. Include the purpose or function of the	
series.)					
This series consists of preparation, review and/or appro	val of agreement	s on behalf of	the state,	state agencies, and/or state officials.	
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume		
Letter Size	Alphabetica	al	15 Number		
Legal Size Computer Tape	☐ Numerical			* * * * * * * * * * * * * * * * * * * *	
Audio Tape Floppy Disk		ical	_	uter Tape(s)	
☐ Bound Book ☐ Video Tape	☐ Geographic	cal			
Other (specify)	Other (spec	cify)	10. Annual Accumulation 10		
			Number		
			☑ File Dra	•	
·			Microfile	Im Reel(s) ster Tape(s)	
			Other (:	• * *	
11. File is Used		12. File Becom	-cs Inactive Af	· .	
	,	5	les mactive Al	(0)	
☐ Daily ☐ Weekly ☑ Monthly ☐ Annually		Number	□ ~	Month(s) ☑ Year(s)	
·					
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
1201 Reisterstown Rd., Bidg. A, 1st Floor, File Room		☐ Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
⊠ Yes □ No			_	· 	
Attorney Client Privilege, Attorney Work Product		⊠ None	State _	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirem	ents	18. Recom	monded D	detention	
⊠ Yes □ No		n	,	rs after file is closed. Screen files to identify	
The office maintains an excel spreadsheet cardfile which contains the sul	II .		on criteria defined on page II. Transfer selected		
file number, file type, interested persons, open date, associated date, at	• •		-	State Archives for permanent retention, Transfer	
assigned, opposing attorney, jurisdiction, associated case number, MSP	division	II	-	Records Center to be retained for an additional	
affected, file close date, closed box number, and destruction date.	•	15 years, th			
19. Name and Title of Preparer	20. Telepho	one Number	21. Date	·	
Akilah Moore, Secretary	410-653-42		4-13-17		
· •					

				AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for		TMENT OF G			AGENCT REGORDS INVESTORS	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)		5 Waterloo Ro		. 275	PAGE 1 OF 7	
	Jessup, Maryland 20794 410-799-1930			:		
1. Department/Agency	2. Divisio	on .	.*		3. Unit	
OAG	MSP				LCS	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title: 1A Civil Litigation	,		5. Earliest Year/Latest Year			
(LIT-TCA, LIT-PIA, LIT-PER)				1991 to	2017	
6. Record Series Description (Briefly describe the	ypes of inf	ormation/doc	uments/forms	found in the	ne series. Include the purpose or function of the	
series.)	٠		•			
This series consists of civil lawsuits filed in state a	ind federal	courts again	st, or on beha	alf of the st	tate, state agencies, and/or state officials, and	
covers the entire OAG case file, which may be pa	rtially dupl	icative of mat	erials mainta	ined by oth	ner State entitles, including the courts.	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
□ Letter Size □ Microfilm		Alphabetica	1	Number 1		
Legal Size Computer Tape		Numerical		☐ File Dra	•	
☐ Audio Tape ☐ Floppy Disk ∵		Chronologic	al	1 = '	ster Tape(s)	
☐ Bound Book ☐ Video Tape		Geographic	al	Other (
Other (specify)		Other (spec	ify)			
				Number		
				⊠ File Dra	awer(s)	
•	. 1			Microfil		
	. [•	Computer Tape(s) Other (specify)			
4 6 11-2	I		40 5'ls Bassa	Ative At		
11. File is Used			12. File Becomes Inactive After 5			
☐ Daily ☐ Weekly ☒ Monthly ☐ Ann	ually		Number	□ M	/lonth(s) ☑ Year(s)	
					·	
13. Current Location(s) (Bldg., Floor, Room)		 	14 le Record S	Sories Dunlica	ted Elecuriore? (If use specify grappy or office.)	
1201 Reisterstown Rd., Bidg. A, 1# Floor, File Room			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
⊠ Yes □ No			. KZI Nano	п мата Г	Te v a Maaronaga	
Attorney Client Privilege, Attorney Work Product			⊠ Noue	☐ 2tgre ☐	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention	
⊠ Yes □ No					rs after file is closed. Screen files to identify	
The office maintains an excel spreadsheet cardfile which contains	the subject,			-	on criteria defined on page ii, Transfer selected	
file number, file type, Interested persons, open date, associated of	date, attorney			•	State Archives for permanent retention. Transfer	
assigned, opposing attorney, jurisdiction, associated case number affected, file close date, closed box number, and destruction date		n.	all others to	the State	Records Center for an additional 15 years, then	
anotod, ind close date, desou sex number, and desubdacin date	,	ļ	destroy.			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Akilah Moore, Secretary		410-653-42	28	4-13-17		
				1		

	T	 	1	.,				
Instructions –Type or Print a separate form for	DEPART	MENT OF G	SENERAL SE	RVICES	AGENC	Y RECORDS INVENTO	DRY	
each new or revised record series. Forward			GEMENT DIV					
with Records Retention Schedule (DGS 550-1)	7275		oad, P.O. Box	275		PAGE 2 OF 7	:	
		Jessup, Mar 410-79	yland 20794					
Department/Agency	2. Divisio		19-1930		3. Unit			· ·
OAG	MSP				LCS			
•						····		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	normally filed	and used as	a unit for re	eference as well as	retention and disp	osition	
4. Record Series Title: 18 Civil Litigation				5. Earlie	st Year/Latest Year		,	
(LIT-TCA,)				2007 to	2017			
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in the	ne series. Include t	he purpose or fund	ction of the	i
series.)								*
This series includes Torts and Unemployment ins	urance litig	ation docum	ents.					
7. Record Series Format(s) List all	ĺ	8. Record Serie	es Sequence	9. Volume				
□ Microfilm .	.	Alphabetica	il	Number		•		
Legal Size Computer Tape		Numerical ■ Numerical ■ Numerical ■ Numerical ■ Numerical ■ Numerical ■ Numerical ■ Numerical Numerical ■ Numerical N			wer(s)			
Cedar orse Company Labo		Z Numerican	erical Sile Dr					
Audio Tape Fłoppy Disk				Compu				
Bound Book		Geographic	al		specify,			
C Other (accepts)	Поп		.i6.A	10 Annual Accumulation		Ĭ		
Other (specify)		Other (spec	(specify) Ni					
			·	☐ File Dra	www.r/a\			
				☐ Microfilm Reel(s)				
				Compu	ter Tape(s)			
·					· .			
11. File is Used		,	12. File Becom	nes Inactive Af	ter			
Daily Weekly Monthly Ani	nually		5 Number		fonth(s) X Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 1201 Relsterstown Rd., Bldg. A, 1 st Floor, Flie Room			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
Nossisiami No., Blug. A, 1" Floor, File Room			Yes	⊠ No ———				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	·		16. Audit Req	uirements				
_ ⊠ Yes □ No			None	None ☐ State ☐ Federal ☐ Independent				
Attorney Cilent Privilege, Attorney Work Product		.						
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recon	nmended R	letention Retain in	office 3 years after	r file is	·
⊠ Yes □ No		·				enter: (1) If the ma		
. The office maintains an excel spreadsheet cardfile which contains the subject,					nile and the juveni			
file number, file type, interested persons, open date, associated			brought su	it or settled	, transfer file to the	State Records Ce	enter for an	
assigned, opposing attorney, jurisdiction, associated case number affected, file close date, closed box number, and destruction date		'	additional	18 years, to	provide for the ag	e of majority perio	d, then	
					•	le to the State Rec	ords Center	
		destroy; (2) in all other cases, transfer file to the State Records Center for an additional 5 years, then destroy,					.1	
19. Name and Title of Preparer		20. Telepho		21. Date				

Instructions –Type or Print a separate form for	DEPAR	TMENT OF C	SENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECO	ORDS MANA	GEMENT DIV	ISION.			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE 6 OF 7		
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Divisio	วก			3. Unit		
OAG	MSP				LCS		
DEFINITION: RECORD SERIES: A group of relate	ed records	normally filed	and used as	a unit for re	eference as well as retention and disposition		
purposes. 4. Record Series Title: 11 Correspondence				5 Farlie	st Year/Latest Year		
(CCO, PIA)				2010 to	•		
6. Record Series Description (Briefly describe the	types of inf	formation/doc	uments/forms	found in the	ne 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		8. Record Serie	es Sequence	9. Volume 8			
☑ Letter Size ☐ Microfilm		Alphabetica	al	Number			
Legal Size Computer Tape		Numerical		File Dra			
Audio Tape Floppy Disk			cal	Compu	Microfilm Reel(s) Computer Tape(s)		
☐ Bound Book ☐ Video Tape	Geographical			Other (specify)			
Other (specify)	Other (specify)			5			
				Number	·		
			•				
				Comput			
	·			Other (s	specify)		
11. File is Used			12. File Becom	l nes Inactive Aft	er .		
Daily ⊠ Weekly ☐ Monthly ☐ Ann	nually		3 Number⋅ Month(s) ∑ Year(s)				
	·						
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
1201 Reisterstown Rd., Bldg. A, 1ª Floor, File Room Building B - Basement			☐ Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
⊠ Yes □ No .							
Attorney Client Privilege, Attorney Work Product		-	M None	□ State □	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe re	equirements	, - ,	18. Recom	mended R	etention		
⊠ Yes					years or until administrative value ceases,		
The office maintains an excel spreadsheet cardfile which contains	the subject,				t, then destroy according to OAG Destruction following exception: Transfer to Maryland		
file number, file type, interested persons, open date, associated of assigned, opposing attorney, jurisdiction, associated case number	-		State Arch	ive for per	manent.retention any material that serves to		
affected, file close date, closed box number, and destruction date.		"	of the offic	e and has	development and accomplishments continuing administrative, fiscal, legal or		
			historical v	/alue.			
19. Name and Title of Preparer	Т	20. Telepho	ne Number	21. Date			
Akilah Moore, Secretary	.	410-653-42		4-13-17			
•		·-					

Instructions –Type or Print a separate form for	DEPARTMENT O	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	j	Road, P.O. Box		PAGE 7 OF 7			
		Maryland 20794 0-799-1930					
Department/Agency OAG	2. Division MSP		,	3. Unit LCS			
DEFINITION: RECORD SERIES: A group of relate purposes.	Led records normally fi	led and used as	a unit for r	eference as well as retention and disposition			
4. Record Series Title: 12 Legislation . (LEG)		,	5. Earlie 2005 to	est Year/Latest Year 2017			
6. Record Series Description (Briefly describe the series.)	types of information/o	locuments/form	found in t	he series. Include the purpose or function of the			
This series consists of materials regarding the pre		nent of laws.	9. Volume				
□ Letter Size	Alphabe	•	3 Number				
Legal Size Computer Tape	☐ Numeri	cal	File Dra	•			
Audio Tape Floppy Disk		logical	1 =	ater Tape(s)			
Bound Book Video Tape	☐ Geogra	phical		Accumulation			
Other (specify)	Other (s	specify)	5 Number				
			File Dra	Im Reel(s)			
•			_	iter Tape(s) specify)			
11. File is Used		12. File Becor	nes Inactive Af	ter			
☐ Daily ☐ Weekly ☑ Monthly ☐ And	nually	Number	Number ☐ Month(s) ☐ Year(s)				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
1201 Reisterstown Rd., Bidg. A, 1st Floor, File Room		Yes					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ No			16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent				
Attorney Client Privilege, Attorney Work Product							
17. Is an Index System used? If yes, explain briefly and describe r Yes No	- gan orner to		18. Recommended Retention Retain in office 5 years or until administrative value				
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.			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 F	Records Ce	inter to be retained for an additional 5 years, then			

Instructions -Type or Print a separate form for	DEPARTMENT O	CENEDAL SE	DVICES.	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MAN					
with Records Retention Schedule (DGS 550-1)	•	Road, P.O. Box		•		
William Cooled Neterman Contagno (500 coo 1)		Maryland 20794	. 2. 0	PAGE 5 OF 7		
·	• •	0-799-1930				
Department/Agency	2. Division			3. Unit		
OAG	MSP			LCS		
DEFINITION: RECORD SERIES: A group of relate	d rangeda nasmally f	lad and wood on	'a unit for r	oference as well as retention and disposition		
purposes.		eu anu useu as	a unit for i	elerence as wen as retention and disposition		
4. Record Series Title 10 Letters of Advice			5. Earlie	st Year/Latest Year		
(GRA, PRO, SUB, TCA, TRA, IOP, PER, MSC,OA	G)		1989 to	2017		
6. Record Series Description (Briefly describe the t	ypes of information/o	locuments/forms	s found in t	ne series. Include the purpose or function of the		
series.)						
This series consists of letters of advice on legal is	sues pursuant to rec	uests from state	officials, a	agencies, etc.		
				<u> </u>		
7. Record Series Format(s) List all	8. Record S	Series Sequence	9. Volume 39			
Letter Size Microfilm	☐ Alphab	etical	Number	÷		
Legal Size Computer Tape	☐ Numeri	cal	File Dra	•		
Audio Tape Floppy Disk		logical	1 ==	ter Tape(s)		
☐ Bound Book ☐ Video Tape	Geogra	nhical	Other (specify)		
Bound Book Video Tape	Geogra	huicai	10. Annual Accumulation			
Other (specify)	Other (specify)				
			Number			
	ļ		☐ File Dra	wer(s)		
			_ =	rofilm Reel(s) npuler Tape(s)		
			Other (
		11.				
11. File is Used		12. File Becon	nes Inactive Af	ler ·		
☐ Daily ☐ Weekly Monthly ☐ Anni	ually	Number Month(s) Year(s)				
	•			•		
				:		
13. Current Location(s) (Bldg., Floor, Room) 1201 Reisterstown Rd., Bldg. A, 1st Floor, File Room		H	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
1201 Naistaistown No., Blug. A, 17 Floor, File Room		☐ Yes	☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	16. Audit Requirements			
Yes □ No .	•	Nan-	None ☐ State ☐ Federal ☐ Independent			
Attorney Client Privilege, Attorney Work Product		None	Charge F	1. eggigi		
17. Is an Index System used? If yes, explain briefly and describe re ☑ Yes ☐ No	18. Recon	nmended R	etention .			
_						
The office maintains an excel spreadsheet cardfile which contains file number, file type, interested persons, open date, associated d	li .	•	rs or until administrative value ceases, whichever			
assigned, opposing attorney, jurisdiction, associated case number		comes last	, then dest	roy, according to OAG Destruction Procedures.		
affected, file close date, closed box number, and destruction date.	· · · · · · · · · · · · · · · · · · ·		ı. ·			
19. Name and Title of Preparer		hone Number	21. Date	. 😘		
Akilah Moore, Secretary	410-653	4228	4-13-17			
· · · · · · · · · · · · · · · · · · ·			<u> </u>			
DGS 550-4 (Rev. 1/93)				·		

Retention Schedule #2576

Office of the Attorney General

Port Administration, Maryland

			_	
Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL			AGENCY RECORDS INVENTORY
each new or revised record series. Forward	SERVICES RECORDS MANAGEMEN	ህፐ ውስላ	SIÓN	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			
	Jessup, Maryland			PAGE <u>1 of 8</u>
	410-799-1930			
Department/Agency	2. Division			3. Unit
Office of the Attorney General	Maryland Port Adminis			Legal
	d records normally filed and	used a	s a unit	for reference as well as retention and disposition purposes.
4. Record Series Title: 1 A. Civil Litigation	·		ι,	5. Earliest Year/Latest Year: 2006 to 2017
C Decord Series Decorising (Driefly decoribe that				Lie the easier leglide the number of fination of the
				in the series. Include the purpose or function of the ms, bankruptcy filings and other legal challenges.
				position transcripts, research notes and exhibits.
	ice, case documents, ne			
7. Record Series Format(s) List all		8. Reco	лu	9. Valume 78 cubic feet
☑ Letter Size ☐ Microfilm	•	Sequei	nce	Number
Legal Size Computer Tape	;	Alphab	etical	
☐ Audio Tape ☐ Floppy Disk		 □ Nui	merical	☑ File Drawer(s) ☐ Microfilm Reel(s)
☐ Audio Tape ☐ Floppy Disk	*			Computer Tape(s)
Bound Book Video Tape		Chrono	logical	Other (specify) 10. Annual Accumulation
Other (specify)		_	nogical	6 cubic feet
		☐ Geogra	phical	Number
·	/			☑ File Drawer(s) ☐ Microfilm Reel(s)
		Oth (specify		Computer Tape(s)
·			-	Other (specify)
11. File is Used	<u> </u>		12. File	e Becomes Inactive After
☑ Daily ☑ Weekly ☑ Monthly	✓ Annually		<u>5</u>	_
,			Numbe	er
13. Current Location(s) (Bldg., Floor, Room)	· · · · ·		14. Is I	Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
World Trade Center/Legal Department, 2	20 th Floor]Yes ☑No
File Room and Attorneys' Office Files				
. 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		•		dit Requirements None
17. Is an Index System used? If yes, explain briefly and describe re ✓ Yes	equirements			Recommended Retention: Retain in office 5 years after
Alphabetical electronic file system with Folde	ers/Subfolders for each			s closed. Screen files to identify those meeting
litigation matter.				ction criteria. Transfer selected files to the Maryland
		· [e Archives for permanent retention. Transfer all others
				e State Records Center for an additional 15 years,
10 Name and Title of Process			tnen	destroy.
19. Name and Title of Preparer		20. Telep	hone	21. Date
Stephanie A. Hodge, Administrative Offic	er, III	Numb		April 12, 2017
		410-3	1	·
		4761		1

Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF	GENERAL SERVICE	AGENCY RECORDS INVENTORY			
with Records Retention Schedule (DGS 550-		GEMENT DIVISION				
1)		toad, P.O. Box 275	PAGE 2 of 8			
		ryland 20794 99-1930				
Department/Agency	2. Division		3. Unit			
Office of the Attorney General	Maryland Port Ad	dministration	Legal			
DEFINITION: RECORD SERIES: A group of relat	ed records normally fil	ed and used as a un	it for reference as well as retention and disposition purposes.			
4. Record Series Title: 5 Administrative Pro	•		5. Earliest Year/Latest Year: 2006 to 2017			
	-					
6. Record Series Description (Briefly describe the	types of information/d	locuments/forms four	d in the series. Include the purpose or function of the			
series.) Proceedings before Administrativ	e agencies perfo	rming quasi-judio	ial duties. Statement of Charges, Findings of			
Fact, Pleadings, Final Decisions, Notes	, Transcripts, Cori	respondence, Su	pporting Documents, Appeals, Petition for			
Judicial Review		·	•			
7. Record Series Format(s) List all .	8. Record Series S	equence	9. Volume			
✓ Letter Size	Alphabetical		9 Cubic Feet			
<u> </u>		:	Number ☑ File Drawer(s)			
☑ Legal Size ☐ Computer Tape	Numerical ·		Microfilm Reel(s)			
☐ Audio Tape ☐ Floppy Oisk.	Chronological		Computer Tape(s) Other (specify)			
	☐ Geographical		10. Annual Accumulation			
			3 Cubic Feet			
Other (specify)	Other (specify)		Number			
			✓ File Drawer(s) ☐ Microfilm Reel(s)			
			Computer Tape(s)			
11. File is Used		12. File Becomes Inacti	Other (specify)			
	·	<u>5</u>				
☐ Daily ☑ Weekly ☐ Monthly ☐ Ar	nually		lonth(s)			
13. Current Location(s) (Bldg., Floor, Room)	20th Floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ✓ Yes □ No				
World Trade Center/Legal Department	20" F100r	© Yes ☐ № Office of Administrative Hearings, Maryland Port Administration's Human				
File Room and Attorneys' Office Files		Resources Department				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
☐ Yes ☑ No		☑ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recommende	d Retention: Retain in office for 5 years after file is closed or			
. 🔲 Yes 🗹 No			certification or debarment agreement, whichever comes last.			
·		Screen files to ide	ntify those meeting selection criteria defined on page ii.			
			files to the Maryland State Archives for permanent retention.			
		1	to State Records Center to be retained for an additional 10			
,	·	years, then destro	<i>y.</i>			
19. Name and Title of Preparer	20. Telephone	Number	21. Date			
Stephanie A. Hodge	410-385-476	61	April 12, 2017			
Administrative Officer, III			,			

Instructions –Type or Print a	DEPARTMENT OF GENERA	AL SERVICES	AGENCY RECORDS INVENTORY			
separate form for each new or	RECORDS MANAGEMEN					
revised record series. Forward	7275 Waterloo Road, P.C	PAGE 3 of 8				
with Records Retention Schedule	Jessup, Maryland 2					
(DGS 550-1)	410-799-1930					
(600000 1)						
Department/Agency	2. Division	·	3. Unit			
Office of the Attorney General	Maryland Port Administration		Legal .			
DEFINITION: RECORD SERIES: A g	roup of related records normally filed and	d used as a unit for refere	ence as well as retention and disposition purposes.			
4. Record Series Title: 7 Agreeme	ents		5. Earliest Year/Latest Year: 1988 to 2017			
6. Record Series Description (Briefly	describe the types of information/docume	ents/forms found in the se	eries. Include the purpose or function of the			
series.) Preparation, review and a	ipproval of agreement on behalf of t	he state, state agenci	es, and/or state officials. Agreements,			
Correspondence, Documents, N	otes, Interagency Agreements.					
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume			
☑ Letter Size ☐ Microfilm		✓ Alphabetical	12 cubic feet			
Letter Size ☐ Microfilm		Numerical	Number			
☑ Legal Size ☐ Computer Tape		C observation to	✓ File Drawer(s) Microfilm Reel(s)			
		Chronological	Computer Tape(s)			
		Geographical	Other (specify)			
Bound Book Video Tape		Other (specify)	10. Annual Accumulation			
Other (specify)			2 cubic feet			
	•		Number			
	•		☐ File Drawer(s) ☐ Microfilm Reel(s)			
			Computer Tape(s)			
			Other (specify)			
11. File is Used	·	12. File Becomes Inactive Aft	er			
	_	<u>5</u> .				
Daily Weekly I	Monthly ☑ Annually	Number Month(s) Year(s)				
	,					
13. Current Location(s) (Bldg., Floor, Room) World Trade Center/Legal De	nartment 20th Floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☑ Yes □ No				
,	i	MPA Property Management				
File Room, Attorney's Office F 15. Access Restrictions (If Yes, cite Law(s) & Reg		16. Audit Requirements				
Yes No		16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain brie ☐ Yes ☑ No	fly and describe requirements	18. Recommended R	tetention: Retain in office 5 years after file is			
☐ Yes ☑ No		closed. Screen files	to identify those meeting selection criteria.			
•		Transfer selected	files to the Maryland State Archives for			
		permanent retention	n. Transfer all others to the State Records			
		Center for an addition	onal 15 years, then destroy by shredding.			
19. Name and Title of Preparer	1	20. Telephone	21. Date			
Stephanie A. Hodge, Administ	rative Officer, III	Number	April 12, 2017			
		410-385-4761				

Instructions –Type or Print a	DEPARTMENT OF GENER	RAL SERVICES	AGENCY RECORDS INVENTORY
separate form for each new or	RECORDS MANAGEME	NT DIVISION	AGENOT REGORDS INVENTORY
revised record series. Forward with	7275 Waterloo Road, P	.O. Box 275	,
Records Retention Schedule (DGS	Jessup, Maryland	20794	PAGE 4 of 8
550-1)	410-799-1930	•	
Department/Agency	2. Division		3. Unit
Office of the Attorney General	Maryland Port Administration	•	Legal
DEFINITION: RECORD SERIES: A grou	up of related records normally filed and	d used as a unit for refere	nce as well as retention and disposition purposes.
4, Record Series Title: 10 Letters of	Advice		5. Earliest Year/Latest Year: 2002 to 2017
6. Record Series Description (Briefly de	scribe the types of information/docume	ents/forms found in the se	eries. Include the purpose or function of the
series.) Requests for Advice, Resea	rch, Memorandum, Letter of Advi	ce	
·			• •
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
	•	✓ Alphabetical	2 cubic feet
Letter Size Microfilm		Numerical	Number
☑ Legal Size ☐ Computer Tape			File Drawer(s)
		Chronological	☐ Microfilm Reel(s) ☐ Computer Tape(s)
Audio Tape		Geographical	Other (specify)
☐ Bound Book ☐ Video Tape			10, Annual Accumulation
Other (specify)		Other (specify)	1 cubic feet
Guidi (spealiy)	•		Number
			☑ File Drawer(s)
	•		☐ Microfilm Reel(s)
			Computer Tape(s) Other (specify)
11. File is Used		12. File Becomes Inactive Aft	er .
☐ Daily ☐ Weekly ☑ Mor	nthly	<u>5</u>	
		Number , Month(s)	✓ Year(s)
13. Current Location(s) (Btdg., Floor, Room)			ed Elsewhere? (If yes, specify agency or office.)
World Trade Center/Legal Depa	rtment, 20th Floor	Yes No	
Attorneys' Office Files			·
15. Access Restrictions (If Yes, cite Law(s) & Regula	tion(s)	16. Audit Requirements	
☐ Yes ☑ No		✓ None ☐ State ☐	Federal Independent
17. Is an Index System used? If yes, explain briefly a ☐ Yes ☑ No	and describe requirements	18. Recommended F	Retention: Retain in office 5 years or until
☐ Yes ☑ No		administrative value	ceases, whichever comes last, then destroy
			estruction Procedures.
19. Name and Title of Preparer		20. Telephone	21. Date
Stephanie A. Hodge, Administrat	tive Officer, III	Number	April 12, 2017
5,,,,,,,,,	• ···	410-385-4761	
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Instructions Tune or Print a separate form	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275			RVICES	AGENCY RECORDS INVENTORY			
Instructions –Type or Print a separate form for each new or revised record series.								
Forward with Records Retention Schedule				c 275	DACEF			
(DGS 550-1)		Jessup, Maryland 20794 410-799-1930			PAGE <u>5 of 8</u>			
·								
1. Department/Agency	2. Divis	sion			3. Unit			
Office of the Attorney General	Mary	/land Port A	Administ	ration	Legal			
·								
DEFINITION: RECORD SERIES: A group of rela	ated reco	ords normally file	d and used	as a unit for	reference as well as retention and disposition purposes.			
4. Record Series Title: 11 A. Correspon	ndence	e	·	5. Earlies	st Year/Latest Year: 2014 to 2017			
6. Record Series Description (Briefly describe th	ne types o	of information/do	cuments/for	ms found in	the series. Include the purpose or function of the			
series.) Interchanges of written and/or e	e-mail c	communicatio	ns betwee	en attorne	eys and client/agencies and PIA requests.			
7. Record Series Formal(s) List all		8. Record Series Se	quence	9. Volume				
☑ Letter Size ☐ Microfilm		Alphabetical		1 cubic	foot			
☐ Legal Size ☐ Computer Tape		Numerical		File Dra				
Audio Tape		☐ Chronological		Comput	ter Tape(s)			
Bound Book Video Tape		Geographical		10 Appual	Accumulation			
Other (specify)	1	Other (specify)			1 cubic foot			
				Number				
				1	File Drawer(s) Microfilm Réel(s)			
	ĺ				Computer Tape(s)			
					pecily)			
11. File is Used				omes Inactive A	fter: ·			
☑ Daily ☐ Weekly ☐ Monthly ☐ A	Annually		2 Number ☐ Month(s) ☑ Year(s)					
				· · · · · · · · · · · · · · · · · · ·				
13. Current Location(s) (Bldg., Floor, Room)	י מטייי די		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☑ Yes ☐ No					
World Trade Center/Legal Department	1 20" FI	ioor	Maryland Port Administration					
Attorneys' Office Files 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	,							
☐ Yes ☑ ☐ No			16. Audit Requirements					
			₩ None	⊋ ∐ State [Federal Independent			
17. Is an Index System used? If yes, explain briefly and describ Yes No	oe requirem	ents	18. Recor	nmended R	etention: Retain in office for 2 years or until administrative			
			value ceases, whichever comes last, then destroy according to OAG Destruction					
					following exception: Transfer to MSA Archives for any material that serves to document the origin,			
		li li			ccomplishments of the office and has continuing			
		,	administra	istrative, fiscal, legal or historical value.				
19. Name and Title of Preparer		20. Telephone N	Number	21. Date				
Stephanie A. Hodge, Administrative		410-385-476	1	April 12	, 2017			
Officer, III								

Instructions –Type or Print a separate form for	DEPARTMENT OF G	ENERA	۹L	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	SERVICES			XOLINO, NEGOTION TO THE CONTROL OF T		
with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION			_		
	7275 Waterloo Road, P.O. Box 275			PAGE 6 of 8		
•	Jessup, Maryland 20794 410-799-1930					
Department/Agency	2. Division			3. Unit		
Office of the Attorney General	Maryland Port Adminis	tration		Legal		
DEFINITION: RECORD SERIES: A group of relate	d records normally filed and	used a	s a unit	unit for reference as well as retention and disposition purposes.		
4. Record Series Title: 12 A. Legislation – Pi	reparation and Enactn	nent		5. Earliest Year/Latest Year: 2010 to 2017		
	•					
6. Record Series Description (Briefly describe the t	types of information/docume	nts/forn	ns found	d in the series. Include the purpose or function of the		
series.) Agency/Fiscal Impact Determinations	, Correspondence, Advic	ce, Res	search,	, Notes,		
7. Record Series Format(s) List all		8. Rec	ord	9. Volume .		
	>	Series		1 cubic foot		
☑ Letter Size ☐ Microfilm		Seque	nce	Number		
☐ Legal Size ☐ Computer Tape		Alphat	etical .	File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk			ımerical	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
- Accidentate - Anappy olsk				Other (specify)		
☐ Bound Book ☐ Video Tape		Ø	- :	10. Annual Accumulation		
Other (specify)		Chronological		1 cubic foot		
·		0		Number ☑ File Drawer(s)		
		Geographical		☐ Microfilm Reel(s)		
		Other		Computer Tape(s) Other (specify)		
	•	(specify)				
		<u>. </u>		•		
11. File is Used	•		ļ	e Becomes Inactive After		
☐ Daily ☐ Weekly ☐ Monthly ☑	Annually	<u>5</u>		ber Month(s) Year(s)		
·			Numbe	er ☐ Month(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.			
World Trade Center/Legal Department, 2	20th Floor		☐ Yes ☑ No			
Attorneys' Office Files, Office Law Librar	ту					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	-		16. Audit Requirements			
☐ Yes ☑ No				None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes ☑No	equirements		18. [Recommended Retention: Retain in office 5 years after		
T TES EINO			file	is closed. Screen files to identify those meeting		
·			seled	ction criteria defined on page ii. Transfer selected files		
•	•		to th	ne Maryland State Archives for permanent retention.		
			Tran	nsfer all others to the State Records Center for an		
	•			additional 15 years, then destroy.		
19. Name and Title of Preparer		20.	<u> </u>	21. Date		
Stephanie A. Hodge, Administrative Offic	er, III	Telep	hone	April 12, 2017		
• • • • • • • • • • • • • • • • • • •		Numb	er			
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Instructions –Type or Print a separate form for	DEPARTMENT OF G	SENERA	\L	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	SERVICES			ROLING! REGORDS INVENTOR!	
with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION		ISION		
	7275 Waterloo Road, P.O. Box 275		275	PAGE 7 of 8	
	Jessup, Maryland 20794 410-799-1930				
Department/Agency	2. Division			3. Unit	
Office of the Attorney General	Maryland Port Adminis	tration		Legal	
DEFINITION: RECORD SERIES: A group of relate	ed records normally filed and	l used a	s a unit	for reference as well as retention and disposition purposes.	
4. Record Series Title: 13 Regulations			5. Earliest Year/Latest Year: 2010 to 2017		
6. Record Series Description (Briefly describe the	types of information/docume	nts/forn	ns found	d in the series. Include the purpose or function of the	
series.) Rules promulgated by the Maryland F	Port Administration and s	ubmitte	ed to th	ne Attorney General for review. Drafts, memos,	
notes, research, background history, corresp	oondence				
7. Record Series Format(s) List all		8. Rec		9. Volume	
☑ Letter Size . ☐ Microfilm		Series Seque		1 cubic foot	
_		☑		Number ☑ File Drawer(s)	
Legal Size Computer Tape		Alphat	etical	☐ Microfilm Reel(s)	
☐ Audio Tape ☐ Floppy Disk		□ Nu	merical	Computer Tape(s)	
☐ Bound Book ☐ Video Tape				Other (specify) 10. Annual Accumulation	
			ological	1 cubic foot	
Other (specify)				Number	
,		1 -	aphical	File Drawer(s)	
			. ' ner	☐ Microfilm Reel(s) ☐ Computer Tape(s)	
	•	(specif		Other (specify)	
			-	·	
11. File is Used		1	12. File	e Becomes Inactive After	
	. 71. "		5		
☐ Daily ☐ Weekly ☐ Monthly ☐	Annually		Number Month(s) Year(s) .		
13. Current Location(s) (Bldg., Floor, Room)			14 le l	Paged Sarias Dunlisated Elegaphore? (If you consider against a series)	
World Trade Center/Legal Department, 2	20th Floor		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No		
•					
Attorney's Office Files 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			46. A. M. D.		
☐ Yes ☑ No			16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent		
17. Is an Index System used? If yes, explain briefly and describe of	equirements		18. Recommended Retention: Retain in office 5 years after		
☐ Yes ☑ No		ļ	publication. Screen files to identify those meeting selection		
			l '	·	
	ii ii			criteria defined on page ii. Transfer selected files to the	
			rland State Archives for permanent retention. Destroy there according to OAG Destruction Procedures.		
19. Name and Title of Preparer		20	an ot		
	!!!	20. Telep	hono	21. Date	
Stephanie A. Hodge, Administrative Offic	er, III	Numb		April 12, 2017	
,		410-3			
,			1	• .	
	4761				

Instructions –Type or Print a separate	DEPARTMENT OF GENERAL	SERVICES	AGENCY RECORDS INVENTORY		
form for each new or revised record	RECORDS MANAGEMENT				
series. Forward with Records	7275 Waterloo Road, P.O.				
Retention Schedule (DGS 550-1)	Jessup, Maryland 207 410-799-1930	94	PAGE <u>8 of 8</u>		
	410-733-1330				
Department/Agency	2. Division		3. Unit		
Office of the Attorney General	Maryland Port Administration	1	Legal		
DEFINITION: RECORD SERIES: A group	of related records normally filed a	nd used as a u	nit for reference as well as retention and disposition purposes.		
4. Record Series Title: 16 Real Property Transactions			5. Earliest Year/Latest Year: 2006 to 2017		
6. Record Series Description (Briefly desc	ribe the types of information/docu	ments/forms for	und in the series. Include the purpose or function of the		
series.) Deeds, Contracts, Surveys	s or Appraisal reports relativ	e to the rev	iew and approval of the purchase sale, transfer,		
condemnation or donation of real	property.		,		
7. Record Series Format(s) List all		8. Record	9. Volume		
71		Series	1 cubic foot		
Letter Size Microfilm		Sequence	Number		
☑ Legal Size ☐ Computer Tape		Alphabetical	☐ File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk		☐ Numerical	Microfilm Reel(s)		
	•		Computer Tape(s)		
Bound Book Video Tape		Chronological	Other (specify)		
Other (specify)		_	10. Annual Accumulation		
		Geographical	1 cubic foot		
		_	Number · ☑ File Drawer(s)		
		Other (specify)	☐ Microfilm Reel(s)		
			Computer Tape(s)		
			Other (specify)		
11. File is Used			12. File Becomes Inactive After		
│ □ Daily □ Weekly □ M	onthly Annually		<u>5</u>		
	,,		Number ☐ Month(s) ☑ Year(s)		
13. Current Location(s) (Bidg., Floor, Room)	•		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
World Trade Center/Legal Depart	tment, 20th Floor		☐ Yes ☑ No		
Attorney's Office Files			·		
15. Access Restrictions (If Yes, cite Law(s) & Regulation	on(s)		16. Audit Requirements		
Yes No	·		☑ None ☐ State ☐ Federal ☐ Independent		
17. Is an Index System used? If yes, explain briefly an ☐ Yes ☑ No	d describe requirements		18. Recommended Retention: Retain in office 5 years or		
Yes 🗹 No			until administrative value ceases. Transfer selected		
			files to the Maryland State Archives for permanent		
			retention.		
19. Name and Title of Preparer		20.	21. Date		
Stephanie A. Hodge, Administrati	ve Officer, III	Telephone	April 12, 2017		
-		Number			
		410-385-			
		4761			

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275		ELECTRONIC RECORDS INVENTORY			
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP,	MARYLAND 20794 10) 799-1930	Page <u>1 of 6</u>			
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	7 OUTPUT - Identify the t	use/s of information generated by system			
Files/records generated by the attorney and c received from the client, defendant or opposi			internally or electronically shared with ed with opposing counsel and/or the			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	/documents/forms 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, but 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 MP/ Legal Administrative Officer	A's Principal Co	ounsel, Deputy Counsel,	Assistant Attorney Generals and			
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM			
Information is revised and updated as the	e case is litigate	ed and/or a settlement no	egotiated.			
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability thr	OF THE MAIN E	LECTRONIC DATA FILE. ord's authorized life cycle.	Explain the progression established to			
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)						

*INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY					
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page <u>2 of 6</u>					
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 .	7 OUTPUT - Identify the t	use/s of information generated by system					
Files/records generated by the attorney including documentation received from the client, defendant or opposing counsel. Information may be used internally or electronically the client, defendant or filed with opposing counsel administrative agency.								
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	n/documents/forms 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	in or attach copy	if established in writing.						
Data/files are accessed and used by MPA's F Administrative Officer	Principal Counse	l, Deputy Counsel, Assista	nt Attorney Generals and Legal					
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM					
Information is revised and updated as the cas	se is litigated and	l/or a settlement negotiated	d.					
	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 16 TITLE OF PREPARER Administrative Officer, III	14 TELEPHO (410) 385-4761		15 DATE April 12, 2017					
DGS 550-6 (rev. 10/12)								

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794		ELECTRONIC RECORDS INVENTORY			
RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		10) 799-1930	Page <u>3 of 6</u>			
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	7 OUTPUT - Identify the ເ	ise/s of information generated by system			
Legal advice given to the dient on ass maritime, engineering and contractua	maybe e-mailed, faxed or mailed official.					
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include p	/documents/forms ourpose and function of the system.			
This series consists of letters of advice on leg Contents of a typical file may include: the req	uest for advice, r	esearch, memoranda, draf	fficials, agencies, etc. its and letter of advice.			
9 POLICY ON ACCESS AND USE - Explain	in or attach copy	if established in writing.				
Data/files are accessed and used by MP/ Legal Administrative Officer	A's Principal Co	ounsel, Deputy Counsel,	Assistant Attorney Generals and			
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FOI	R REVISING INFORMATION	ON 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 (ensure the record's retention and usability						
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	14 TELEPHON (410) 385-4761		15 DATE April 12, 2017			
Stephanie A. Hodge 16 TITLE OF PREPARER						
Administrative Officer, III						
DGS 550-6 (rev. 10/12)						

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02			Page <u>4 of 6</u>		
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 reten and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Correspondence (11)			5 EARLIEST YEAR/LATEST YEAR 2014 - 2017		
6 INPUT - Identify source of information to		7 OUTPUT - Identify the	use/s of information generated by system		
The correspondence created addresses	•	Corrospondones is as	porated in Word format		
and litigation matters regarding the Port, departments and facilities.	its		nerated in Word format, PDF and/or e-mailed, faxed or mailed		
8 ELECTRONIC RECORD SERIES DESCR		l fly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.		
This series consists of interchanges of writter the legislature, members of the general public minutes and agenda. File may include: letter	c, organizations, s, memoranda, r	constituents, etc., PIA requests for information, m	uests and copies of agency/client		
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.			
Data/files are accessed and used by MP/ Legal Administrative Officer	A's Principal Co	ounsel, Deputy Counsel,	Assistant Attorney Generals and		
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM		
If there are changes in applicable laws/in					
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability					
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,			one and accompliantion to or the office		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO (410) 385-4761	NE NUMBER	15 DATE April 12, 2017		
Stephanie A. Hodge					
16 TITLE OF PREPARER Administrative Officer, III					
DGS 550-6 (rev. 10/12)					

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275		ELECTRONIC RECORDS INVENTORY				
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP,	MARYLAND 20794 10) 799-1930	Page <u>5 of 6</u>				
DEPARTMENT/AGENCY Office of the Attorney General	2 DIVISION Maryland Por	t 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	5 EARLIEST YEAR/LATEST YEAR 2010 - 2017						
6 INPUT - Identify source of information to The information is gathered from various depending on the nature of the legislation drafted and proposed.	use/s of information generated by system ed and/or advice provided regarding ency and Client will be used internally ternally should the Legislation be ted.						
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	n/documents/forms 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						
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.					
Data/files are accessed and used by MP/ Legal Administrative Officer	A's Principal Co	ounsel, Deputy Counsel,	, Assistant Attorney Generals and				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM				
If the Legislation is repealed or rescinded	l, revisions and	changes will be made a	as needed.				
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability thr			Explain the progression established to				
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 16 TITLE OF PREPARER Administrative Officer, III	14 TELEPHO (410) 385-4761		15 DATE April 12, 2017				
DGS 550-6 (rev. 10/12)							

SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS MA	OF GENERAL SERVICES NAGEMENT DIVISION O ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	JESSUP, N	MARYLAND 20794 0) 799-1930	Page <u>6 of 6</u>
COMAR 14.18.02			
DEPARTMENT/AGENCY Office of the Attorney General	2 DIVISION Maryland Port	Administration	3 UNIT Legal
DEFINITION - Record Series - A group of re and disposition		electronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE Regulations .C13)			5 EARLIEST YEAR/LATEST YEAR 2010 - 2017
6 INPUT - Identify source of information to	be entered :	7 OUTPUT - Identify the	use/s of information generated by system
The information originates from various	sources	The regulation prepare	ed and/or advice provided regarding
depending on the type of Regulation bei proposed.		the impact of the policy will be used internally a	on the Agency, clients and vendor and externally.
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Briefly	describe the information	n/documents/forms
	contai	ined in a series. Include	purpose and function of the system.
This series consists of approvals of adm	inistrative rules p	promulgated by state a	gencies submitted to the Attorney
General for review before they become			
regulation, Maryland Register notice, dra			
research, etc.			
9 POLICY ON ACCESS AND USE - Expla	in or attach copy if	established in writing.	
Data/files are accessed and used by MC			
Legal Administrative Officer	'A's Principal Cou	unsel, Deputy Counsel,	Assistant Attorney Generals and
Legal Administrative Officer			
Legal Administrative Officer 10 UPDATING CYCLES OR CONDITIONS	AND RULES FOR	REVISING INFORMATION	ON IN THE SYSTEM
	AND RULES FOR	REVISING INFORMATION	ON IN THE SYSTEM
Legal Administrative Officer 10 UPDATING CYCLES OR CONDITIONS A If the Regulation is repealed or rescinde	AND RULES FOR d, revisions and c	REVISING INFORMATION Changes will be update	ON IN THE SYSTEM d if needed.
Legal Administrative Officer 10 UPDATING CYCLES OR CONDITIONS A If the Regulation is repealed or rescinde 11 SPECIFY THE LOCATION AND MEDIA 6	AND RULES FOR d, revisions and o	REVISING INFORMATION Changes will be update	ON IN THE SYSTEM d if needed. Explain the progression established to
Legal Administrative Officer 10 UPDATING CYCLES OR CONDITIONS A If the Regulation is repealed or rescinde 11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability)	AND RULES FOR d, revisions and co OF THE MAIN ELE by throughout the re	REVISING INFORMATION Changes will be update CTRONIC DATA FILE. ecord's authorized life cyc	ON IN THE SYSTEM d if needed. Explain the progression established to the color.
Legal Administrative Officer 10 UPDATING CYCLES OR CONDITIONS A If the Regulation is repealed or rescinde 11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability)	AND RULES FOR d, revisions and co OF THE MAIN ELE by throughout the re	REVISING INFORMATION Changes will be update CTRONIC DATA FILE. ecord's authorized life cyc	ON IN THE SYSTEM d if needed. Explain the progression established to the color.
Legal Administrative Officer 10 UPDATING CYCLES OR CONDITIONS A If the Regulation is repealed or rescinder 11 SPECIFY THE LOCATION AND MEDIA (AND RULES FOR d, revisions and co OF THE MAIN ELE by throughout the re	REVISING INFORMATION Changes will be update CTRONIC DATA FILE. ecord's authorized life cyc	ON IN THE SYSTEM d if needed. Explain the progression established to the color.
Legal Administrative Officer 10 UPDATING CYCLES OR CONDITIONS A If the Regulation is repealed or rescinder 11 SPECIFY THE LOCATION AND MEDIA of the record's retention and usability of the record's retention and usability of the record of	AND RULES FOR d, revisions and complete OF THE MAIN ELE by throughout the re are stored in the	REVISING INFORMATION Changes will be update ECTRONIC DATA FILE. ecord's authorized life cycle. Legal Shared drive on	ON IN THE SYSTEM d if needed. Explain the progression established to cle. MPA's network.
Legal Administrative Officer 10 UPDATING CYCLES OR CONDITIONS A If the Regulation is repealed or rescinde 11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usabilit Media: Word/PDF formats. Documents 12 RECOMMENDED RETENTION Retain in office 5 years after publication.	AND RULES FOR d, revisions and complete of the MAIN ELE by throughout the research are stored in the Screen files to id	REVISING INFORMATION Changes will be update ECTRONIC DATA FILE. ecord's authorized life cycle Legal Shared drive on the street of the control of the cycle of the	ON IN THE SYSTEM d if needed. Explain the progression established to cle. MPA's network.
Legal Administrative Officer 10 UPDATING CYCLES OR CONDITIONS A If the Regulation is repealed or rescinder 11 SPECIFY THE LOCATION AND MEDIA CONDITIONS AND MEDIA CONDITION AND MEDIA C	AND RULES FOR d, revisions and of OF THE MAIN ELE by throughout the re are stored in the Screen files to id permanent retention	REVISING INFORMATION Changes will be update ECTRONIC DATA FILE. Ecord's authorized life cycle Legal Shared drive on dentify those meeting son. Destroy all others.	DN IN THE SYSTEM d if needed. Explain the progression established to cle. MPA's network. election criteria. Transfer selected
Legal Administrative Officer 10 UPDATING CYCLES OR CONDITIONS A If the Regulation is repealed or rescinder 11 SPECIFY THE LOCATION AND MEDIA Consure the record's retention and usability Media: Word/PDF formats. Documents 12 RECOMMENDED RETENTION Retain in office 5 years after publication, files to the Maryland State Archives for publication of th	AND RULES FOR d, revisions and of OF THE MAIN ELE ty throughout the re are stored in the Screen files to id permanent retention	REVISING INFORMATION Changes will be update ECTRONIC DATA FILE. Ecord's authorized life cycle Legal Shared drive on dentify those meeting son. Destroy all others.	DN IN THE SYSTEM d if needed. Explain the progression established to cle. MPA's network. election criteria. Transfer selected
Legal Administrative Officer 10 UPDATING CYCLES OR CONDITIONS A If the Regulation is repealed or rescinder 11 SPECIFY THE LOCATION AND MEDIA Consumers the record's retention and usability Media: Word/PDF formats. Documents 12 RECOMMENDED RETENTION Retain in office 5 years after publication, files to the Maryland State Archives for publication of the Maryland State Archives for publication, files to the Maryland State Archives for publication, files to the Maryland State Archives for publication, files to the Maryland State Archives for publication, files to the Maryland State Archives for publication, files to the Maryland State Archives for publication, files to the Maryland State Archives for publication, files to the Maryland State Archives for publication, files to the Maryland State Archives for publication, files to the Maryland State Archives for publication, files to the Maryland State Archives for publication, files to the Maryland State Archives for publication, files to the Maryland State Archives for publication, files to the Maryland State Archives for publication, files to the Maryland State Archives for publication, files to the Maryland State Archives for publication, files to the Maryland State Archives for publication, files to the Maryland State Archives for publication, files to the Maryland State Archives for publication, files files files files for publication files	AND RULES FOR d, revisions and of OF THE MAIN ELE by throughout the re are stored in the Screen files to id permanent retention	REVISING INFORMATION Changes will be update ECTRONIC DATA FILE. Ecord's authorized life cycle Legal Shared drive on dentify those meeting son. Destroy all others.	DN IN THE SYSTEM d if needed. Explain the progression established to cle. MPA's network. election criteria. Transfer selected
Legal Administrative Officer 10 UPDATING CYCLES OR CONDITIONS A If the Regulation is repealed or rescinder 11 SPECIFY THE LOCATION AND MEDIA Consure the record's retention and usability Media: Word/PDF formats. Documents 12 RECOMMENDED RETENTION Retain in office 5 years after publication, files to the Maryland State Archives for publication of th	AND RULES FOR d, revisions and of OF THE MAIN ELE by throughout the re are stored in the Screen files to id permanent retention	REVISING INFORMATION Changes will be update ECTRONIC DATA FILE. Ecord's authorized life cycle Legal Shared drive on dentify those meeting son. Destroy all others.	DN IN THE SYSTEM d if needed. Explain the progression established to cle. MPA's network. election criteria. Transfer selected

Retention Schedule #2576

Office of the Attorney General

Professional Development and Planning

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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 SER RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930			ISION	AGENCY RECORDS INVENTORY PAGE1 OF2		
Department/Agency	2. Division				3. Unit		
Office of the Attorney General	Professional Development and Plan			nning			
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition					ference as well as retention and disposition		
purposes. 4. Record Series Title				5 Farlio	st Year/Latest Year		
11. Correspondence A. General Correspond	dence (offic	e wide)		,	00_(estimated)_ to2016		
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/doc	uments/forms	found in th	e 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.)				1.)			
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
x□ Letter Size □ Microfilm		□ Alphabetical		Number	estimated)		
x□ Legal Size □ Computer Tape		□ Numerical		☐ File Drav			
□ Audio Tape □ Floppy Disk		x□ Chronologie	cal	☐ Microfilm ☐ Compute			
☐ Bound Book ☐ Video Tape		☐ Geographica	al	x□ Other (s	specify)boxes		
□ Other (specify)	☐ Other (specify)			1(es	al Accumulation estimated)		
				Number Fite Draw Microfilm Compute x Other (s	Reel(s)		
11. File is Used			12. File Becom		er ·		
□ Daily □ Weekly x□ Monthly x□ Annually			2(or as r Number		onih(s) x□ 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.) ☐ Yes x ☐ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes x☐ No	· · · · ·		16. Audit Requirements				
L Tes XL NO				x□ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe r ☐ Yes x☐ No	f yes, explain briefly and describe requirements		18. Recommended Retention Retention: Retain in office for 2 years or until administrative value ceases, whichever comes last, then destre according to OAG Destruction Procedures with the following exception: Transfer to Maryland State Archive permanent retention any material that serves to document the origin, development and accomplishments of office and has continuing administrative, fiscal, legal or historical value.				
19. Name and Title of Preparer		20. Telepho		21. Date			
Ronda Kirk, Internship and Training Program Speci	alist 410-576-6352				7, 2016 (revised April 26, 2017)		

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Retention Schedule #2576

Office of the Attorney General

Retirement Agency, Maryland State

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		AGEMENT DIV	ISION	PAGE1 OF13		
Department/Agency	2. Division			3. Unit		
Office of the Attorney General	Maryland State Reti	ement Agency		Retirement and Pension		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as purposes.			a unit for re	ference as well as retention and disposition		
4. Record Series Title Civil Litigation B (1)			5. Earliest Year/Latest Year2015 to2017			
6. Record Series Description (Briefly describe the types of information/documents/form series.) Civil Litigation series includes, but is not limited to" affirmative litigation, defen litigation), amicus brief cases, bankruptcies, bid protests, charitable trusts, civil rights, c forfeitures, garnishments, guardianships, hospital closings, pro bono, and other legal cl briefs, correspondence, settlement documents, documentation of costs, witness deposidrafts, file opening/closing memoranda, etc.				n (other than torts or unemployment insurance utes, contractor claims, disabilities, foreclosures, Contents of a typical file may include: pleadings,		
7 Deced Code Francisco (1949)	0.0		L 6 1/11			
7. Record Series Format(s) List all		ries Sequence	9. Volume	<u>.</u> .		
x Letter Size	x Alphabetica		Number	or(a)		
	□ Numerical	•	x File Draw	Reel(s)		
□ Audio Tape □ Floppy Disk	Chronolog		☐ Computer Tape(s) ☐ Other (specify)			
□ Bound Book □ Video Tape	□ Geograph		10. Annual	10. Annual Accumulation		
□ Other (specify)	Other (specify)		☐ Microfilm ☐ Compute			
11. File is Used		12. File Becom 5	es Inactive Aft	er		
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually	•	Number	□ Mo	onth(s) x 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.) □ Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No			16. Audit Requirements x None □ State □ Federal □ Independent			
Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
□ Yes x No			Retain in office for 5 years after file is closed. Screen files those meeting selection criteria defined on page ii. Transfe files to the Maryland State Archives for permanent retention all others to the State Exercise for an additional 15 years that			
19. Name and Title of Preparer	20. Telenh	one Number	21. Date			
	20. 101661	Silo i falliboi				
Andrea E. Young, Assistant Attorney General	(410) 659-8414		04/11/20	117		

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box			ISION	AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)	121	Jessup, Ma	oad, P.O. Box ryland 20794 ⁹⁹⁻¹⁹³⁰	. 275	PAGE2_ OF13		
Department/Agency	2. Division			3. Unit			
Office of the Attorney General			ment Agency		Retirement and Pension		
DEFINITION: RECORD SERIES: A group of related records normally filed and used a purposes.			and used as	nd used as a unit for reference as well as retention and disposition			
4. Record Series Title Administrative Proceedings B 5	ecord Series Title			5. Earliest Year/Latest Year2015 to2017			
Record Series Description (Briefly describe the types of information/documents/form series.) This series includes, but is not limited to: all administrative proceedings such any independent agency, commission, board, department, executive commission or commission or commissions administrative proceedings, and proceedings where committee the State of Maryland.			edings such as nission or com	s those bef mittee acti	ore the Office of Administrative Hearings or before ng in a quasi-judicial capacity. Also included are		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
x Letter Size 📮 Microfilm		Alphabetical		Number	_		
☐ Legal Size ☐ Computer Tape		x Numerical		x File Drawer(s) Microfilm Reel(s)			
☐ Audio Tape ☐ Floppy Disk	□ Chronological		al	□ Computer Tape(s) □ Other (specify)			
☐ Bound Book ☐ Video Tape		☐ Geographic	al '	10. Annual Accumulation			
□ Other (specify)	Other (specify)		ify)	40 Number			
				x File Draw Microfilm Compute Other (sp	n Reel(s) er Tape(s)		
11. File is Used			12. File Becom	es Inactive Af	er		
Daily □ Weekly □ Monthly □ Annually	,		Number				
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.) ☐ Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No	·		16. Audit Requirements				
,			x None 🗖	None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recommended Retention				
/ □ Yes x No				or debarm tify those n for permar	ears after file is closed or until expiration of ent agreement, whichever comes last. Screen neeting selection criteria. Transfer selected files lent retention. Transfer all others to SRC to be nal 10 years, then destroy.		
19. Name and Title of Preparer		20. Telepho	nne Number	21. Date			
Andrea E. Young, Assistant Attorney General		(410) 659-8	414	04/11/20)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 Waterioo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930				AGENCY RECORDS INVENTORY PAGE3 OF13		
Department/Agency	2. Division	l			3. Unit		
Office of the Attorney General	Maryland S	State Retire	ment Agency		Retirement and Pension		
DEFINITION: RECORD SERIES: A group of relate purposes.	ormally filed	and used as a	a unit for re	ference as well as retention and disposition			
4. Record Series Title Settlements A レ	,			5. Earlie:	est Year/Latest Year 2015 to2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or fur series.) This series consists of the files of the Chief of Litigation relating to the terminations of lawsuits by agreement with the approval of Public Works. The Chief of Litigation or his delegate, has authority to approve agreements to settle certain civil lawsuits brought aga 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 delegate, that document the process by which such approvals are sought, considered and granted or denied. Contents of a typical file Settlement Agreements, correspondence, notes, drafts, etc.							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
x Letter Size		x Alphabetical		6 Number	<u></u>		
☐ Legal Size ☐ Computer Tape	İ	□ Numerical		x File Drawer(s)			
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□ Daily □ Weekly □ Monthly □ Annually			10 Number	□ Мо	nth(s) x 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.) ☐ Yes .x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
□ Yes X No .			x None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
☐ Yes x No	□ Yes x No			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		20. Telepho	ne Number	21. Date			
Andrea E. Young, Assistant Attorney General	(410) 659-8	414	04/11/20	17		

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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)	Jessup, I		/ISION	PAGE4 OF13		
Department/Agency	2. Division			3. Unit		
Office of the Attorney General	Maryland State Re	:		Retirement and Pension		
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally fi	ed and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earlie	st Year/Latest Year 2015 to 2017		
Agreements B				2015t02017		
Record Series Description (Briefly describe the ty series.) This series includes, but is not limited to: a Assessments and Taxation for preferential tax treatinotes, etc.	greements, interage	ncy agreements	, those bet	ween county clubs and the Department of		
		,				
7. Record Series Format(s) List all	8. Record S	eries Sequence	9. Volume 24	The state of the s		
x Letter Size ☐ Microfilm	x Alphabeti	cal	Number	_		
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☐ Bound Book ☐ Video Tape	☐ Geograp		10. Annual Accumulation			
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11. File is Used		12. File Becom	nes Inactive Aft	er		
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually	5 Number	. Mo	onth(s) x Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 120 E. Baltimore St., 14 th Floor, Baltimore, Maryland 21202		14. Is Record :	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes × No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No		16. Audit Req	16. Audit Requirements			
		x None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe re	18. Recommended Retention					
□ Yes x No			Retain in office for 5 years after file is closed, Screen files to identify those meeting selection criteria. Transfer selected files to the MSA f permanent retention. Transfer all others to SRC to be retained for an additional 15 years, then destroy			
19. Name and Title of Preparer	20. Telep	hone Number	21. Date			
Andrea E. Young, Assistant Attorney General	(410) 659		04/11/2017			

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<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF RECORDS MANA			AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo F	Road, P.O. Box				
•	Jessup, Ma	aryland 20,794 799-1930		PAGE5 OF13		
Department/Agency	2. Division			3. Unit		
Office of the Attorney General	Maryland State Retire	ment Agency		Retirement and Pension		
DEFINITION: RECORD SERIES: A group of relate	l ed records normally filed	and used as a	unit for refe	rence as well as retention and disposition purposes.		
4. Record Series Title				t Year/Latest Year		
Letters of Advice B () 6. Record Series Description (Briefly describe the	types of information/docu	uments/forms f		2015 to 2017 series. Include the purpose or function of the series.) This		
7. Record Series Format(s) List all	8. Record Sei	ries Sequence	9. Volume			
x Letter Size	Alphabetical	. '	16 Number	16		
Legal Size Computer Tape	□ Numerical		x File Drawer(s)			
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11. File is Used		12. File Becom	es Inactive Afte	r		
□ Daily □ Weekly · □ Monthly □ Annual	ly	5 Number	□ ·Mor	ath(s) x Year(s)		
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13. Current Location(s) (Bidg., Floor, Room)	· ·	14. Is Record S	eries Duplicate	d Elsewhere? (If yes, specify agency or office.)		
13. Current Location(s) (Bldg., Floor, Room) 120 E. Baltimore St., 14 th Floor, Baltimore, Maryland 21202			Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No		16. Audit Requ	irements			
	•	x None	State	eral Independent		
		1		•		
17. Is an Index System used? If yes, explain briefly and describe r	requirements	18. Recomi	mended Re	tention		
☐ Yes x No		To. Reconn	mended ive	·		
		Retain in off last, then de	fice for 5 ye estroyed, ac	ars or until administrative value ceases, whichever comes cording to OAG Destruction Procedures.		
	20. Teleph	one	21. Date			
19. Name and Title of Preparer				•		
19. Name and Title of Preparer Andrea E. Young, Assistant Attorney General	Number		04/11/201	7 .		

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 SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			ISION	AGENCY RECORDS INVENTORY PAGE6 OF13		
Department/Agency	2. Division				3. Unit		
Office of the Attorney General	Marylan	d State Retire	ement Agency		Retirement and Pension		
DEFINITION: RECORD SERIES: A group of relate purposes.	normally filed	and used as	a unit for re	ference as well as retention and disposition			
4. Record Series Title Correspondence B			5. Earliest Year/Látest Year2015 to2017				
Record Series Description (Briefly describe the t series.) This series consists of interchanges of wri legislature, members of the general public, organiz of a typical file may include: letters, memoranda, re	r e-mail comn nstituents, etc	nunications be c., PIA request	tween attor	rneys and client/agencies, members of the			
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume 100			
x Letter Size 🔲 Microfilm		x Alphabetical		Number			
☐ Legal Size ☐ Computer Tape		□ Numerical		☐ Microfilm	x File Drawer(s) Microfilm Reel(s)		
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☐ Bound Book ☐ Video Tape		☐ Geographic		10. Annual	nual Accumulation		
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'x Daily 🗆 Weekly 🗖 Monthly 🗖 Annually			5 Number	□ Мо	nth(s) x 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.) ☐ Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No .			16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes x 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		20. Telepho	ne Number	21. Date			
Andrea E. Young, Assistant Attorney General				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			PAGE7 OF13			
Department/Agency	2. Division			3. Unit			
Office of the Attorney General	Maryland State Retire	ement Agency		Retirement and Pension			
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as	a unit for re	eference as well as retention and disposition			
4. Record Series Title Legislation B 1 Δ Δ	ies Title			5. Earliest Year/Latest Year2015 to2017			
 Record Series Description (Briefly describe the ty series.) This Series consists of materials regarding legislation, notes, correspondence, memoranda, res 	the preparation and e	enactment of la	ws. Conte	ents of a typical file may include: drafts of proposed			
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume				
x Letter Size Microfilm	Alphabetical		Mumber	_			
□ Legal Size □ Computer Tape	□ Numerical		x File Draw	ver(s)			
□ Audio Tape □ Floppy Disk	x Chronologic	al	☐ Microfiln☐ Compute	er Tape(s)			
□ Bound Book □ Video Tape	☐ Geographic	cal	Other (s				
□ Other (specify)	☐ Other (spec	cify)	10. Annual6 Number	Accumulation .			
•			x File Draw Microfilm Compute Other (s	n Reel(s) er Tape(s)			
11. File is Used		12. File Becon	es Inactive Af	ter			
□ Daily □ Weekly □ Monthly □ Annually		5 Number	□ Mo	onth(s) x 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.) ☐ Yes × No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No	16. Audit Requirements x None □ State □ Federal □ Independent						
17. Is an Index System used? If yes, explain briefly and describe red Yes x 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. ≺ Man land transfer all others to SRC to be retained for an additional 5 years, then destroy.						
19. Name and Title of Preparer	20. Telepho	II one Number	21. Date				
Andrea E. Young, Assistant Attorney General	(410) 659-8	8414	04/11/20	017			
GS 550-4 (Rev. 1/93)	1 (117)		<u> </u>				

							
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 SER' RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930			/ISION	PAGE8 OF13		
1. Department/Agency	2. Divisi	on			3. Unit		
Office of the Attorney General	Marylan	d State Retire	ement Agency		Retirement and Pension , '		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title		· .	<u>-</u>	5. Earliest Year/Latest Year			
Regulations A 3					2015 to2017		
Record Series Description (Briefly describe the t series.) This series consist of approvals of adminis they become effective. Contents of a typical file ma memos, notes, history or background documentation.	es promulgate : proposed a	ed by state ag	encies subi	mitted to the Attorney General for review before			
7 Chard Sping Format(s) List all		December Con	an Converse	I O Volume			
7. Record Series Format(s) List all		8. Record Seri	•	9. Volume	_		
x Letter Size		x Alphabetical		Number	· ·		
□ Legal Size □ Computer Tape		□ Numerical		File Drawer(s) Microfilm Reel(s)			
□ Audio Tape □ Floppy Disk		☐ Chronologic		Computer Tape(s) x Other (specify)Boxes			
Bound Book		☐ Geographic		10. Annual Accumulation			
Other (specify)		Other (spec	ify)	Number			
				Fite Draw Microfilm Compute X Other (spi	n Reel(s) er Tape(s)		
11. File is Used			12. File Becon	nes Inactive Aft	er ·		
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually	, . y		Number	□ Mo	onth(s) x Year(s)		
 Current Location(s) (Bidg., Floor, Room) E. Baltimore St., 14th Floor, Baltimore, Maryland 21202 			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No			16. Audit Requirements				
			x None ☐ State ☐ Federal ☐ Independent				
			·				
Is an Index System used? If yes, explain briefly and describe requirements Yes x No			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 Destruct Procedures.				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Andrea E Vouga Agrictent Afferson Consul		(440) 050 0	44.4	04/11/20			
Andrea E. Young, Assistant Attorney General (410) 659-8			414	3-7 1 1/2U	· · · · · · · · · · · · · · · · · · ·		

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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 RECORDS MANA 7275 Waterloo R Jessup, Ma 410-7	GEMENT DIV	ISION	AGENCY RECORDS INVENTORY PAGE 9 OF 13		
	0.00					
	2. Division			3. Unit		
Office of the Attorney General	Maryland State Retire	ement Agency		Retirement and Pension		
DEFINITION: RECORD SERIES: A group of related purposes.	and used as	d used as a unit for reference as well as retention and disposition				
4. Record Series Title		,	5. Earliest Year/Latest Year 2015 to 2017			
Financial Transactions A						
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function 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. C a typical file may include copies of documents such as: contracts, bonds, and/or promissory notes, leases, loan agreements, grant agreements correspondence, drafts, notes, etc.						
7. Record Series Format(s) List all	8. Record Seri	es Seguence	9. Volume			
x Letter Size	x Alphabetical	•	84 Number	-		
☐ Legal Size ☐ Computer Tape	☐ Numerical		x File Draw			
□ Audio Tape □ Floppy Disk	☐ Chronologic	cal	☐ Microfilm ☐ Compute	r Tape(s)		
□ Bound Book □ Video Tape	☐ Geographic	al	Other (specify) 10. Annual Accumulation			
☐ Other (specify)	☐ Other (spec	ify)	84Number			
			x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)			
11. File is Used	12. File Becom	es Inactive Aft	er			
x Daily 🗆 Weekly 🗀 Monthly 🗖 Annually		5 Number	□ Mo	nth(s) x Year(s)		
		14 Is Perced Series Duplicated Steambers? (If was exactly appear or office.)				
13. Current Location(s) (Bldg., Floor, Room) 120 E. Baltimore St., 14 th Floor, Baltimore, Maryland 21202		14. Is Record S	Series Duplicat x No	ed Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
LI TES AND		x None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe req □ Yes x No	uirements	18. Recom	mended Re	etention		
1 163 XIII	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.					
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date	· · · · · · · · · · · · · · · · · · ·		
Andrea E. Young, Assistant Attorney General	(410) 659-8	414	04/11/20	17		
DGS 550-4 (Rev. 1/93)		<u> </u>	" .			
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Instructions –Type or Print a separate form for each new or revised record series. Forward RECORDS MANAGE			GEMENT DIVISION		AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)	727	7275 Waterloo Road, P.O. Bos Jessup, Maryland 20794 410-799-1930			PAGE10 OF13		
Department/Agency	2. Division				3. Unit		
Office of the Attorney General	Maryland State Retirement Agency				Retirement and Pension		
DEFINITION: RECORD SERIES: A group of relate purposes.	normally filed	and used as a	a unit for re	ference as well as retention and disposition			
4. Record Series Title				5. Earliest Year/Latest Year			
Real Property Transactions A					2015 to2017		
6. Record Series Description (Briefly describe the t series.) This series consists of OAG-generated ma donation of real property and Design/Build Projects surveys, Board of Public Works agenda items, pro	aterials rela s. Content	view and appr file may includ	oval of the	purchase, sale, transfer, condemnation or			
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
Letter Size ☐ Microfilm		x Alphabetical		16 Number	-		
x Legal Size		☐ Numerical		File Drawer(s) ☐ Microfilm Reel(s)			
□ Audio Tape □ Floppy Disk	□ Chronological			☐ Computer Tape(s) x Other (specify) Boxes			
☐ Bound Book ☐ Video Tape		☐ Geographica	al	10. Annual Accumulation			
☐ Other (specify)	·	☐ Other (speci	fy)	16 Number	16		
				File Drawe Microfilm Compute	Reel(s)		
11. File is Used			12. File Becom	es loactive Af	ier		
•			5 Month(s) x Year(s)				
	□ Daily □ Weekly □ Monthly □ Annually						
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.) ☐ Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ∴ □ Yes X No		· ·	16. Audit Requirements				
			x None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe n ☐ Yes x No	17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes x No			18. Recommended Retention			
L 165 A NU					ears or until administrative value ceases, Transfer to the MSA for permanent retention.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Andrea E. Young, Assistant Attorney General		(410) 659-8	414	04/11/20	o17 ·		
DGS 550-4 (Rev. 1/93)							

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InstruRUCTIONS - TYPE OR PRINT A gacharate form for each new/revised with CTRONIC RECORD SERIES. FORWARD	RECORDS MA	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY					
√TH ÆCORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	1	MARYLAND 20794 10) 799-1930	Page13 of13					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT					
Office of Attorney General	Maryland State	Retirement Agency	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			5 EARLIEST YEAR/LATEST YEAR					
Correspondence (2)			2015TO2017					
6 INPUT - Identify source of information to	oe entered	7 OUTPUT - Identify the u	use/s of information generated by system					
Correspondence, Notices of Rejection, Notice Acceptance, Forms, Written Procedures, Lett Internal Correspondence								
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include p	/documents/forms ourpose 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 C ensure the record's retention and usability								
Documents are located on the SRA - G: Drive	under Legal file	folder						
·								
13 TYPED OR PRINTED NAME OF	14 TELEPHON	IE NUMBER	15 DATE					
PREPARER Andrea E. Young	(410) 659-8414		04/11/2017					
16 TITLE OF PREPARER								
Assistant Attorney General								
DGS 550-6 (rev. 10/12)								

Retention Schedule #2576

Office of the Attorney General

Secretary of State, Office of the

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION			·		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275					
	Jessup, Maryland 20794 410-799-1930			PAGE OF		
1. Department/Agency 2. D	ivision			3. Unit		
Office of the Attorney General Office	ce of the Secretary of	State		NA		
DESMITION, DECORD SERVES, A server of selections	-dall. Flad an					
DEFINITION: RECORD SERIES: A group of related record. 4. Record Series Title	ros normally filed and	i used as a unit for		st Year/Latest Year		
5 – Administrative Proceedings			İ	2015to2017		
, Administrative i resessantige			 :	<u> </u>		
6. Record Series Description (Briefly describe the types of	of information/docume	ents/forms found in	the series.	Include the purpose or function of the series.)		
This series consists of proceedings before administrative	agencies performing	quasijudicial duties	s (<i>i.e</i> anv i	proceeding in which an administrative agency is		
acting as a factfinder in resolving an issue presented to it						
such proceedings). This series includes, but is not limited		•		<i>3 .</i>		
those before the Office of Administrative Hearings or before	ore any independent a	agency, commissio	n, board, d	epartment, executive commission or committee		
acting in a quasijudicial capacity. Also included are Minor	ity Business Enterpris	ses administrative p	proceeding	s, and proceedings where companies have been		
debarred from doing business with, or in, the State of Ma	ryland.					
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume	me .		
Letter Size Microfilm	Alphabetical		Number			
Legal Size Computer Tape	☐ Numerical		File Dra			
Audio Tape Floppy Disk	Chronological		Comput	puter Tape(s)		
Bound Book Video Tape	Geographical	:		hther (specify)Boxes-5		
Other (specify)	Other (specify)Subject Matter		NA	Accumulation =		
•			Number	•		
•			File Dra	· · · · · · · · · · · · · · · · · · ·		
·			☐ Microfilm	* *		
•	ŀ		Other (s	1 11		
11 File in Lload NA		12. File Becomes Ina	etive After			
11. File is Used NA	•	NA	Clive Allei			
Daily Weekly Monthly Annually		Number	Month(s	Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Wineland Building, 16 Francis Street, Second Floor, Room 209		14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.) Tyes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirement	nts			
Yes No Public Information Act, investigatory records exception, GP § 4-351		☐ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe requiremed Yes No	ents	18. Recommended Retention				
		Retain in of	fice for	5 years after file is closed or until		
		expiration o				
		_		rment agreement, whichever comes		
		last. Screen		- II		
		those meetir	ing selection criteria defined on page ii.			

	Maryland S Transfer al		elected files to the State Archives for permanent retention. Il others to State Center to be retained for an additional 10 and destroy.	
19. Name and Title of Preparer	20. Telephone N	Number	21. Date	
Josaphine B. Yuzuik	(410) 260-3855		11/14/2017	

Instructions –Type or Print a separate form for	SEDADTMENT OF	CENEDAL SEDVIC	-EQ	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION				
with Records Retention Schedule (DGS 550-1)		Road, P.O. Box 275			
	Jessup, Maryland 20794			: PAGE OF	
		799-1930			
1. Department/Agency 2. Divi	·	Stata		3. Unit	
Office of the Attorney General Office	of the Secretary of	State		NA .	
DEFINITION: RECORD SERIES: A group of related records	s normally filed and	used as a unit for	reference as	s well as retention and disposition purposes.	
4. Record Series Title			5. Earlies	t Year/Latest Year	
11 Correspondence- A. General Correspondence (office wid	de)			to	
6. Record Series Description (Briefly describe the types of in	nformation/docume	nts/forms found in	the series. I	nclude the purpose or function of the series.)	
This series consists of interchanges of writt	en and/or e-m	ail communic	ations	•	
between attorneys and client/agencies, mem				he	
general public, organizations, constituents,		•			
agency/client minutes and agenda	, 1	•			
			•		
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume		
Letter Size Microfilm	Alphabetical		—— — Number		
Legal Size Computer Tape	☐ Numerical		File Draw	ver(s)	
☐ Audio Tape ☐ Floppy Disk	1 -		☐ Microfilm ☐ Compute	outer Tape(s)	
☐ Bound Book _. ☐ Video Tape	Geographical		Other (sp	(specify)	
Other (specify)	Other (specify)	Subject Matter	10. Annual Accumulation NA		
	·		Number		
			File Draw	•	
			ı —	☐ Microfilm Reel(s) ☐ Computer Tape(s)	
			Other (sp		
11. File is Used	<u> </u>	12. File Becomes Inc	active After		
NA		NA	_	<u>.</u>	
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually	•	Number	Month(s)	Year(s)	
·					
13. Current Location(s) (Bldg., Floor, Room)	· · · · · · · · · · · · · · · · · · ·	14 Is Record Series	Duolicated Else	where? (If yes, specify agency or office.)	
Wineland Building, 16 Francis Street, Second Floor, Rooms 209 and 204		Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements Unknown			
Yes No		☐ None ☐ State ☐ Federal ☐ Independent			
Public Information Act, attorney client privilege and interagency memorandum, Sections 4-301, 4-344		Mone Distate Direction Distribution			
17. Is an Index System used? If yes, explain briefly and describe requirements Yes No		18. Recommended Retention			
		Retain in office for 2 years or until administrative value			
•		ceases,			
		11		st, then destroy according to OAG	
		Destruction			
		II	-	ion: Transfer to Maryland State	
		1)	_	ent retention wes to document the origin,	
		any materia	i mai ser	ves to document the origin,	
				010	

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

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Instructions. Tune or Brint a conserve form for	DEDARTMENT OF	CENEDAL CEDVI	oce.	AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275					
Will Necolds Neterlian Schedule (DGS 550-1)	,			PAGE OF		
	Jessup, Maryland 20794 410-799-1930			· ·		
1. Department/Agency 2.	Division		·	3. Unit		
Office of the Attorney General O	ffice of the Secretary of	State		NA		
DEFINITION: RECORD SERIES: A group of related re	cords normally filed and	used as a unit for				
4. Record Series Title				st Year/Latest Year		
20 Attorney General's Papers A. Official Papers			20	<u>15</u> to2017		
6. Record Series Description (Briefly describe the types	of information/docume	nts/forms found in	the series	Include the purpose or function of the corine		
6. Necord Series Description (Briefly describe the types	or imormation/docume	nts/tornis touriu iii	the series.	include the purpose of function of the series.)		
This series consists of official acts of the	Attorney Genera	al and include	•0			
correspondence, speeches, records relate	•					
force/committee reports, press releases,	•	•	•	are		
etc.	photographs, audi	io/video tapes	s, carend	ars,		
· Ctc.						
·						
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume	l file folders)		
Letter Size Microfilm	☐ Alphabetical		Number	mie tolders)		
Legal Size Computer Tape	☐ Numerical		File Dra	wer(s)		
			Microfile	**		
☐ Audio Tape ☐ Floppy Disk	1 - 1 -		Comput			
☐ Bound Book ☐ Video Tape	Geographical					
Other (specify)	Other (specify)	Subject matter	10. AnnualN	Accumulation		
	and (apadily)		Number	^		
			File Dra			
			Comput	er Tape(s)		
·			Other (s	specify)		
11. File is Used		12. File Becomes In	active After			
NA		NA	_	<u> </u>		
Daily Weekly Monthly Annually		Number .	Month(s	s)		
	,					
13. Current Location(s) (Bldg., Floor, Room)	* ***	14 Is Record Series	Dunlicated Fla	sewhere? (If yes, specify agency or office.)		
16 Francis Street, Annapolis, MD Room 209	•		No	is where the year, specify agency of office.)		
65 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2		AC Audit David	t- Debeson			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	·	16. Audit Requirem	enis Unknown			
Yes No		☐ None ☐ State ☐ Federal ☐ Independent				
Public Information Act, attorney client privilege and interagency memorar	ndum, Sections 4-301, 4-344					
17. Is an Index System used? If yes, explain briefly and describe require	ments	18. Recommer	nded Retent	lion		
				·		
		1		years or at end of AG final term in		
		1		omes later, to the Maryland State		
		Archives fo	or permai	nent retention.		
19. Name and Title of Preparer	20. Telephone N	Number	21. Date			
Josaphine B. Yuzuik	(410) 260-3855					

InstructionsType or Print a separate form for	DEPARTMENT OF	GENERAL SERVI	. CES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275					
	Jessup, Maryland 20794 410-799-1930			PAGE OF		
1. Department/Agency 2. D	ivision	7-13-13-13-13-13-13-13-13-13-13-13-13-13-		3. Unit		
	ce of the Secretary of	State		NA ·		
·						
DEFINITION: RECORD SERIES: A group of related reco	rds normally filed and	l used as a unit for	T			
4. Record Series Title	•		ł	st Year/Latest Year		
7- Agreements				2015 to2017		
Record Series Description (Briefly describe the types of	of information/docume	ents/forms found in	the series.	Include the purpose or function of the series.)		
This series consists of preparation, review				•		
state, state agencies, and/or state officials.						
agreements, those between country clubs						
preferential tax treatment, etc.						
· .						
	•		•			
7. Record Series Format(s) List all	8. Record Series Se	equence	9. Volume			
Letter Size · Microfilm	. Alphabetical		Number			
Legal Size Computer Tape	Numerical		File Drav	•		
☐ Audio Tape ☐ Floppy Disk	☐ Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape	Geographical Other (specify) _Subject matter		Other (s	Other (specify)		
Other (specify)			10. Annual A	Accumulation		
		İ	Number			
			File Drav	ver(s)		
			Microfilm	• •		
			Compute Other (sp			
11. File is Used NA		12. File Becomes Ina				
The Is used The	,	NA_	ictive Alter	·		
Daily Weekly Monthly Annually		Number	☐ Month(s)	Year(s)		
	•					
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series	Duplicated Else	ewhere? (If yes, specify agency or office.)		
Wineland Building, 16 Francis Street, Second Floor, Room 209		☐ Yes	No	·		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes □ No		16. Audit Requireme	nts Unknown			
- -		☐ None ☐ State ☐ Federal ☐ Independent				
Public Information Act, attorney client privilege and interagency memorandum, Sections 4-301, 4-344						
17. Is an Index System used? If yes, explain briefly and describe requirements Yes No		18. Recommended Retention				
□ ····		Retain in of to identify the		ars after file is closed. Screen files		
		•		iteria defined on page ii Transfer		
		_	eting selection criteria defined on page ii. Transfer ected files to the Maryland			
•				ermanent retention. Transfer all		
	·	1	thers to the State Records			
		Center to be	retained	l for an additional 15 years, then		
		destroy.				

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

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SERVIO	CES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			·	
	Jessup, Maryland 20794			PAGE OF	
		799-1930	· ·		
Department/Agency Office of the Attorney General	2. Division	State		3. Unit	
Office of the Attorney General	Office of the Secretary of	State		NA .	
DEFINITION: RECORD SERIES: A group of related	records normally filed and	used as a unit for	reference a	s well as retention and disposition purposes.	
4. Record Series Title		•	5. Earlies	st Year/Latest Year	
12. Legislation A. Preparation and Enactment			<u>.</u>	_2015 to2017	
6. Record Series Description (Briefly describe the type	pes of information/docume	nts/forms found in	the series.	Include the purpose or function of the series.)	
This series consists of materials regard	ling the preparation	and enactme	nt of law	/s.	
ĕ					
7. Record Series Format(s) List all	8. Record Series Se	quence	9. Volume		
The same of the sa		•		e drawer	
Letter Size Microfilm	Alphabetical		Number		
Legal Size Computer Tape	Numerical		File Dra	• •	
Audio Tape	☐ Chronological		Comput	er Tape(s)	
☐ Bound Book ☐ Video Tape	☐ Geographical		Other (s	pecity)	
Other (specify)	Other (specify)	Subject Matter	10. Annual AccumulationNA		
	-		Number		
	<i>c</i> .		File Drav	wer(s)	
·			Microfilm	• •	
·			Comput		
11. File is Used	12. File Becomes Inc	native After	· · · · · · · · · · · · · · · · · · ·		
NA .	NA				
☐ Daily ☐ Weekly ☐ Monthly ☐ Annua	lly .	Number	Month(s	s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series	Duplicated Els	ewhere? (If yes, specify agency or office.)	
Wineland Building, 16 Francis Street, Second Floor, Room 204		Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements Unknown			
Yes No		None ☐ State ☐ Federal ☐ Independent			
Public Information Act, attorney client privilege and interagency memo					
17. Is an Index System used? If yes, explain briefly and describe requ	18. Recommended Retention				
	Retain in office 5 years or until administrative value				
				omes last. Screen files to identify	
	those meeting				
•		~	fined on page ii. Transfer selected		
		files to the l			
			_	ermanent retention. Transfer all	
		others to the			
•				e retained for an additional 5 years,	
		then destroy	′		

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

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SERVIC	CES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			·	
. With records resemble (5.55 555 1)	Jessup, Maryland 20794			PAGE OF	
	410-799-1930				
1. Department/Agency	2. Division			3. Unit	
Office of the Attorney General	Office of the Secretary of	State		NA	
, , , , , , , , , , , , , , , , , , , ,					
DEFINITION: RECORD SERIES: A group of related r	ecords normally filed and	used as a unit for	T		
4. Record Series Title	nt incurance)			st Year/Latest Year to 2017	
1.A. (Civil Litigation other than torts and unemployme	nt insurance)		. 2013		
6. Record Series Description (Briefly describe the typ	os of information/docume	ents/forms found in	the series	Include the purpose or function of the series	
6. Record Series Description (Briefly describe the typi	es of information/docume	inis/iorns iouna in	trie series.	include the purpose of function of the series.)	
This series as a single form the filed in	-4-4				
This series consists of civil lawsuits filed in	•	-		_	
state officials, and covers the entire OAG o	case file, which may	be partially dur	olicative of	of materials maintained by other State	
entities, including the courts. A. This series	includes, but is not	limited to: affire	mative liti	gation, defensive litigation (other than	
torts or unemployment insurance litigation)	, amicus brief cases	, bankruptcies.	bid prote	ests, charitable trusts, civil rights,	
contract disputes, contractor claims, disabi		•	•		
·		-			
bono, and other legal challenges. Contents	-	•	•	·	
documents, documentation of costs, witnes	ss deposition transci	ripts, document	ts, trial tra	anscripts, research, notes, drafts, file	
opening/closing memoranda, etc.					
7. Record Series Format(s) List all	8. Record Series Se	Quence	9 Volume	(includes flash drive)	
		40000	See b		
Letter Size Microfilm	Alphabetical		Number		
Legal Size Computer Tape	☐ Numerical		File Dra	wer(s)	
	1_	_		n Reel(s)	
☐ Audio Tape ☐ Floppy Disk	Chronological			er Tape(s)removable flash drive	
☐ Bound Book ☐ Video Tape	Geographical				
Other (specify)	Other (enecify)	Other (specify)Subject matter		Accumulation	
Giner (specify)	Other (specify)	Civili (appeary)Gabjeer maker		· .	
			_	<i>'</i>	
			File Dra	• • •	
• •			Comput		
			Other (s	pecify)	
11. File is Used NA		12. File Becomes Ina	ctive After		
		NA		·	
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually		Number	Month(s	s) Year(s)	
·	•	•		·	
			5 ::		
Current Location(s) (Bldg., Floor, Room) Wineland Building, 16 Francis Street, Room 209	14. Is Record Series	Duplicated Els No	ewhere? (If yes, specify agency or office.)		
		_			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements Unknown				
■ 169 □ NO	Yes □ No		ate 🔲 Fede	ral Independent	
Public Information Act, investigatory records exception, GP § 4-351			,	<u> </u>	
17. Is an Index System used? If yes, explain briefly and describe requi	If wes, explain hriefly and describe requirements		100		
Yes No		16. Recommen	ecommended Retention		
· ·	•				
		<u> </u>		· · · · · · · · · · · · · · · · · · ·	

	identify Transfe perman	in office 5 years after file is closed. Screen files to those meeting selection criteria defined on page ii. It is selected files to the Maryland State Archives for ent retention. Transfer all others to the State Records 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

	RECORDS MA 7275 Waterloo Jessup, 4 2. Division Office of the Secretary ecords normally filed a	nd used as a unit for ments/forms found in promulgated b	reference a 5. Earlies 2015 the series. y state ag	st Year/Latest Year 5 to2017 Include the purpose or function of the series.)	
7. Record Series Format(s) List all	8. Record Series	Seguence	9. Volume		
. Record Series Formal(s) List all	o. Recurd Series	Sequence		folder	
Letter Size Microfilm	Alphabetical		Number		
Legal Size Computer Tape	☐ Numerical		File Drav	•	
☐ Audio Tape ☐ Floppy Disk	☐ Chronological		Compute	☐ Microfilm Reel(s) ☐ Computer Tape(s)	
☐ Bound Book ☐ Video Tape	Geographical		Other (specify)		
Other (specify)	Other (specify)Subject matter		10. Annual Accumulation NA Number		
11. File is Used NA Daily Weekly Monthly Annually 13. Current Location(s) (Bldg., Floor, Room) Wineland Building, 16 Francis Street, Second Floor, Room 204 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No Public Information Act, attorney client privilege and interagency memor 17. Is an Index System used? If yes, explain briefly and describe requi	andum, Sections 4-301, 4-34	16. Audit Requirements 18. Recommer Retain in or identify tho meeting sel selected file	Duplicated Else No ents Unknown tate Feder ided Retenti ffice 5 yese ection cr es to the leves for p	Reel(s) er Tape(s) pecify) Pear(s) Swhere? (If yes, specify agency or office.) al Independent on ears after publication. Screen files to iteria defined on page ii. Transfer Maryland ermanent retention. Destroy all OAG	

19. Name and Title of Preparer

Josaphine B. Yuzuik, AAG

(410) 260-3855

11/15/2017

Retention Schedule #2576

Office of the Attorney General

Securities Division

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? Instructions –Type or Print a separate form for	DEPARTMENT O	EGENERAL SE	RVICES	AGENCY RECORDS INVENT	ORY		
each new or revised record series. Forward		NAGEMENT DIV			·		
with Records Retention Schedule (DGS 550-1)		o Road, P.O. Bo Maryland 20794	¢ 275	,`			
	Jessup, i	10-799-1930		PAGE1 OF10	—		
·							
Department/Agency	2. Division		3. Unit				
Office of the Attorney General	Securities Division		Securiti	ies			
DEFINITION: RECORD SERIES: A group of relate	d records normally fi	led and used as	a unit for reference a	s well as retention and disn	osition		
purposes.							
4. Record Series Title 18A. Securities Registration	on and Notice Files		5. Earliest Year/La 1991 to 2017	atest Year			
C. D		1	formal in the coning	Include the number of fine	alian of the		
6. Record Series Description (Briefly describe the t series.)	ypes of information/o	locuments/forms	iound in the series.	include the purpose of fund	ation of the		
Registration applications, prospectuses, correspon	dence.						
·							
7 Based Sada Samula Value		Opriga Carrana		· · · · · · · · · · · · · · · · · · ·			
7. Record Series Format(s) List all BLetter Size Microfilm	8. Record	Series Sequence	9. Volume 3000 cubic feet Number	3000 cubic feet			
B Legal Size ☐ Computer Tape	. Alphabe		Number ☑ File Drawer(s)				
□ Audio Tape □ Floppy Disk			☐ Microfilm Reel(s) ☐ Computer Tape(s)				
☐ Addio Tape ☐ Ploppy Disk ☐ Bound Book ☐ Video Tape	☑ Chronological Geographical		Other (specify)	•			
Other (specify)	Other (s		10. Annual Accumulatio	л			
	3 00	poon()	Number				
			☑ File Drawer(s) ☐ Microfilm Reel(s)				
			☐ Computer Tape(s) ☐ Other (specify).				
	*	•			·		
11. File is Used		12 File Becon	nes Inactive After				
☑ Daily ☑ Weekly ☑ Monthly ☒ Annually	v	5_ Number	•	l Year(s)			
	,	110/1100	2 (0,	,			
· .	•			•			
·							
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 25 th Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes				
File Room and Attorney's office files 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	16. Audit Requirements				
☐ Yes		⊠ None	☑ None □ State □ Federal □ Independent				
	·						
17. Is an Index System used? If yes, explain briefly and describe re ☑ Yes ☐ No		18. Recon	nmended Retention: I	Retain in office for period of al. Transfer to the State Re	registration cords Center		
STS – Numeric file system with folders and subfolders for each filin	g.	for an addi		estroy according to OAG de			
·		policy.					
·				•			
19. Name and Title of Preparer	20. Teler	hone Number	21. Date				
Mary-Louise Stanczyk, Administrative Officer, III	410-576-	-7060	December 18, 20	17			
wary-Louise Stariczyk, Administrative Officer, III			١ ,				
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 (RECORDS MANA 7275 Waterloo F Jessup, Ma 410-7	GEMENT DIV	ISION	AGENCY RECORDS INVENTORY (PAGE 2 OF 10		
Department/Agency	2. Division	*		3. Unit		
Office of the Attorney General	Securities Division			Securities		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title 18B. Exempt Securities Re	egistration			st Year/Latest Year o 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.) Form D, and Form MLOE (filings required to coordinate with federal SEC Regulation D offerings), Employee Benefit Plans, Correspondence.						
7. Record Series Format(s) List all	8. Record Seri	ies Sequence	9. Volume			
☑ Letter Size ☐ Microfilm	☐ Alphabetica	al	480 cubic Number	<u>feet</u>		
B Legal Size ☐ Computer Tape	Numerical		☑ File Drawer(s)			
☐ Audio Tape ☐ Floppy Disk		cal	☐ Microfilm ☐ Compute	er Tape(s)		
☐ Bound Book ☐ Video Tape	☐ Geographic	al		O. Annual Accumulation O. Annual Accumulation		
□ Other (specify)	Other (spec	:ify)	30 cubic feet Number			
			☑ File Drav ☐ Microfilm ☐ Compute ☐ Other (sp	n Reel(s) er Tape(s)		
11. File is Used		. 12. File Becom	es Inactive Af	er -		
☑ Daily ☑ Weekly ☒ Monthly ☒ Annuall	· ·	5 Month(s) ⊠ 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.) ☐ Yes 図 No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
☐ Yes ☑ No .		☑ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe n ☑ Yes □ No STS – Numeric file system with folders and subfolders for each filin	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.					
19. Name and Title of Preparer Mary-Louise Stanczyk, Administrative Officer, III	20. Telepho 410-576-70	Il one Number 21. Date 160 December 18, 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 (RECORDS MANA 7275 Waterloo R Jessup, Ma 410-7	GEMENT DIV	ISION	PAGE 3 OF 10			
Department/Agency	2. Division			3. Unit			
Office of the Attorney General	Securities Division			Enforcement			
DEFINITION: RECORD SERIES: A group of relate purposes.		and used as					
4. Record Series Title 18C1. Enforcement Record Inquiry and Investigative Files	ds System Files			st Year/Latest Year o 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 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	I O Broad Cod		0.1/51:				
7. Record Series Format(s) List all ☑ Letter Size □ Microfilm	8. Record Seri	. ,	9. Volume _480 cubic Number	feet			
■ Legal Size	Numerical		■ File Drav				
□ Audio Tape □ Floppy Disk		al	☐ Compute	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book . ☐ Video Tape	☐ Geographic	al	Other (specify)				
☐ Other (specify)	Other (spec	ify)	10. Annual Accumulation 30 cubic feet Number Sile Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)				
11. File is Used		12. File Becom	les Inactive Aft	er			
⊠ Daily ⊠ Weekly ⊠ Monthly ⊠ Annualh	у	20 Number	□ Mo	inth(s) 🛭 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 S	Series Duplicat No	ed Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No		16. Audit Requ		ederal 🗖 Independent			
17. Is an Index System used? If yes, explain briefly and describe restricted in the system with folders and subfolders for each file.		the State R	ecords Cer	etention: Retain in office for 2 years. Transfer to iter for an additional 20 years, then destroy truction policy.			
19. Name and Title of Preparer Mary-Louise Stanczyk, Administrative Officer, III	20. Telepho 410-576-70	one Number 60	21. Date Decembe	er 18, 2017			

Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIN 7275 Waterloo Road, P.O. Bo			RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)							
Will Resolution constant (500 ccc.)		Jessúp, Mai	ryland 20794	. 210	PAGE4		
		****	33-1300				
Department/Agency	2. Division				3. Unit		
Office of the Attorney General	Securities [Division			Broker-Dealer		
DEFINITION: RECORD SERIES: A group of relate purposes.		rmally filed	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title 18C2. Broker-Dealer Regis	strations				st Year/Latest Year to 2017		
6. Record Series Description (Briefly describe the t	ypes of inform	nation/doc	uments/forms	found in the	e series. Include the purpose or function of the		
series.) Materials relative to broker-dealer registrations, rer	newal and sta	itus in Man	yland.				
		<i>;</i>					
	<u>.</u>						
7. Record Series Format(s) List all		8. Record Serie	•	9. Volume 142 cubic	feet		
☑ Letter Size ☐ Microfilm	ĺ	□ Alphabetical	ı	Number			
☑ Legal Size ☐ Computer Tape		Numerical .		☐ Microfilm Reel(s)			
Audio Tape	1	Chronologica		Computer Tape(s) Other (specify) 10. Annual Accumulation			
□ Bound Book □ Video Tape		☐ Geographica					
Other (specify)	"	Other (speci	ify)	285 cubic fe Number	<u>.</u>		
				☑ File Drawer(s)			
				☐ Microfilm ☐ Compute	Reel(s)		
				Other (sp			
11. File is Used	<u></u>		12. File Becom	les Inactive Aft	er		
⊠ Daily ⊠ Weekly ⊠ Monthly ⊠ Annually	y		 Number	□ Mo	onth(s) 🛭 Year(s)		
		.]					
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record S	Series Duplicat	ed Elsewhere? (If yes, specify agency or office.)		
200 St. Paul Place, 25 th Floor File Room and Attorney's office files			Yes	⊠ No	do closmoto. (ii you, aposity agents, at amount		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16. Audit Requ	uirements			
LI 165 ESTRO			⊠ None □ State □ Federal □ Independent				
 Is an Index System used? If yes, explain briefly and describe re Yes □ No 					etention: Retain in office for 2 years. Transfer to nter for an additional 20 years, then destroy		
CRD/IARD – Numeric file system with folders and subfolders for each	ch filing.	ľ			truction policy.		
		ľ					
19. Name and Title of Preparer Mary-Louise Stanczyk, Administrative Officer, III		20. Telepho 10-576-706	ne Number 60	21. Date December	er 18, 2017		
mary-Louise Startozyk, Administrative Officer, In		10-570-700	10	Decemb	51 10, 2011		

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Instructions –Type or Print a separate form for	DEPAR	TMENT OF (GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930				PAGE 5 OF 10		
			•		,		
Department/Agency	2. Division				3. Unit		
Office of the Attorney General		es Division			Investment Adviser/Broker-Dealer		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title 18C3. Investment Adviser/	Broker De	ealer Compli	ance	4	st Year/Latest Year to 2017		
Files				1991	0 2017		
Record Series Description (Briefly describe the t	vpes of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Records of administrative actions brought by the D provisions of the Maryland Securities Act.	ivision to c	obtain compile	ance by registe	erea persor	is with the broker-dealer and investment adviser		
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume			
☑ Letter Size ☐ Microfilm		Alphabetica	I	30 cubic f	BBI .		
■ Legal Size		Numerical		☐ File Drav			
□ Audio Tape □ Floppy Disk			al	Compute	er Tape(s)		
☐ Bound Book ☐ Video Tape		☐ Geographic	al	<u>`</u>	Accumulation		
Other (specify)	Olher (speci		ify)	cubic feet Number	Accompliance		
•				⊠ File Drav	ver(s)		
•				☐ Microfilm ☐ Compute	Reel(s)		
•				Other (s			
				, .			
11. File is Used			12. File Becom	es Inactive Af	er :		
☑ Daily ☑ Weekly ☑ Monthly ☒ Annually	<i>'</i>		Number	□ Mo	onth(s) 🖸 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 200 St. Paul Place, 25 th Floor			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No				
File Room and Attorney's office files 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
☐ Yes 🔞 No			☑ None ☐ State ☐ Federal ☐ Independent				
				· · · · · · · · · · · · · · · · · · ·			
Is an Index System used? If yes, explain briefly and describe ro Yes □ No CRD/IARD – Numeric file system with folders and subfolders for ea			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.				
	•						
	·		<u> </u>	04.5 /			
19. Name and Title of Preparer Mary-Louise Stanczyk, Administrative Officer, III		20. Telepho 410-576-70	one Number 60	21. Date Decemb	er 18, 2017		

lacturations. Tune or Drint a consent from for	DEDADTMENT OF	OFNICDAL OF	DV40E6	ACTION DECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		AGEMENT DIV	ISION	PAGE 6 OF 10		
1. Department/Agency	2. Division			3. Unit		
Office of the Attorney General	Securities Division		. ,	Investment Advisor		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally file	d and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title 18D. Investment Adviser F	Registrations		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.) Materials pertaining to investment adviser and investment adviser representative registration in Maryland.						
				· · · · · · · · · · · · · · · · · · ·		
7. Record Series Format(s) List all B Letter Size	8. Record Se	ries Sequence	9. Volume 929 cubic Number	feet		
☑ Legal Size ☐ Computer Tape	⊠ Numerical	ai	S File Drav	ver(s)		
☐ Audio Tape ☐ Floppy Disk	⊠ Chronolog	ical		uter Tape(s)		
□ Bound Book □ Video Tape .	☐ Geographi	cal	Other (sp			
□ Other (specify)	☐ Other (spe	cify)	10. Annual cubic feet Number			
			⊠ File Drav □ Microfilm □ Compute □ Other (sp	n Reel(s) or Tape(s)		
11. File is Used		12. File Becom	es Inactive Aft	ρr		
☑ Daily ☑ Weekly ☑ Monthly ☑ Annually	v	8 Number		onth(s) ⊠ 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.) ☐ Yes 図 No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	irements			
1		⊠ None □	⊠ None □ State □ Federal □ Independent			
-						
17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recom	mended Re	etention: Retain in office for period of registration		
■ Yes □ No CRD/IARD – Numeric file system with folders and subfolders for ea	ch filing.	or possible	re-registrat	ion. Transfer to the State Records Center for an nedestroy according to OAG destruction policy.		
·						
			•			
19. Name and Title of Preparer		one Number	21. Date			
Mary-Louise Stanczyk, Administrative Officer, III	410-576-7	D60	Decemb	er 18, 2017		

Instructions –Type or Print a separate form for	DEPAF	RTMENT OF G	SENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	REC	ORDS MANA0 5 Waterloo Ro Jessup, Mar	GEMENT DIV	ISION	PAGE 7 OF10_		
1. Department/Agency	2. Divisi	on			3. Unit		
Office of the Attorney General	Securitie	es Division			Securities		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title 18E. Issuer Agent Registra	ations				st 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.) 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.							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
☑ Letter Size ☐ Microfilm		☐ Alphabetical		15 cubic for Number	990		
☐ Legal Size ☐ Computer Tape ☐ Computer Tape		■ Numerical		☑ File Drawer(s) ☐ Microfilm Reel(s)			
☐ Audio Tape ☐ Floppy Disk	,	☑ Chronologica		Computer Tape(s) Other (specify)			
□ Bound Book □ Video Tape	□ Geographical			10. Annual Accumulation			
Other (specify)	Other (specify)			2 cubic feet . Number			
	:		·	File Drav Microfilm Compute Other (sp	n Reel(s) er Tape(s)		
11. File is Used		·	12. File Becom	les inactive Aft	ter		
☑ Daily ☑ Weekly ☑ Monthly ☑ Annually	у		<u>5</u> Number	□ Mo	onth(s) 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.) ☐ Yes ☑ No.				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Tyes Si No			16. Audit Requirements				
			⊠ None □	State D Fe	ederal 🗖 Independent		
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended Re	etention: Retain current records in office during		
⊠ Yes □ No STS – Numeric electronic file system with Folders/Subfolders for each	sch filing.	·	period of re Records Ce OAG destru	enter for an	or possible re-registration. Transfer to the State additional 5 years, then destroy according to y.		
·			,		·		
19. Name and Title of Preparer Mary-Louise Stanczyk, Administrative Officer, III		20. Telephor 410-576-706		21. Date Decemb	per 18, 2017		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECOR	RDS MANAG	GENERAL SERVICES GEMENT DIVISION load, P.O. Box 275		AGENCY RECORDS INVENTORY	
Will Necolds Neterition Schools (200 555 1)		Jessup, Mar	ryland 20794 19-1930	210	PAGE <u>8</u> OF <u>10</u>	
Department/Agency	2. Division	1	•		3. Unit	
Office of the Attorney General		Division .			Franchise	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records no	rmally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title 18F. Franchise Quarterly S	Sales Report	ts		1	st Year/Latest Year o 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.) Sales reports submitted by various franchisors that offer and/or sell franchises in Maryland.						
7. Record Series Format(s) List all Letter Size Microfilm		8. Record Serie	,	9. Volume 15 cubic for Number	<u>.</u>	
☑ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape	l	☑ Alphabetical☑ Numerical		File Drav	ver(s)	
☐ Audio Tape ☐ Floppy Disk	Ī	☑ Chronologica	al	☐ Microfilm ☐ Compute	n Reel(s) er Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographica	al	Other (s)		
☐ Other (specify)	. '	Other (specif	fy)	10. Annual 2 cubic fee Number	Accumulation 1	
				E File Drav Microfilm Compute Other (sp	Reel(s) or Tape(s)	
				,	·· ·	
11. File is Used	 		12. File Becom	es Inactive Aff	er	
🛭 Daily 🖾 Weekiy 🖾 Monthly 🖾 Annually	y		Number	□ Mo	onth(s) ⊠ Year(s)	
					,	
			44 to Document	Sarias Dueliasi	ad Flambara? (Managarasi Caranas as office)	
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.) 口 Yes 図 No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16. Audit Requ	irements		
			⊠ None □ State □ Federal □ Independent			
17. Is an Index System used? If yes, explain briefly and describe re	equirements				etention: Retain in office for 1 year. Transfer to	
□ Yes ❷ No			the State Records Center for an additional 6 years, then destroy according to OAG destruction policy.			
·						
		l				
19. Name and Title of Preparer	- 2	ll 20. Telepho	ne Number	21. Date		
Mary-Louise Stanczyk, Administrative Officer, III	4	410-576-706	60	Decemb	er 18, 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 (RECORDS MANA: 7275 Waterloo R Jessup, Ma 410-7	GEMENT DIVI	ISION	PAGE 9 OF 10		
Department/Agency	2. Division	· · · · · · · · · · · · · · · · · · ·		3. Unit		
Office of the Attorney General	Securities Division			Franchise		
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title 18G. Franchise Registration	ons			st Year/Latest Year to 2017		
Record Series Description (Briefly describe the tyseries.) Materials relating to the registration, renewal and statements	tatus of franchise offerin	ngs, which are	offered an			
7. Record Series Format(s) List all	8. Record Serie		9. Volume 101,250 c	ubic feet		
☑ Letter Size	☐ Alphabetical ☑ Numerical		Number B File Drawer(s)			
□ Audio Tape □ Floppy Disk	Municipal Services	Ial	■ Microfilm			
□ Bound Book □ Video Tape	☐ Geographic		Computer Tape(s) Other (specify) 10. Annual Accumulation 1,920 cubic feet Number			
Other (specify)	□ Other (speci					
			☑ File Drav ☐ Microfilm ☐ Compute ☐ Other (sa	n Reel(s) er Tape(s)		
11. File is Used		12. File Becom	es Inactive Aff	ler		
☑ Daily ☑ Weekly ☑ Monthly ☒ Annually		2 Number		onth(s) 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 S	eries Duplical No	led Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No	16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent					
17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes ☐ No STS – Numeric file system with folders and subfolders for each filing		the State Re	ecords Cer	etention: Retain in office for 2 years. Transfer to nter for an additional 5 years, then destroy truction policy.		
19. Name and Title of Preparer Mary-Louise Stanczyk, Administrative Officer, III	20. Telepho 410-576-70	one Number 60	21. Date December	er 18, 2017		

Instructions –Type or Print a separate form for	DEPAR	RTMENT OF C	GENERAL SE	RVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	REC	ORDS MANA 5 Waterloo R Jessup, Ma	GEMENT DIV load, P.O. Box ryland 20794 99-1930	ISION	PAGE <u>10</u> OF <u>10</u>		
Department/Agency	2. Division				3. Unit		
Office of the Attorney General	Securitie	es Division			Franchise		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title 18H. No Action Letters and	tive Opinions	s	1	st Year/Latest Year o 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 relating to no action letters and interpretive opinions with respect to the Maryland Securities Act and Maryland Franchise registration and disclosure law.							
7. Record Series Format(s) List all	•	8. Record Seri	es Sequence	9. Volume 90 cubic fe	pot		
■ Letter Size □ Microfilm		□ Alphabetical	I	Number			
🗷 Legal Size 🗖 Computer Tape		Numerical .		File Drav			
□ Audio Tape □ Floppy Disk		⊠ Chronologic	al	Compute Other (sp	er Tape(s)		
🗅 Bound Book 🗖 Video Tape		☐ Geographic	al	10. Annual	Accumulation		
Dother (specify)		Other (speci	ify)	10 cubic fe Number			
				☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)			
11. File is Used			12. File Becom	es Inactive Aft	er		
⊠ Daily '⊠ Weekly ⊠ Monthly ⊠ Annually	,		Number	′ □ Мо	inth(s) 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 S	eries Duplicat No	ed Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Pes So No			16. Audit Requirements ☑ None □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ☑ Yes □ No STS – Numeric file system with folders and subfolders for each filing.			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.				
19. Name and Title of Preparer Mary-Louise Stanczyk, Administrative Officer, III		20. Telepho 410-576-70		21. Date Decemb	er 18, 2017		

Retention Schedule #2576

Office of the Attorney General

Technology Development Corporation, Maryland (TEDCO)

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new-of revised record series. Forward with Records Retention Schedule (DGS 550-1)	REÇORDS MANA 7275 Waterloo R				
• New York Transfer Strict Str	Jessup, Ma	aryland 20794 799-1930		PAGE 1 OF 8	
1. Department/Agency	2. Division		,	Unit MD Technology Development Corporation	
Office of the Attorney General	-			(TEDCO)	
DEFINITION: RECORD SERIES: A group of related	d records normally filed	d and used as a	a unit for re	ference as well as retention and disposition	
purposes. 4. Record Series Title			5. Earlie	st Year/Latest Year	
1A: Civil Litigation				to 2017	
6. Record Series Description (Briefly describe the ty	/pes of information/doc	cuments/forms	found in th	e series. Include the purpose or function of the	
series.) This series consists of civil lawsuits filed in state and	d federal courts agains	st, or on behalf	of the state	e, state agencies, and/or state officials, and covers	
the entire OAG case file, which may be partially dup A. This series includes, but is not limited to: a	affirmative litigation, de	efensive litigation	on (other th	han torts or unemployment insurance litigation),	
amicus brief cases, bankruptcies, bid protests, chari garnishments, guardianships, hospital closings, pro	ritable trusts, civil rights	s, contract disp	utes, contra	actor claims, disabilities, foreclosures, forfeitures,	
Contents of a typical file may include: pleadings, brief	iefs, correspondence, s	settlement docu	uments, do	cumentation of costs, witness deposition	
transcripts, documents, trial transcripts, research, no 7. Record Series Format(s) List all	otes, drafts, file openin 8. Record Seri		9. Volume	tc.	
x Letter Size	☐ Alphabetica	al	2 Number		
☐ Legal Size ☐ Computer Tape	☐ Numerical		x File Draw		
□ Audio Tape □ Floppy Disk	x Chronologica	al	☐ Microfilm ☐ Compute x Other (so		
□ Bound Book □ Video Tape	□ Geographic	cal		Accumulation	
x Other (specify) Electronic copies of some records stored on serve	er.	cify)	10. Annual . 1 Number	Accumulation	
			x File Draw	uprici	
• •			☐ Microfilm☐ Compute	n Reel(s) er Tape(s)	
				pecify) Electronic copies of some records stored on server.	
11. File is Used		12. File Become 5			
☐ Daily x Weekly ☐ Monthly ☐ Annually		Number	□ Mo	onth(s) x 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.) ☐ Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes x No		16. Audit Requ	irements		
-	•	x None □	State Fed	deral 🗖 Independent	
17. Is an Index System used? If yes, explain briefly and describe rec □ Yes x No	quirements			etention: Retain in office 5 years after file is	
1 163 ATTV	•	on page ii. T	Transfer se	identify those meeting selection criteria defined elected files to the MD State Archives for	
• •				Fransfer all others to the State Records Center for , then destroy.	
19. Name and Title of Preparer		one Number	21. Date		
Ira Schwartz, Esq., Gen'l, Counsel	(410) 767-6	8452 L	April 23.	2017	

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Instructions –Type or Print a separate form for	DEPARTMENT C	F GENERAL SE	RVICES	. AGENCY RECORDS INVENTORY		
each new of revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterlo Jessup,	NAGEMENT DIN D Road, P.O. Boo Maryland 20794 10-799-1930		PAGE 2 OF 8		
Department/Agency	2. Division			3. Unit		
Office of the Attorney General				MD Technology Development Corporation (TEDCO)		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally fi	led and used as	à unit for re	ference as well as retention and disposition		
Record Series Title Agreements	•			st Year/Latest Year o 2017		
6. Record Series Description (Briefly describe the teseries.) This series consists of preparation, review This series includes, but is not limited to: agreement and Taxation for preferential tax treatment, etc. Contents of a typical file may include: agreements,	and/or approval of a nts, interagency agre	greements on be ements, those b	half of the setween cou	state, state agencies, and/or state officials.		
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume 20			
x Letter Size	☐ Alphabe	tical	Number			
□ Legal Size □ Computer Tape	☐ Numerio	al	x File Draw	Drawer(s) crofilm Reel(s) mputer Tape(s) er (specify) Electronic copies of some records stored on server.		
□ Audio Tape □ Floppy Disk	x Chronolo	gical	☐ Compute			
☐ Bound Book ☐ Video Tape	☐ Geogra	phical				
x Other (specify) Electronic copies of some records stored on ser	ver.	pecify)	10, Annual 10 Number	Accumulation .		
			x File Draw Microfilm Compute X Other (sp	Reel(s)		
11. File is Used	<u></u>	12. File Becon	I nes Inactive Aff	er		
x Daily ☐ Weekly ☐ Monthly ☐ Annually		5 Number	□ Mo	nnth(s) x Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 401 E. Pratt Street- 5 th Floor, Baltimore, MD 21202		14. Is Record	Series Duplicat x No	ed Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes × No		16. Audit Req	uirements			
		x None E	State Fee	deral Independent		
	•					
17. Is an Index System used? If yes, explain briefly and describe r □ Yes x No	equirements	closed. Scr on page ii. permanent	een files to Transfer se retention. 1	etention: Retain in office 5 years after file is identify those meeting selection criteria defined lected files to the MD State Archives for ransfer all others to the State Records Center for then destroy.		
19. Name and Title of Preparer Ira Schwartz, Esq., Gen'l. Counsel	20. Tele (410) 76	ohone Number 7-6452	21. Date April 23,	2017		
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Instructions –Type or Print a separate form for	DEPAR	RTMENT OF (GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new of revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930				PAGE 3 OF 8		
Department/Agency	2. Divisi	on			Unit MD Technology Development Corporation		
Office of the Attorney General			-		(TEDCO)		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition		
Record Series Title Letters of Advice					st Year/Latest Year to 2017		
Record Series Description (Briefly describe the t series.) This series consists of letters of advice on Contents of a typical file may include: the request f	legal issue	es pursuant to	requests fron	n state offic	ials, agencies, etc.		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
x Letter Size		☐ Alphabeticat	ŀ	1 Number	·		
□ Legal Size □ Computer Tape		□ Numerical		x File Draw			
☐ Audio Tape ☐ Floppy Disk		x Chronologica	ı	☐ Compute	□ Microfilm Reel(s) □ Computer Tape(s) x Other (specify) Electronic copies of some records stored on server.		
☐ Bound Book ☐ Video Tape	•	☐ Geographic	al		Accumulation		
x Other (specify) Electronic copies of some records stored on ser	ver.	☐ Other (speci	ify)	1 Number			
				x File Draw	Reel(s)		
11. File is Used			12. File Becom 5	es Inactive Aft	er		
□ Daily □ Weekly x Monthly □ Annually			Number	□ Mo	onth(s) x Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 401 E. Pratt Street- 5 th Floor, Baltimore, MD 21202			14. Is Record S	Series Duplicat x No	ed Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes x No			16. Audit Requ	uirements			
		İ	x None 🗖	State	deral 🗖 Independent		
17. Is an Index System used? If yes, explain briefly and describe r ☐ Yes x No	equirements		administrati	ive value ce	etention: Retain in office 5 years or until eases, whichever comes last, then destroy, struction Procedures.		
19. Name and Title of Preparer Ira Schwartz, Esq., Gen'l. Counsel		20. Telepho (410) 767-6		21. Date April 23,			

Instructions –Type or Print a separate form for	DEPAR	TMENT OF (GENERAL SE	RVIÇES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		5 Waterloo R Jessup, Ma	GEMENT DIV oad, P.O. Box ryland 20794 ⁹⁹⁻¹⁹³⁰		PAGE 4 OF 8
Department/Agency	2. Divisio	on			3. Unit
Office of the Attorney General					MD Technology Development Corporation (TEDCO)
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as	a unit for re	ference as well as retention and disposition
Record Series Title Correspondence					st Year/Latest Year to 2017
6. Record Series Description (Briefly describe the t series.) This series consists of interchanges of writ legislature, members of the general public, organiz Contents of a typical file may include: letters, memory	ten and/or ations, con	e-mail comm stituents, etc	unications bet ., PIA request	ween attor	neys and client/agencies, members of the
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	
x Letter Size		□ Alphabetical	1	10 Number	
□ Legal Size □ Computer Tape		■ Numerical		x File Draw	
□ Audio Tape □ Floppy Disk	ļ	x Chronologica	1	□ Compute	
□ Bound Book □ Video Tape		☐ Geographic	al		· · · · · · · · · · · · · · · · · · ·
x Other (specify) E-mails stored on server.		Other (speci	ify)	5 Number	Accumulation
	·			x File Draw	Reel(s)
11. File is Used			12. File Becom	es Inactive Aft	er .
x Daily			2 Number	□ Mo	onth(s) x Year(s)
13. Current Location(s) (Bldg., Floor, Room) 401 E. Pratt Street- 5 th Floor, Baltimore, MD 21202			14. Is Record S	eries Duplicat x No	ed Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes x No .			16. Audit Requ		deral 🗖 Independent
17. Is an Index System used? If yes, explain briefly and describe re □ Yes x No	equirements		administrati according to Transfer to serves to do	ve value ce OAG Des MD State A ocument the	etention: Retain in office for 2 years or until eases, whichever comes last, then destroy struction Procedures with the following exception: Archives for permanent retention any material that e origin, development and accomplishments of tinuing administrative, fiscal, legal or historical
19. Name and Title of Preparer Ira Schwartz, Esq., Gen'I. Counsel		20. Telepho (410) 767-6		21. Date April 23,	2017

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	REC	ORDS MANA 5 Waterloo R	GENERAL SE GEMENT DIV load, P.O. Box ryland 20794 99-1930	ISION	AGENCY RECORDS INVENTORY PAGE 5 OF 8
Department/Agency Office of the Attorney General	2. Divisio	on			Unit MD Technology Development Corporation (TEDCO)
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition
Record Series Title 12A: Legislation- Preparation and Enactment					st Year/Latest Year o 2017
 Record Series Description (Briefly describe the tyseries.) This series consists of materials regarding Contents of a typical file may include: drafts of proptestimony, bills in final form, etc. 	the prepar	ration and ena	actment of law	/S.	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	
x Letter Size		☐ Alphabetical	l	1 Number	
. □ Legal Size □ Computer Tape		□ Numerical		x File Draw	
□ Audio Tape □ Floppy Disk		x Chronologica	ıt ·	☐ Microfilm ☐ Compute	r Tape(s)
☐ Bound Book ☐ Video Tape		☐ Geographica	al	x Other (sp	ecify) Electronic copies of some records stored on server.
x Other (specify) Electronic copies of some records stored on serv	er.	Other (speci	ify)	10. Annual 1	Accumulation
				Number x File Draw in Microfilm Compute Other (spec	Reel(s)
11. File is Used			12. File Becom	es Inactive Aft	er ·
Daily x Weekly Monthly Annually			1 Number		nth(s) x Year(s)
		į	·		
13. Current Location(s) (Bldg., Floor, Room) 401 E. Pratt Street- 5 th Floor, Baltimore, MD 21202			14. Is Record S	Series Duplicat x No	ed Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes x No .			16. Audit Requ		eral Independent
17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes x No .	equirements		administrati identify thos selected file	ve value co se meeting es to the MI others to the	etention: Retain in office 5 years or until eases, whichever comes last. Screen files to selection criteria defined on page ii. Transfer D State Archives for permanent retention. he State Records Center to be retained for an a destroy.
19. Name and Title of Preparer Ira Schwartz, Esq., Gen'i. Counsel		20. Telepho (410) 767-6	ne Number	21. Date April 23,	
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)	REC0 727	ORDS MANA 5 Waterloo R Jessup, Ma ⁴¹⁰⁻⁷	GENERAL SE GEMENT DIV load, P.O. Box ryland 20794 99-1930	ISION	AGENCY RECORDS INVENTORY PAGE 6 OF 8
Department/Agency Office of the Attorney General	2. Divisio	on			Unit MD Technology Development Corporation (TEDCO)
DEFINITION: RECORD SERIES: A group of related purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition
4. Record Series Title 13: Regulations			, , , , , , , , , ,	1	st Year/Latest Year to 2017
Record Series Description (Briefly describe the tyseries.) This series consists of approvals of administrate they become effective. Contents of a typical file may include: proposed and background documentation, research, etc.	strative ru	les promulga	ted by state a	gencies sub	omitted to the Attorney General for review before
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume 2	
x Letter Size		☐ Alphabetica	ı	Number	
x Legal Size Computer Tape		■ Numerical		x File Draw	
Audio Tape □ Floppy Disk		x Chronologi	cal	☐ Compute	er Tape(s)
☐ Bound Book ☐ Video Tape	•	☐ Geographic	al		ecify) Electronic copies of some records stored on server.
x Other (specify) Electronic copies of some records stored on serv	/er.	Other (spec	ify)	10. Annual	Accumulation
				Number	
				x File Dra Microfilm Compute Other (spec	Ree!(s)
11. File is Used			12. File Becom	nes Inactive Aft	er .
. □ Daily □ Weekly x Monthly □ Annually			1 Number	□ Mo	inth(s) xYear(s)
					`:'
13. Current Location(s) (Bldg., Floor, Room) 401 E. Pratt Street- 5th Floor, Baltimore, MD 21202			14. Is Record S	Series Duplicat x No	ed Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes x No .			16. Audit Requ		deral 🗖 Independent
17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes x No	equirements		Screen files ii. Transfer	s to identify selected file	etention: Retain in office 5 years after publication. those meeting selection criteria defined on page es to the MD State Archives for permanent thers according to OAG Destruction Procedures.
19. Name and Title of Preparer Ira Schwartz, Esq., Gen'l. Counsel		20. Telepho (410) 767-6	one Number 452	21. Date April 23,	2017
OGS 550-4 (Rev. 1/93)					

Instructions –Type or Print a separate form for	DEPARTMENT OF			AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930			PAGE 7 OF 8	
Department/Agency	2. Division			3. Unit	
Office of the Attorney General				MD Technology Development Corporation (TEDCO)	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as	a unit for re	ference as well as retention and disposition	
Record Series Title Handle Transactions			E .	st Year/Latest Year to 2017	
6. Record Series Description (Briefly describe the t series.) This series consists of OAG-generated ma agreements, loans, grant agreements, and inter-ac Contents of a typical file may include copies of doc agreements; and correspondence, drafts, notes, e	terials relative to the ap gency or intergovernme uments such as: contra	proval of conti ntal agreeme	racts, bond nts involvin	s and/or promissory notes, leases, lease/purchase g the transfer of funds, etc.	
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume		
x Letter Size	x Alphabetical		12 Number		
☐ Legal Size ☐ Computer Tape	□ Numerical		x File Draw		
□ Audio Tape □ Floppy Disk	☐ Chronologic	cal	□ Compute	□ Microfilm Reel(s) □ Computer Tape(s)	
□ Bound Book □ Video Tape	☐ Geographic	al		ecify) Electronic copies of some records stored on server.	
x Other (specify) Electronic copies of some records stored on sen	ver.	ify)	10. Annual 6 Number	Accumulation	
			x File Draw Microfilm Compute Other (spec	Reel(s)	
11. File is Used		12. File Becom	os Inactivo Aft		
x Daily		5 Number	•	onth(s) x Year(s)	
				•	
13. Current Location(s) (Bldg., Floor, Room) 401 E. Pratt Street- 5 th Floor, Baltimore, MD 21202		14. Is Record 5	Series Duplicat x No	ed Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes x No		16. Audit Requ		deral Independent	
17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes x No	equirements	document e	expires or u Transfer to	etention: Retain in office 5 years after term of ntil administrative value ceases, whichever o State Records Center for an additional 5 years,	
19. Name and Title of Preparer Ira Schwartz, Esq., Gen'l. Counsel	20. Telepho (410) 767-6	one Number 3452	21. Date April 23,	2017	

Retention Schedule #2576

Office of the Attorney General

Transportation, Department of

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Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo F			<u> </u>		
		aryland 20794		PAGE OF		
	• •	799-1930				
Department/Agency 2.	Division			3. Unit		
		•				
Maryland Department of Transportation O	ffice of the Attorney	General				
			a vala fa	factors on well as satisfies and discussive		
DEFINITION: RECORD SERIES: A group of related repurposes.	cords normally filed	and used as	a unit for re	terence as well as retention and disposition		
4. Record Series Title	• .		5. Earlie	st Year/Latest Year		
Civil Litigation (1)			Varies			
		•				
6. Record Series Description (Briefly describe the type	s of information/doo	cuments/forms	found in th	e series. Include the purpose or function of the		
series.)				•		
Civil lawsuits filed in the state and federal courts again	st, or on behalf of th	ne state, state	agencies, a	and/or state officials, and covers the entire OAG		
case file, which may be partially duplicative of material	s maintained by oth	er state entitie	es, including	the courts. Includes but not limited to affirmative		
& defensive litigation, amicus brief cases, bankruptcies	, bid protests, chari	itable trusts, ci	vil rights, co	ontract disputes, contractor claims, disabilities,		
foreclosures, forfeitures, gamishments, guardianships,	pro-bono, unemplo	yment, tort, a	nd other leg	al challenges.		
7. Record Series Format(s) List all	8, Record Seri	ies Sequence	9. Volume			
▼ Latter Size	M Alababata	al.	1 ' '	25 cubic feet – shelves & boxes		
☑ Letter Size ☐ Microfilm	Alphabetic		Number	·		
☑ Legal Size ☐ Computer Tape	☐ Numerical	☐ Numerical ⊠		wer(s)		
Audio Tone ST Steens Dick		ical	Microfile	n Reel(s)		
Audio Tape Floppy Disk	Chronolog	Chronological		Computer Tape(s)		
Bound Book Video Tape	☐ Geographi	Geographical C		Other (specify)		
Other (specify)	Cibor (con	erify)	10. Annual	10. Annual Accumulation		
	Other (spe	Other (specify)		Number		
			Number			
	1		☐ File Dra	wer(s)		
			Microfilm			
			☐ Comput	er Tape(s) pecify) Boxes		
			En cuiei (s			
11. File is Used		12. File Becom	es Inactive Aft	er ·		
M Deily Markly Markly Marky		Varies base	ed on matte	r		
🛚 Daily 🖾 Weekly 🔼 Monthly 🖾 Annually						
·		Number		onth(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)	·	14 ls Record (Series Dunling	and Figure 2. If yes specify agency or office.		
7201 Corporate Center Dr., Hanover, MD 21076		Yes	ord Series Duplicated Elsewhere? (If yes, specify agency or office.) es			
4th Floor		••Partially d		n matter		
5. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	·- · · · · · · · · · · · · · · · · · ·	16. Audit Requ	uirements			
☐ Yes ⊠ No	-	_ `		····		
		☐ None	State	Federal Independent		
77. Is an Index System used? If yes, explain briefly and describe require	ments	18. Recom	mended Re	etention		
☐ Yes ☑ No		Retain 5 years in office after file is closed. Transfer all files not for		•		
		1		State Records for an additional 15 years, then		
		destroy.	. 5.5.13011 10	- 1.000.00 for distribution to years, men		
Name and Title of Preparer	20 Talasta	<u></u>	21 Date			
9. Name and Title of Preparer		one Number	21. Date			
Christina Ackerman – Paralegal	410-865-11	υδ	4/13/17	·		
550-4 (Rev. 1/93)						
		•		· .		
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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Maryland Department of Transportation DEFINITION: RECORD SERIES: A group of related purposes.	2. Division Office of the Attorney	GEMENT DIV oad, P.O. Box ryland 20794 99-1930 General	/ISION < 275	AGENCY RECORDS INVENTORY PAGE OF 3. Unit ference as well as retention and disposition
4. Record Series Title Administrative Proceedings (5) 6. Record Series Description (Briefly describe the type series.) Includes but not limited to administrative proceedings commission or committee acting in a quasijudicial call.	s before the OAH, or a pacity. Also, includes	any independe MBE, person	Varies found in the	e series. Include the purpose or function of the commission, board, department, executive
7. Record Series Formal(s) List all Letter Size	8. Record Seri	cal	Number File Dra Comput Other (s Number Hile Dra Microfilm Comput Other (s	n Reel(s) er Tape(s) pecify) Boxes Accumulation wer(s) n Reel(s)
11. File is Used ☑ Daily ☑ Weekly ☑ Monthly ☑ Annual Varies 13. Current Location(s) (Bldg., Floor, Room) 7201 Corporate Center Dr., Hanover, MD 21076 – 4 th 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No	Floor	Varies Number 14. Is Record t ☑ Yes Partial depr 16. Audit Requ	Series Duplicate No ending on fi uirements	onth(s) Year(s) ad Elsewhere? (If yes, specify agency or office.) e
☐ Yes ☑ No 19. Name and Title of Preparer Christina Ackerman - Paralegal	20. Telepho 410-865-11	files to Stat destroy. Pe	e Records t	ears after files is closed. Transfer non-permanent to be retained for an additional 10 years then es are sent to Maryland State Archives

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Maryland Department of Transportation DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Agreements (7) 6. Record Series Description (Briefly describe the transportation) Agreements, interagency agreements, corresponders	Jessup, M 41 2. Division Office of the Attorno d records normally fill	NAGEMENT DIN Road, P.O. Bo Maryland 20794 0-799-1930 by General ed and used as	a unit for re 5. Earlie Varies	st Year/Latest Year			
7. Record Series Format(s) List all	8. Record S	eries Sequence	9. Volume				
☑ Letter Size ☐ Microfilm	☑ Alphabe	tical	Approx 1	0 cubic feet			
☑ Legal Size ☐ Computer Tape	Numerio	at	☑ File Dra	wer(s)			
Audio Tape Floppy Disk	. Chronol	. Chronological		☐ Microfilm Reel(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape	☐ Geograp	phical	Other (s	•			
Other (specify):	Other (s	pecify)	10. Annual	Accumulation			
			File Dra Microfile Comput	n Reel(s) er Tape(s)			
11. File is Used		12. File Becon	nes Inactive Aft	er			
⊠ Daily ⊠ Weekly ⊠ Monthly ⊠ Annu Varies	ually	After close Number		onth(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 7201 Corporate Center Drive, Hanover, MD 21076	4 th Floor	14. Is Record	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No		16. Audit Req		Federal independent			
17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes ☑ No	quirements	Retain in of	e Records t	etention ears after file is closed. Transfer non-permanent to be retained for 15 years, then destroy. Send yland State Archives.			
19. Name and Title of Preparer Christina Ackerman - Paralegal	20. Telepi 410-865-	none Number	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) 1. Department/Agency Maryland Department of Transportation DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Legislation (12)	7275 Waterlo Jessup, 2. Division Office of the Attorn	NAGEMENT DIV o Road, P.O. Bo Maryland 20794 110-799-1930 ney General	/ISION x 275 , a unit for re	st Year/Latest Year			
Record Series Description (Briefly describe the ty series.) Generally, Section B of Series – printed first & third in the series in the	•						
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume				
☑ Letter Size ☐ Microfilm		petical	Approx 7	cubic feet			
, ⊠ Legal Size ☐ Computer Tape	Nume.	l —		Orawer(s)			
Audio Tape Floppy Oisk .	Chron	Chronological		☐ Microfilm Real(s) ☐ Computer Tape(s)			
. ☐ Bound Book ☐ Video Tape	Geogr	aphical	Other (s	specify)			
☐ Other (specify)	☐ Other	(specify)	10. Annual Number File Dra Microfili Comput	n Reel(s) er Tape(s)			
11. File is Used		1	nes Inactive Aft	er			
⊠ Daily ⊠ Weekly ⊠ Monthly ⊠ Annua	aliy	Varies Number	□ M	onth(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 7201 Corporate Center Drive, Hanover, MD 21076 -	- 4 th Floor	14. Is Record	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No	.	16. Audit Requirements ☐ None ☑ State ☐ Federal ☐ Independent					
17. Is an Index System used? If yes, explain briefly and describe rec ☐ Yes ☑ No	quirements	·	mended Re	etention ears, then destroy.			
19. Name and Title of Preparer	20. Tele	phone Number	21. Date				
Christina Ackerman - Paralegal	410-865	-1108 ·	4/13/17	,			

Instructions -Type or Print a separate form for	DEPARTMENT O	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	_		
each new or revised record series. Forward	RECORDS MAI	NAGEMENT DIV	/ISION				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo	Road, P.O. Box	x 275	PAGE OF			
		Maryland 20794					
Department/Agency	2. Division			3. Unit			
Maryland Department of Transportation	Office of the Attorn	ey General .					
DEFINITION: RECORD SERIES: A group of related	d records normally fil	ed and used as	a unit for re	ference as well as retention and disposition	1		
purposes. 4: Record Series Title	,,	····	5. Earlie	st Year/Latest Year	4		
Financial Transactions (14)			Varies				
					╝		
7. Record Series Format(s) List all	8. Record S	Series Sequence	9. Volume		_		
7. Necold Sales Folkially Est all	1	•	12-13 cubi				
□ Letter Size	☑ Alphabe	etical	Number	Number			
	Numeri	cal	⊠ File Drawer(s)				
Audio Tape Floppy Disk	Chrono	logical	Compu	ter Tape(s)			
Bound Book Video Tape	☐ Geogra	phical	Other (specify)				
Other (specify)	Other (s	specify)	<u></u>	Accumulation			
			Number				
			File Dra		1		
			Compu				
•			Other (specify)			
11. File is Used	· • • • • • • • • • • • • • • • • • • •	12. File Becom					
🔀 Daily 🔀 Weekly 🔯 Monthly 🔯 Annu	ually _	Administrati	•	Ceases tonth(s)			
Varies	•		.	· · · · · · · · · · · · · · · · · · ·			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record	Series Duplica	led Elsewhere? (If yes, specify agency or office.)	-		
7201 Corporate Center Dr., Hanover, MD 21076 – 4	4 ^տ Floor	Yes	N N				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	uirements				
☐ Yes ⊠ No		⊠ None	State	Federal Independent			
		_	_				
17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recom	nmended R	etention			
☐ Yes 🛛 No·		41		s after term of document expires or until			
		administrat	ive value c	eases. Transfer to State Records for additional 5			
		00,,,,,,,			III .		
	·	years, then	destroy.				
19. Name and Title of Preparer	1 22 7	11	destroy.				

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	REC	ORDS MANA 75 Waterloo R Jessup, Ma	ENT OF GENERAL SE IS MANAGEMENT DIV aterioo Road, P.O. Box ssup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE OF			
1. Department/Agency	2. Divis	ion			3. Unit			
Maryland Department of Transportation	Office o	f the Attorney	General					
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	a unit for re	l eference as well as retention and disposition			
4. Record Series Title Bonds (15) 6. Record Series Description (Briefly describe the I				Varies				
series.) OAG generated materials relative to bonds and bo feasibility studies, agreements, advice, bond issue 7. Record Series Format(s) List all			ounsel contrac	9. Volume	pondence, memos, etc.			
☑ Letter Size ☐ Microfilm		☐ Alphabetic	al	12 cubic fe Number	12 cubic feet . Number			
□ Computer Tape	•	Numerical ∴ Chronological		☑ File Drawer(s)				
Audio Tape Floppy Disk				☐ Microfilm Reel(s) ☐ Computer Tape(s)				
Bound Book Video Tape		Geographic	cal	Other (specify)				
☑ Other (specify) CD		☐ Other (spe	cify)	Varies Number Sile Dra Microfile Compu				
11. File is Used	.		12. File Becom		•			
☑ Daily ☑ Weekly ☑ Monthly ☑ Ann	ually		Varies depo	ŭ	ength of bond			
I3. Current Location(s) (Bldg., Floor, Room) 7201 Corporate Center Drive, Hanover, MD 21076 – 4 th Floor I5. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No		⊠ Yes Partial in Fi 16. Audit Requ	No nance	ance .				
17. Is an Index System used? If yes, explain briefly and describe re ☐ Yes ☑ No	equirements		Retain in of bonds are r	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		20. Telepho		21. Date				
Christina Ackerman - Paralegal		410-865-11	υ 8	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) 1. Department/Agency Maryland Department of Transportation DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Real Property Transactions (16)	Jessup, N 41 2. Division Office of the Attorne	IAGEMENT DIV Road, P.O. Box Iaryland 20794 5-799-1930 ey General	rISION 275 a unit for re	st Year/Latest Year
Record Series Description (Briefly describe the type series.) OAG generated materials relative to review and appending Includes deeds, contract of assignment, appraisal re	roval of the purchas	e, sale, transfer	, condemna	ation or donation of real property and design build.
7. Record Series Format(s) List all	8. Record S	eries Sequence	9. Volume	
⊠ Letter Size		lical	5 cubic f	eet
□ Legal Size □ Computer Tape	Numeric		Number	ower(s)
☐ Audio Tape ☐ Floppy Disk	☐ Chronol	ogicat	☐ Microfil	
☐ Bound Book ☐ Video Tape	☐ Geograp	hical	Other (
Other (specify)	Other (s	•	Varies	Accumulation
			Númber File Dra Microfil Compul	m Reel(s)
11. File is Used	l	12. File Becom	les Inactive Af	ter .
☑ Daily ☑ Weekly ☑ Monthly ☑ Annua	illy	Varies Number	. 🗆 ^	tonth(s) Year(s)
Varies				
13. Current Location(s) (Bldg., Floor, Room) 7201 Corporate Center Dr, Hanover, MD 21076 – 4 th	Floor	14. Is Record :	Series Duplicat	led Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	uirements	
☐ Yes ☑ No		⊠ None	State	Federal Independent
17. Is an Index System used? If yes, explain briefly and describe req	uirements	18. Recom	mended R	etention
Yes · ⊠ No		ii .		ears or administrative value cease. Transfer to
		Maryland S	tate Archiv	es
	•			
19. Name and Title of Preparer	20. Telep	hone Number	21. Date	
Christina Ackerman – Paralegal	410-865-	1108	4/13/17	·
DGS 550-4 (Rev. 1/93)			i 	

Office of the Attorney General

Transportation, Department of - Maryland Aviation Administration

-1					
Instructions –Type or Print a separate form for	DEPART	TMENT OF	GENERAL SE	RVICES	. AGENCY RECORDS INVENTORY
each new or revised record series. Forward	1 -		GEMENT DIV		
with Records Retention Schedule (DGS 550-1)			Road, P.O. Box		
		Jessup, Ma	ryland 20794		PAGE OF
1. Department/Agency	.2. Divisio		99-1000	·	3. Unit
Maryland Department of Transportation	Office of I	the Attorney	General		
Maryland Aviation Administration		,			
DEFINITION: RECORD SERIES: A group of relate	d records n	ormally filed	and used as	a unit for re	ference as well as retention and disposition
purposes.				,	
4. Record Series Title Civil Litigation (1)				5. Earlie Varies	st Year/Latest Year
6. Record Series Description (Briefly describe the t	types of info	rmation/doc	uments/forms	found in th	e series. Include the purpose or function of the
series.) This series consists of civil lawsuits filed in	•				
and covers the entire OAG case file, which may be	e partially du	plicative of	materials mair	ntained by o	other state entities, including the courts. A. This
series includes, but is not limited to: affirmative litig	ation, defer	sive litigation	on(other than t	orts or une	mployment insurance litigation), amicus brief
cases, bankruptcies, bid protests, charitable trusts,	, civil rights,	contract dis	putes, contrac	tor claims,	disabilities, foreclosures, forfeitures,
garnishments, guardianships, hospital closings, pro	o-bono, and	d other legal	challenges.	Contents of	a typical file may include: pleadings, briefs,
correspondence, settlement documents, document	tation of cos	ts, witness	deposition tran	iscripts, do	cuments, trial transcripts, research, notes, drafts,
file opening/closing memoranda, etc.					
7. Record Series Format(s) List all	1	8. Record Seri	es Sequence	9. Volume	
□ Microfilm		Alphabetic	al	Approx. Number	30 cubic feet – shelves & boxes
☐ Computer Tape	Numerical Chronological			⊠ File Dra	wer(s)
Audio Tape Floppy Disk				Microfile Comput	
☐ Bound Book ☐ Video Tape		Geographi	cal	I == '	specify) boxes
Other (specify)		Other (spe	rifut	10. Annual	Accumulation
Guide (appears)	1	Orner tabe	ony,	Varies	
•				File Dra	
•				Comput	•
•				Other (s	specify) boxes
11 Elle in Head			12 502 2	on locals - **	
11. File is Used		1	12. File Becom	es inactive Aft	er '
🔯 Daily 🔯 Weekly 🔀 Monthly 🔯 Ann	ually		Number	□м	onth(s) Year(s)
•					
13. Current Location(s) (Bldg., Floor, Room)			1	_	ed Elsewhere? (If yes, specify agency or office.)
BWI Terminal Building, Third Floor, Suite 350			X Yes Partially de	No Dending on	subject matter
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	<u> </u>	
Yes No					
			☐ None	State [Federal Independent
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended Pe	etention
☐ Yes No			l		s after file is closed. Screen files to identify those
				•	ria defined on page ii. Transfer selected files to
	•		_		chives for permanent retention. Transfer all
					cords Center for an additional 15 years, then
			destroy.		Section for all dedication to yours, that
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	
Brenda Carter - Administrative Officer	1	410-859-70	1	04/21/17	•

•					•		
				•			
Instructions –Type or Print a separate form for	DEPA	RTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	REC	ORDS MANA	AGEMENT DIV	/ISION			
with Records Retention Schedule (DGS 550-1)	727	75 Waterloo F	Road, P.O. Bo.	x 275	PAGE OF		
		Jessup, Ma	aryland 20794				
			799-1930				
1. Department/Agency	2. Divisi				3. Unit		
Maryland Department of Transportation	Office o	f the Attorney	General				
Maryland Aviation Administration							
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	d and used as	a unit for re	eference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Administrative Proceedings (5)				Varies	;		
6. Record Series Description (Briefly describe the	types of in	formation/doc	cuments/forms	found in th	e series. Include the purpose or function of the		
series.) This series consists of proceedings before	e administr	ative agencie	es performing	quasijudicia	Il duties (i.e., any proceeding in which an		
administrative agency is acting as a fact-finder in r	esolving a	n issue prese	nted to it; Ass	istant Attorr	neys General may act as counsel to the		
administrative agency or as advocates in such pro	ceedings).	This series i	includes, but i	s not limited	to: all administrative proceedings such as those		
before the Office of Administrative Hearings or before	ore any ind	dependent ag	ency, commis	sion, board	, department, executive commission or committee		
acting in a quasijudicial capacity. Also included ar	e Minority	Business Ent	erprises admi	niștrative pr	oceedings, and proceedings where companies		
have been debarred from doing business with, or i	n, the State	e of Maryland	I. Contents of	a typical file	e may include: pleadings, Proposed Findings of		
Fact, Conclusions of Law, indictments, correspond	ence, tran:	scripts, admir	nistrative law j	udges' deci	sions, documents, research, notes, etc.		
7. Record Series Format(s) List all	•	8. Record Seri	es Sequence	9. Volume			
☐ Microfilm		Alphabetic	, al	Арргох.	40 cubic feet – shelves & boxes		
☐ Computer Tape		Numerical		File Dra	n Reci(s)		
Audio Tape .		☐ Chronologi	nion!		uter Tapo(s) (specify) ' boxes		
☐ Bound Book ☐ Video Tape		☐ Geographi	cal	10 Annual	Accumulation		
Other (specify)				Varies			
		Other (spe	city)	File Dra	wer(s)		
				Microfilm	• •		
	ļ	i I		☐ Comput	er Tape(s) pecify) boxes		
•	}	į		د) ۵۰۰۰۰۰۰ ری			
11. Fila is Used		<u> </u>	12. File Becom	es Inactive Afti	er		
☑ Daily ☑ Weekly ☑ Monthly ☑ Ann	ually		Varies ·		_		
And And And And And And And	Dany		Number	□ Me	onth(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			il	Series Duplicate	ed Elsewhere? (If yes, specify agency or office.)		
BWI Terminal Building, Third Floor, Suite 350			⊠ Yes	□ No	and the second second		
15. Access Partiritions (II Von sile Laute) 9. On this to	· · · · · · · · · · · · · · · · · · ·				subject matter		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	urements			
_ _			☐ None	State	Federal Independent		
17. Is an index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended Re	etention		
☐ Yes			Retain in of	fice for 5 ye	ears after file is closed or until expiration of		
				•	ent agreement, whichever comes last. Screen		
		,	1		eeting selection criteria defined on page ii.		
•			!	•	to the Maryland State Archives for permanent		
•	·				others to State Records Center to be retained for		
•			an addition:	al 10 years,	then destroy.		
. Name and Title of Preparer		20. Telepho	<u> </u>	21. Date			
	1						
drenda Carter - Administrative Officer	1	410-859-70		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) 1. Department/Agency Maryland Department of Transportation Maryland Aviation Administration	2. Division Office of the Attorney	AGEMENT DIV Road, P.O. Box aryland 20794 799-1930 7 General	/ISION < 275	PAGE OF
DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Agreements (7) 6. Record Series Description (Briefly describe the tyseries.) This series consists of preparation, review and/or agreement and Taxation for preferential tax treatment, etc.	ypes of information/doc pproval of agreements	cuments/forms	5. Earlier Varies found in the	st Year/Latest Year s e series. Include the purpose or function of the ate agencies, and/or state officials.
Contents of a typical file may include: agreements, or Record Series Format(s) List all Letter Size	8. Record Seri	ies Sequence al ical city)	9. Volume Approx. Number Stite Dra. Microfili Comput Other (s	n Reel(s) er Tape(s) specify) boxes Accumulation wer(s) n Reel(s) er Tape(s) pecify) boxes
1. File is Used	ally	12. File Becom Varies Number		onth(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room) BWI Terminal Building, Third Floor, Suite 350 15. Access Restrictions (If Yes. cite Law(s) & Regulation(s) ☐ Yes ☑ No		⊠ Yes Partially der 16. Audii Requ	No pending on frements	ed Elsewhere? (If yes, specify agency or office.) Subject matter Federal
7. Is an Index System used? If yes, explain briefly and describe req ☐ Yes ☑ No	quirements	meeting sell	fice 5 years ection criter d State Arc e State Rec	etention after file is closed. Screen files to identify those ria defined on page ii. Transfer selected files to hives for permanent retention. Transfer all lords Center to be retained for an additional 15
9. Name and Title of Preparer	20. Telepho	L <u>. </u>	21. Date 04/21/17	

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Instructions Type or Print a congrete form for	DEDAG	DTMENT OF	CENEDAL SE	בפעורבפ	AGENCY RECORDS INVENTORY
Instructions –Type or Print a separate form for each new or revised record series. Forward			GENERAL SE AGEMENT DIV		
with Records Retention Schedule (DGS 550-1)	l		Road, P.O. Bo		
with Necords Neterition Schedule (DGG 550-1)	'2'		eryland 20794		PAGE OF
		· ·	799-1930		
Department/Agency	2. Divisi	ion			3. Unit
Maryland Department of Transportation	Office o	f the Attorney	General		
Maryland Aviation Administration					
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	d and used as	a unit for re	ference as well as retention and disposition
4. Record Series Title				5. Earlie	st Year/Latest Year
Correspondence (11)				Varies	S
6. Record Series Description (Briefly describe the	types of in	formation/doo	cuments/forms	found in th	e series. Include the purpose or function of the
series.)				,	
This series consists of interchanges of written and	or email c	ommunicatio	ns between at	torneys and	client/agencies, members of the legislature,
members of the general public, organizations, con	stituents, e	etc., PIA requ	ests and copie	s of agency	y/client minutes and agenda.
Contents of a typical file may include: letter, memo	oranda, req	uests for info	rmation, etc.		
Record Series Formal(s) List all		8. Record Ser	ies Sequence	9. Volume	
Letter Size Microfilm		Alphabetic	al	Approx.	20 cubic feet – shelves & binders
		Numerical		File Dra	• •
Audio Tape Floppy Disk		□ Chronolog	ical	Compu	ter Tape(s)
Bound Book Video Tape		☐ Geographi	ical	Other (s	specify) binders
-		_		10. Annual	Accumulation
Other (specify) binders		Other (spe	cify)	Varies	•
			4	Number	
				File Dra	wer(s)
				☐ Microfilr	n Reel(s)
·				Comput	
				XI Other (s	specify) shelves
1. File is Used			. 12. File Becom	nes Inactive Aft	er
☑ Daily ☑ Weekly ☑ Monthly ☑ Ann	alls.		Varies		
A Daily A Treekly A Michility A Alli	idany		Number	□ м	onth(s) Year(s)
					•
3. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplicate	ed Elsewhere? (If yes, specify agency or office.)
WI Terminal Building, Third Floor, Suite 350			Yes	☐ No	
			Partially de	pending on	subject matter
5. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No			16. Audit Reģi	uirements	
Yes 🛭 No			None	State 🔲	Federal Independent
					•
. Is an Index System used? If yes, explain briefly and describe n	enuiremente		10. 5		A
Yes No	-danaments		18. Recom		
				=	ears or until administrative value ceases,
			1		then destroy according to OAG Destruction llowing exception: Transfer to Maryland State
					transter to maryland State t retention any material that serves to document
			1	•	t and accomplishments of the office and has
				<u>.</u>	ve, fiscal, legal or historical value.
Name and Title of Preparer	 T	20. Telepho	<u> </u>	21. Date	
renda Carter Administrative Officer		410-859-70		04/21/17	
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	Instructions –Type or Print a separate form for	DEPARTMEN	NT OF GENERAL S	ERVICES	AGENCY RECORDS INVENTORY			
- 1 -	each new or revised record series. Forward		MANAGEMENT D					
7	. with Records Retention Schedule (DGS 550-1)	7275 Wat	erloo Road, P.O. Bo	x 275				
7		Jess	up, Maryland 2079	ļ	PAGE OF			
L			410-799-1930					
1	Department/Agency	2. Division			3. Unit			
- 1	Maryland Department of Transportation	Office of the A	ttorney General		·			
١	Maryland Aviation Administration							
	DEFINITION: RECORD SERIES: A group of relate ourposes.	d records norma	lly filed and used as	a unit for re	ference as well as retention and disposition			
4	I. Record Series Title			5. Earlie:	st Year/Latest Year	·		
L	egislation (/ Z)			Varies				
6	6. Record Series Description (Briefly describe the t	ypes of informati	on/documents/form	s found in th	e series. Include the purpose or function of the			
	series.)							
- 1	A. Preparation and Enactment							
1	This series consists of materials regarding the prep							
1	Contents of a typical file may include: drafts of prop	osed legislation,	notes, corresponde	ence, memor	randa, research, administrative history, written			
-	estimony, bills in final form, etc. Record Series Format(s) List all	8.00	cord Series Sequence	9. Volume		_		
"		0. 76	20.2 00.103 004861108	1	20 cubic feet –			
	☑ Letter Size ☐ Microfilm	. A	phabetical	Number	•			
	☑ Legal Size ☐ Computer Tape	⊠ Nı	☑ Numerical ☐ Chronological		☐ File Drawer(s)			
[Audio Tape 🔲 Floppy Disk				☐ Microfilm Reel(s) ☐ Computer Tape(s)			
,	☐ Bound Book ☐ Video Tape	Geographical .		Other (s	Other (specify)			
	_ ·			10. Annual A	Accumulation			
	Other (specify)	. 🛮 Ot	her (specify)	Varies	·			
	•			Number				
				☐ File Dray	wer(s)			
				☐ Microfilm				
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L				(e,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,			
11	t. File is Used		- 11	2. File Becomes Inactive After				
	🖸 Daily 🔯 Weekly 🔯 Monthly 🔯 Annu	ally	Varies Number		onth(s) Year(s)			
			1.40.11061					
L	·							
1	Current Location(s) (Bldg., Floor, Room)		11	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
B	WI Terminal Building, Third Floor, Suite 350		⊠ Yes Partially de	⊡ No needing on	subject matter			
15	. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Red		·			
	☐ Yes 🛛 No				<u> </u>			
			None	State	Federal Independent			
17.	. Is an Index System used? If yes, explain briefly and describe rec	quirements	18. Recon	mended Re	tention			
	Yes No		Relain in o	ffice 5 years	or until administrative value ceases, whichever			
		•	comes last	. Screen file	s to identify those meeting selection criteria			
			- 11	•	nsfer selected files to the Maryland State			
ı			II.	•	retention. Transfer all others to the State			
			Records C	enter to be re	etained for an additional 5 years, then destroy.][
<u>. </u>	Name and Title of Preparer	r	elephone Number	21. Date		71		

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Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SI	ERVICES	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MAN	AGEMENT DI	VISION		.		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo			PAGE OF			
	•	1aryland 20794 3-799-1930	•	·			
1. Department/Agency	2. Division	P139-1930	· · · ·	3. Unit	$-\parallel$		
Maryland Department of Transportation	Office of the Attorne	y General					
Maryland Aviation Administration							
DEFINITION: RECORD SERIES: A group of related burposes.	records normally file	ed and used as	a unit for re	ference as well as retention and disposition			
Record Series Title			5. Earlie	st Year/Latest Year	\exists		
inancial Transactions (14)			Varies				
3. Record Series Description (Briefly describe the ty	pes of information/do	cuments/forms	s found in th	e series. Include the purpose or function of the			
series.)				·			
Fhis series consists of OAG-generated materials rel	ative to the approval	of contracts, b	onds and/or	promissory notes, leases, lease/purchase			
greements, loans, grant agreements, and inter-age		_	•				
contents of a typical file may include copies of docu		acts, bonds an	id/or promis	sory notes, leases, loan agreements, grant			
greements; and correspondence, drafts, notes, etc Record Series Format(s) List all		eries Sequence	9. Volume		\parallel		
record Series Formar(s) List an	a. Record Se	mes Sequence		30 cubic feet –			
Letter Size Microfilm	Alphabet	ical	Number	•			
Legal Size Compuler Tape	Numerica Numerica	ai	☑ File Dra	·			
Audio Tape	Chronolo	gical	☐ Microfilr☐ Comput	•			
Bound Book Video Tape	☐ Geograpi	hical	☑ Other b	her boxes			
Other (specify)	Other (sp	ecify)	İ	Accumulation			
			Varies Number				
•			File Dra				
			Comput				
			Other b	oxes			
		10.57.5			\parallel		
File is Used		12. File Becon	nes Inactive Afte	er			
🔀 Daily 🔀 Weekly 🔀 Monthly 🔀 Annua	ilty	Number	□м	onth(s) Year(s)			
			·				
Current Location(s) (Bldg., Floor, Room)		· 14. Is Record	Series Duplicate	d Elsewhere? (If yes, specify agency or office.)			
VI Terminal Building, Third Floor, Suite 350		11 -	_	subject matter			
Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	 		\dashv		
Yes No ·		□ None	∏ State ☐	Federal Independent			
				——————————————————————————————————————			
. Is an Index System used? If yes, explain briefly and describe req	uirements	18. Recom	mended Re	tention	\dashv		
Yes 🖾 No		Retain in of	ffice 5 years	after term of document expires or until			
_	.*	II.		ases, whichever comes last. Transfer to the			
		State Reco	rds Center f	or an additional 5 years, then destroy.			
. Name and Title of Preparer	i '	one Number	21. Date				
enda Carter – Administrative Officer	410-859-70	067	04/21/17				

Instructions –Type or Print a separate form for	DEPARTMEN'	TOF	GENERAL SEI	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			GEMENT DIV			
with Records Retention Schedule (DGS 550-1)			Road, P.O. Box 275		. PAGE OF	
	Jessu	-	ryland 20794 199-1930			
1. Department/Agency 2.	. Division				3. Unit	
Maryland Department of Transportation O	ffice of the Att	orney ·	General			
Maryland Aviation Administration	·	•				
DEFINITION: RECORD SERIES: A group of related repurposes.	cords normall	y filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Bonds (15)				Varies	1	
6. Record Series Description (Briefly describe the type	s of informatio	n/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)	*					
This series consists of OAG-generated materials relative	ve to bonds ar	nd bor	nd counsel.			
Contents of a typical file may include: draft bond, draft					•	
reports, agreements, related opinions and advice letter					contracts, correspondence, memos, research,	
7. Record Series Format(s) List all	8. Reco	ord Seri	es Sequence	9. Volume	30 cubic feet –	
✓ Letter Size	☐ Alpl	habetic	al	Approx.	an canic lear -	
☑ Legal Size ☐ Computer Tape	☐ Nur	nerical		X File Dra	wer(s)	
Audio Tape Floppy Disk	⊠ Chr	onologi	cal .	Microfile	• •	
<u> </u>		3		☐ Comput		
Bound Book Video Tape	Geo	ographio	cal ·	⊠ Officer r		
Other (specify)	Oth	er (spe	ify) 10. Annual Accumulation		Accumulation .	
		1		Varies		
	•			Number		
•				File Drav		
				Microfilm	•	
				Comput	, , ,	
				Other b	oxes	
1. File is Used			12. File Become	s Inactive Afte	er ·	
☑ Daily ☑ Weekly ☑ Monthly ☑ Annually			Varies		. <u> </u>	
23 can 23 ready 23 monthly 23 randony			Number .	☐ Mi	onth(s) Year(s)	
					•	
3. Current Location(s) (Bidg., Floor, Room)		-	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
WI Terminal Building, Third Floor, Suite 350			⊠ Yes □ No			
- Names Destrictions III V th- Level 2 Co	······································		Partially depending on subject matter			
5. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☐ No			16. Audit Requirements			
			☐ None ☐	State [Federal Independent .	
Is an Index System used? If yes, explain briefly and describe required	ments	\dashv	18. Recomm	nended Re	tention	
Yes No		.	•		after last principal and interest payment on	
				•	il administrative value ceases, whichever com-	
					te Records Center for an additional 7 years, th	
	•		destroy.		10 The second control of an additional regions, in	
9. Name and Title of Preparer	20 Tel	epho:	ne Number	21. Date		

Instructions -Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	S AGENCY RECORDS INVENTORY					
each new or revised record series. Forward	RECORDS MAN	AGEMENT DI	/ISION	•					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo	Road, P.O. Bo	x 275	PAGE OF					
	Jessup, M	aryland 20794		PAGE OF					
		-799-1930							
	2. Division			3. Unit					
·	Office of the Attorne	y General .		•					
Maryland Aviation Administration									
DEFINITION: RECORD SERIES: A group of related purposes.	records normally file	d and used as	a unit for re	ference as well as retention and disposition					
4. Record Series Title			5. Earlies	st Year/Latest Year					
Real Property Transactions ((6)			Varies						
6. Record Series Description (Briefly describe the type	oes of information/do	cuments/forms	found in the	e series. Include the purpose or function of the					
series.)									
This series consists of OAG-generated materials rela	ative to the review an	d approval of t	he purchase	, sale, transfer, condemnation or donation of rel					
property and Design/Build Projects.									
A Transactions. Real Property Purchases, Sales, T	ransfers, Condemna	itions, or Dona	tions. Conte	ents of a typical file may include: deeds, contracts					
of assignment, appraisal reports, surveys, Board of F	Public Works agenda	items, proposi	als, related o	correspondence, etc.					
7. Record Series Format(s) List all	8. Record Se	ries Sequence	9. Volume	•					
□ Letter Size □ Microfilm				Approx. 20 cubic feet – Number					
☑ Legal Size ☐ Computer Tape	☐ Numerica	☐ Numerical		ver(s)					
	Chronolo	gical	Microfilm Compute						
	_		☑ Other boxes						
Bound Book Video Tape	Geograph	nical							
Other (specify)	Other (sp	ecify)	10. Annual A	ccumulation					
		•	Varies						
•	·		Number	•					
			☑ File Draw	ver(s)					
			Microfilm	•	I				
			Compute						
* .			Other bo						
1. File is Used		12. File Becom	les Inactive Afte	r	1				
5. S. 5.		Varies							
☑ Daily · ☑ Weekly ☑ Monthly ☑ Annual	ly	Number	□Мо	nth(s) Year(s)					
2 Current continues / Dide Stees Ba		14 1- 0	Paring Description	d Clouberg / If you specify seems of	4				
3. Current Location(s) (Bldg., Floor, Room) 3WI Terminal Building, Third Floor, Suite 350		14. Is Record S	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☑ Yes □ No						
C		11		subject matter					
5. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	•	16. Audit Requ			1				
☐ Yes 🖾 No			П elete П :	Fodoral					
		∥ ∐ None	L ⊃≀ate L l	Federal Independent					
. Is an Index System used? If yes, explain briefly and describe requ	irements	18. Recom	mended Re	tention	1				
Yes 🛭 No		Retain in of	fice 5 years	or until administrative value ceases, whichever					
		li		the Maryland State Archives for permanent					
		retention.							
					- 11				
9. Name and Title of Preparer	20. Telepho	one Number	21. Date						

Office of the Attorney General

Transportation Authority, Maryland - Legal

Page 1-Civil Lit

The Police of th	DEDARTMENT OF (DENEDAL CEE	N.410E0	AGENCY RECORDS INVENTORY				
Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF C	. •						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R			·				
	1	ryland 20794		PAGE OF				
,		99-1930						
Department/Agency	2. Division			3. Unit				
.OAG	Maryland Transpo	oitation Authorities	rity					
.ŲAG	. IWDIA	FLLOAL						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	unit for re	ference as well as retention and disposition				
4. Record Series Title			5. Earlie	st Year/Latest Year				
CIVIL LITIGATIO	MUATB		1996	to 2017				
	WIT							
6. Record Series Description (Briefly describe the t	ypes of information/doc	uments/forms t	found in th	e 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 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,								
	anon or costs, witness o	aeposition trans	scapts, do	cuments, trial transcripts, research, notes, drafts,				
file opening/closing memoranda, etc. R. This series includes Torts and Linemployment in	neurance litigation door	imente Contor	nte of a tur	nical file may include: pleadings briefs				
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.								
correspondence, settlement, costs, withess deposi	dons, documents, trait	ransonpts, rese	arch, note	ss, traits, ine opening/closing memoranta, etc.				
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume 157 cubic ft.					
X Letter Size Microfilm	Alphabetica	al l	Number					
Legal Sizo Computer Tape	Numerical		_	rawer(s) = 16, file drawers rofilm Reel(s)				
Audio Tapa Floppy Disk	x Chronologica	al		mpuler Tape(s)				
☐ Sound Book ☐ Video Tape	Geographic	cal	x Other (s	r (specify) 5 boxes				
Other (specify)	Other (spec	a)6.)	10. Annual	Annual Accumulation				
	[] Olifer (spen	Lily)	Number	nmper				
·			П с п. п.					
			☐ File Dra					
			Compu	ter Tape(s)				
			Other (specify)				
11. File Is Used		12. File Become	es inactive Af	ter				
V Della Marcalla Marc			_					
X Daily Weekly Monthly Anni	ниу	Number	[_] N	Month(s) Year(s)				
13. Current Location(s) (Bldg., Floor, Room)	, , , , , , , , , , , , , , , , , , , ,	14, Is Record S	erles Dunilca	ted Elsewhere? (If yes, specify agency or office.)				
2310 Broening Hwy., Baltimore, MD 21224	•	Yes	X No					
15 Across Postdellans (If Ves alle Louds) 9 Decidellans		46 4	leame - t-					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No		16. Audit Requ	rements					
		X None [] State [Federat 🔲 Independent				
17. Is an Index System used? If yes, explain briefly and describe r	equirements	18. Recomi	mended P	etention				
☐ Yes X No				n office 5 years after file is closed. Screen files to				
			_	selection criteria defined on page ii. Transfer				
			-					
4			selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Cepter for an additional 15					

	B. Retention State Recomply juvenile and the State Rege of major	years, then destroy. B. 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 Barbara Jones, Office Manager	20, Telephone Number 410-537-1008	21. Date April 11, 2017						

Page 1- administrative Proc.

Instructions –Type or Print a separate form for	DEPARTMENT OF (SENIEDAL SE	DVICES	AGENCY RECORDS INVENTORY				
each new or revised record series. Forward	RECORDS MANA							
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R			·				
,		ryland 20794		PAGE OF				
	410-7	99-1930						
Department/Agency	2. Division			3. Unit				
OAG	MDTA:	- LEGAL						
DEFINITION: RECORD SERIES: A group of relate	d records normally filed	and used as a	unit for re	ference as well as retention and disposition				
purposes. 4. Record Series Title			5 Farlie	st Year/Latest Year				
. ADMINISTRATIVE PROC	EEDINGS (5)	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 proceedings before adminis	,							
agency is acting as a fact-finder in resolving an issu	•	=						
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 B	•	·		·				
debarred from doing business with, or in, the State	•	·	_					
Conclusions of Law, indictments, correspondence,				i i i i i i i i i i i i i i i i i i i				
	·			·				
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume	, , , , , , , , , , , , , , , , , , , ,				
<u> </u>		* *	1.5 cubic ft					
X Letter Size Microfilm	· Alphabetica	al	Number					
Legal Size Computer Tape	☐ Numerical		X File Drav	. · · ·				
Audlo Tape Floppy Disk	X Chronologic	al	☐ Microfit☐ Compu	· · ·				
	_		Other (i i i i				
Bound Book Video Tape	☐ Geographic	cel	10, Annual	Accumulation				
Other (specify)	Other (spe	cily)	.75 cubic ft	i.				
,			Number					
•			X File Drav					
			☐ Microfilm Reel(s) ☐ Computer Tape(s)					
•			Other (
11, File is Used		12. File Becom	es Inactive Af	er				
_		<u> </u>	-					
Daily X Weekly Monthly Annu	ally	Number	lonth(s) Year(s)					
13. Current Location(s) (Bldg., Floor, Room)		14, Is Record S	Series Duplical	ed Elsewhere? (If yes, specify agency or office.)				
2310 Broening Hwy., Baltimore, MD 21224		☐ Yes	X No					
15. Access Restrictions (If Yes, clie Lew(s) & Regulation(s)		16. Audil Requ	irements	, , , , , , , , , , , , , , , , , , , ,				
Yes X No		_	_	_				
		X None	State	Federal 🔲 Independent				
			· -					
17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recom	mended R	etention				
	·			ffice for 5 years after file is closed or until				
				on or debarment agreement, whichever comes				
				entify those meeting selection criteria defined on				
		pagen. Ira	insier selec	cted files to the Maryland State Archives for				

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

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A design of District Control of the	DCDAC	TMENT OF C	SENICOAL OF	ENERAL SERVICES AGENCY RECORDS INVEN		
Instructions -Type or Print a separate form for						
each new or revised record series. Forward			GEMENT DIV		·	
with Records Retention Schedule (DGS 550-1)	727	•	oad, P.O. Box	2/6	PAGE OF	
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Department/Agency	2. Divisi		55-1930		3. Unit	
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,		•				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title				6. Earlie	st Year/Latest Year	
. CORRESPONDEN	KE ()I). [*]		2009	to 2017 _.	
6. Record Series Description (Briefly describe the t	ypes of inf	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.) This series consists of interchanges of write	iten and/o	r e-mail comm	nunications be	tween atto	rneys and client/agencies, members of the	
legislature, members of the general public, organiz	ations, co	nstituents, etc	., PIA request	s and copie	es of agency/client minutes and agenda. Contents	
of a typical file may include: letters, memoranda, re	quests fo	r information,	etc.			
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
, ·		<u> </u>	·	6 cubia ft.		
X Letter Size Microfilm		Alphabetica	al _.	Number	•	
Legal Size Computer Tape		Numerical		x File Dra	wer(s) = 2 file drawers	
☐ Audio Tape ☐ Floppy Disk		X Chronologic	nal	Microfil	m Reel(s) der Tape(s)	
	•				pedily) 3-4 boxes	
☐ Bound Book ☐ Video Tape		Geographic	cal	10. Annual	Accumulation	
Other (specify)		Other (spec	cify)	1.5 cubio fi	·	
				Number	•	
,			X File Drawer(s) 1 1/4 file drawers		wer(s) 1 ½ file drawers	
				Microfil		
			•	Computer Tape(s) Other (specify)		
·						
11. File is Used			12. File Becomes Inactive After			
Dollar V Woolder D Marshall Dans	.alb.		Number Month(s) Year(s)			
Delly X Weekly ☐ Monthly ☐ Annu	iany.		Number [Monar(s) 18an(s)			
			44 In Record States Desilicated Floriday (18 to see all			
13. Current Location(e) (Bidg., Floor, Room) 2310 Browning Hwy., Baltimore, MD 21224			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X No			
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes X No ·						
·			L LI NOTE	□ orate □	Foderal Independent	
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17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention	
Yes X No		İ	Retention:	Retain in d	office for 2 years or until administrative value	
•			ceases, wh	chever co	mes last, then destroy according to OAG	
		j			es with the following exception: Transfer to	
	•				res for permanent retention any material that	
, ,	•				e origin, development and accomplishments of	
					tinuing administrative, fiscal, legal or historical	
			value.		_ , , , , , , , , , , , , , , , , , , ,	
					·	
19. Name and Title of Preparer	•	20 Telepho	ne Number	21. Date	,	
Barbara Jones, Office Manager	Ì	410-537-10	ï	April 11,		
		5 457 10				

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF OR RECORDS MANA 7275 Waterloo R	GEMENT DIV	ISION	AGENCY RECORDS INVENTORY				
Will Records Reterming Scrieding (DGS 530-1)	Jessup, Ma	oau, F.O. Box ryland 20794 99-1930	. 210	PAGE OF				
Department/Agency	2. Division			3. Unit				
OAG	MDTA	-LEGAL	•					
DEFINITION: RECORD SERIES: A group of related purposes.	I records normally filed	and used as	a unit for re	ference as well as retention and disposition				
4. Record Series Title			6. Earlie	st Year/Latest Year				
LEGISLATION	(12)	· .	1990	10 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.)	series.)							
B. Legislation – First and Third Readers: Bill Watch								
This series consists of all printed bills and materials	regarding the Bill Wate	ch process. C	ontents of	this series may include: the printed First and Third				
Readers, hearing schedules, activity charts, letters r	memoranda, etc.			·				
•								
7 D 10 1			L a					
7. Record Series Format(s) List all	8. Record Seri	es cadrieuce	9. Volume 1.5 cublo ft					
X Letter Size Microfilm	☐ Alphabelica	ed .	Number					
Legal Śize Compuler Tape	☐ Numerical		x File Dra	• • •				
☐ Audio Tape ☐ Floppy Disk	X Chranologic	ai	☐ Microfilm Reel(e) ☐ Computer Tape(s)					
☐ Bound Book ☐ Video Tape	☐ Geographi	cal	Other (specify)				
	,		i	Accumulation				
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	Ì							
	ľ			ver(s) = ½ file drawer				
			☐ Microfil☐ Compu					
			Olher (specify)					
11. File is Used		12. File Becom	es Inactive Af	der ·				
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☐ Daliy ☐ Weekly ☐ Monthly ☐ Annui	ally .	Number	L™	onih(s) ☐ Year(s)				
•								
13. Current Location(s) (Bidg., Floor, Room)		14 is Record 5	Reries Dunling	ted Fisewhera? (If yes specify apency or office)				
2310 Broening Hwy., Baltimore, MD 21224		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Tyes x No						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements						
. Yes X No				•				
· .		EnoN X	State	Foderal Independent				
17. Is an Index System used? If yes, explain briefly and describe red	quirements .	18. Recom	mended R	etention				
Yes X No		Retention:	Retain in c	ffice for 5 years or until administrative value				
		ceases, wh	lchever cor	mes last, then destroy, according to OAG				
		Destruction	Procedure	es.				
				·				
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date					
Barbara Jones, Office Manager	410-537-10	08	April 11,	2017				

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Instructions –Type or Print a separate form for			SENERAL SEI		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			SEMENT DIV		į		
with Records Retention Schedule (DGS 550-1)	7275 Wa	/aterloo Ro	oad, P.O. Box	275	PAGE OF		
	Jes	• •	yland 20794 9-1930				
Department/Agency	2. Division				3. Unit		
OAG		MDTA -	LEGAL				
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DEFINITION: RECORD SERIES: A group of related purposes.	d records norm	nally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
REGULATIONS	(13)			1989	to 2017		
6. Record Series Description (Briefly describe the ty	ypes of Informa	ation/docu	ments/forms	found in th	e series. Include the purpose or function of the		
series.)							
This series consists of approvals of administrative r	ules promulga	ated by sta	ite agencies s	ubmitted to	the Attorney General for review before they		
become effective. Contents of a typical filed may in		-	_		• •		
notes, history or background documentation, resea			Ų 2 1.				
,					·		
7. Record Series Format(e) List all	8. F	Record Serie	s Sequence	9. Volume			
X Letter Size Microfilm		Alphabetica		.75 cubic ft. Number			
☐ Legal Size ☐ Computer Tape		Numerical			rawer(s) = ½ file drawer		
Audio Tapa 🌅 Floppy Disk	×c	Chronologica	1	Compu			
☐ Bound Book ☐ Video Tape		Geographic	al	Other (s	pecify)		
Other (specify)		Other (spec	iev.	10. Annual Accumulation			
Crief (specify)	"	1 Oniai (spec	··y) —-	· ·	.05 cubic ft. Number		
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	İ			<u> </u>	er(s) = 1 file		
]		·	☐ Microfiti			
				Other (s	* * * *		
11. File is Uaad			12. File Becom	es inactive Aft	er er		
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☐ Dally ☐ Weekly X Monthly ☐ Annus	ally	ļ	Number	. 🗆 M	onth(s) Year(s)		
		Ì					
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
2310 Broening Hwy., Ballimore, MD 21224			Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements			
☐ Yes X No				. —	<u></u>		
		li	X None] State 🔲 F	ederal 🔲 Independent		
		. ([·		
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention		
· Yes X No			Retention:	Retain in o	ffice 5 years after publication. Screen files to		
					selection criteria defined on page II. Transfer		
				-	aryland State Archives for permanent retention.		
					ording to OAG Destruction Procedures.		
10 Name and Title of Preparer	20	Telepho	ne Number	21. Date			
19. Name and Title of Preparer		•			2017		
Barbara Jones, Office Manager	410	0-537-100	70	April 12,			
		····					

						
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	REC	ORDS MANA	GENERAL SERVICES GEMENT DIVISION toad, P.O. Box 275		AGENCY RECORDS INVENTORY	
	Jessup, Maryland 20794 410-769-1830				, PAGE OF	
Department/Agency	2. Divisio				3. Unit	
OAG		MDTA -	·,LEGAL			
DEFINITION: RECORD SERIES: A group of related	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
purposes.				, <u></u>		
4. Record Series Title FINANCIAL TRANSACTIONS (14)					st Year/Latest Year o 2017	
6. Record Series Description (Briefly describe the ty	ypes of Inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
This series consisted of OAG-generated materials r	relative to	the approval	of contracts, b	onds and/o	or promissory notes, leases, loan agreements,	
grant agreements; and correspondence, drafts, not						
and/or promissory notes, leases, loan agreements, 7. Record Series Format(s) List all	grant agre	8. Record Serie		nce, drafts, 9. Volume	notes, etc.	
7. Record Series Format(s) List all		b. Necola Sene	a Sednevica	.75 cubic ft		
X Leller Size Microfilm		Alphabetica	d	Number		
Legal Size Computer Tape		Numerical		X File Draw	wer(s) = 1/2 file drawer m Reel(s)	
Audio Tape Floppy Disk		X Chronologic	al	Compu	tler Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographic	al	LI CALLOT		
Other (specify)	Other (spe				Accumulation .	
				Number	•	
				X File Dran	wer(s) 2–3 files m Reel(s)	
				Computer Tape(s)		
•				Olher (spedly)	
11. File Is Used			12. File Becom	es inactive Af	ter	
Daily Weekly X Monthly Angue	ally		Number		fonth(s) Year(s)	
			. *			
13. Current Location(s) (Bidg., Floor, Room) 2310 Broening Hwy., Baltimore, MD 21224		.	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			15. Audit Requirements			
Yes x No			X None F	ן State ר	Federal Independent	
					,	
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention	
Yes X No		·	Retention:	Retain in c	office 5 years after term of document expires or	
					ue ceases, whichever comes last. Transfer to the	
-			State Reco	rds Center	for an additional 5 years, then destroy.	
19. Name and Title of Preparer		20. Telepho		21. Date		
Barbara Jones, Office Manager		410-537-10	08	April 12,	2017	

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Instructions -Type or Print a separate form for			GEMENT DIV				
each new or revised record series. Forward			oad, P.O. Box		·		
with Records Retention Schedule (DGS 550-1)	121		oau, F.O. Box ryland 20794	. 215	PAGE OF		
•		•	99-1930				
Department/Agency	2. Divisi	on			3. Unit		
OAG		MDTA -	- LEGAL		·		
		•		•			
				· .			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
BONDS (15)			ļ <u></u>	to		
					· · · · · · · · · · · · · · · · · · ·		
6. Record Series Description (Briefly describe the t	ypes of in	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
This series consists of OAG-generated materials re	lative to b	onds and bor	nd counsel. Co	ontents of a	a typical file may include: draft bond, draft offering		
documents and/or bond purchase agreements, fea	sibility stu	dles, financial	analysis repo	rts, agreen	nents, feasibility studies, financial analysis reports,		
agreements, related opinions and advice letters, bo	ond Issue (documentation	n, bond couns	el contract	s, correspondence, memos, research, etc.		
7. Record Series Format(s) List all		8. Record Seri	ea Sequence	9. Volume			
X Letter Size Microfilm		☐ Alphabetica	al .	21.5 cubic Number	r.		
A LEGIS GZO			41	- Manibol	·		
Legal Size Computer Tape		☐ Numerical		1	wer(s) = 1 file drawer		
		X Chronologic	al	☐ Microfil☐ Compu	m Reel(s)		
- Andre Labe - C. Linbby Clark	X Chronologic		aı		pecify) 20 plastic etorage containers		
Bound Book Video Tape		☐ Geographic	cai				
Other (specify)		Other (spec			Accumulation		
			Numbe				
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•			•		X File Drawer(s) = ¼ file drawer Microfilm Reel(s)		
				_	Computer Tape(s)		
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11. File is Used			12. File Becom	os Inacilva Af	or .		
,				ios macaro ra			
☐ Daily ☐ Weekly ☐ Monthly X Annu	ally		Number	□ •	ionth(s) Year(s)		
13. Current Location(s) (Bidg., Floor, Room)			14. is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
2310 Broening Hwy., Balto., MD 21224			☐ Yos X No				
15. Access Restrictions (If Yes, cite Lew(e) & Regulation(s)			16. Audit Requirements				
Yes X No			l' _				
•			. None	X State X F	ederal Independent		
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention		
Yes X No			Retention: I	Retain in oi	fice 7 years after last principal and interest		
					made, or until administrative value ceases,		
					then transfer to State Records Center for an		
			additional 7				
19. Name and Title of Preparer	,]	20, Telepho	ne Number	21. Date			
Barbara Jones, Office Manager		410-537-10		April 12,	1		
				·,			
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·			Page	e 1 - Real Property			
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	•	GENERAL SE GEMENT DIV oad, P.O. Box ryland 20794	RVICES ISION	AGENCY RECORDS INVENTORY PAGE OF			
Department/Agency OAG	2. Division	99-1930 – LEGAL		3, Unit			
DEFINITION: RECORD SERIES: A group of relate	d records normally filed	and used as	a unit for re	ference as well as retention and disposition			
purposes. 4. Record Series Title REAL PROPERTY TRANS	SACTIONS (16)	5. Earliest Year/Latest Year 1984 to 2017					
 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. 							
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume 1.5 cubic ft.				
X Letter Size Microfilm	Alphabetic	af	Númber				
Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape	X Chronologica		X File Draw Microfile Comput Other (s	n Reel(s) ter Tape(s)			
Other (specify)	Other (spe	cify)	.15 cubic ft. Number File Dra Microfilr Comput	wer(s) n Rael(s)			
11. File is Used	<u> </u>	12. File Becom	les inactive Aft	er .			
☐ Daily ☐ Weekly ↑ X Monthly ☐ Annu	Number Month(s) Year(s)						
13. Current Location(s) (Bldg., Floor, Room) 2310 Broening Hwy., Ballo., MD 21224	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X No						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements X None ☐ State ☐ Federal ☐ Independent						
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes X No			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

			Pag	e 2 - Real Property			
				and retain for an additional 10 years after the state takes cossession of			
L		the building, then destroy.					
	19. Name and Title of Preparer	20. Telepho		21. Date			
	Barbara Jones, Office Manager	410-537-10	08	April 12, 2017			

Page / - Personnel AGENCY RECORDS INVENTORY DEPARTMENT OF GENERAL SERVICES Instructions -Type or Print a separate form for each new or revised record series. Forward **RECORDS MANAGEMENT DIVISION** with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 1. Department/Agency 2. Division 3. Unit MDTA - LEGAL OAG DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition 4. Record Series Title 5. Earliest Year/Latest Year PERSONNEL (25) 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 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 8. Record Series Sequence 9. Volume .75 cubic ft. X Letter Size Microfilm X Alphabetical Legal Size Computer Tape Numerical File Drawer(s) Microfilm Reel(s) Audio Tape Floppy Disk ☐ Chronological Computer Tape(s) X Other (specify) 1/4 file drawer ☐ Bound Book ☐ Video Tape ☐ Geographical 10. Annual Accumulation Other (specify) Other (specify) File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 11. File is Used 12. File Bacomes Inactive After □ Daily ■ Weekly X Monthly ☐ Annually Number ☐ Month(s) ☐ Year(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 2310 Broening Highway, Baltimore, Maryland 21224 Yes X No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements X Yes No Confidential GP Section 4-311 X None State Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements 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.

Page 2 - Personnel.
20. Telephone Number | 21. Date

19. Name and Title of Preparer Barbara Jones, Office Manager 410-537-1008

April 13, 2017

Office of the Attorney General

Treasurer's Office, State

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Instructions –Type or Print a separate form for	DEPARTMENT	OF GENERAL SE	RVICES	AGENCY RECORDS INVENTORY				
each new or revised record series. Forward	RECORDS M/	NAGEMENT DIV	ISION					
with Records Retention Schedule (DGS 550-1)	7275 Waterlo	oo Road, P.O. Box	275	PAGE OF				
		Maryland 20794						
Department/Agency	2. Division	410-799-1930		3. Unit				
Office of the Attorney General	State Treasurer's	Office .		3. Jin				
·								
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally	filed and used as	a unit for re	leference as well as retention and disposition				
4. Record Series Title			5. Earlie	st Year/Latest Year				
Bonds (15)			1986	to 2017				
50103 (73 /		•	<u> </u>	<u> </u>				
series.) This series consists of OAG-generated materials redocuments and/or bond purchase agreements, fea issue documentation, bond counsel contracts, corre	asibility studies, finan	icial analysis repo	ontents of a	a typical file may include: draft bond, draft of nents, related opinions and advice letters, bo	fering and			
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume					
Letter Size	Alpha	hetical	20 Number					
	-			•				
Legal Size Computer Tape	Nume	☐ Chronological ☐ Comp☐ Comp☐ Other☐ Geographical		File Drawer(s) Microfilm Reel(s)				
☐ Audio Tape ☐ Floppy Disk	Chror			iter Tape(s)	ľ			
Bound Book Video Tape	Пеноп			Other (specify) boxes				
				O. Annual Accumulation				
Other (specify) cds and dvds	Other	(specify)	3 Number					
			- Namber	·				
	-		File Dra		\ ,			
			Microfil					
			Other (specify) boxes				
11. File is Used			nes Inactive Af	ter	 			
Daily Weekly Monthly Ann	nually	<u>Varies</u> Number		· Ionth(s) Year(s)	\$			
13. Current Location(s) (Bldg., Floor, Room)		14 Is Record	Series Dunlical	ted Elsewhere? (If yes, specify agency or office.)				
80 Calvert Street, rm 400		Yes	No No	(a) so, opening against or ormon,				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		quirements				
☐ Yes ■ No ·		□ Mass	□ state =	Federal Independent .				
		I None	□ State ■	i eneral Millineheudeur .				
17. Is an Index System used? If yes, explain briefly and describe r	requirements	18 Recon	mended D	etention				
☐ Yes 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 the transfer to State Records Center for an additional 7 years, then destroy.			ist then			
))						
19. Name and Title of Preparer		ephone Number	21. Date					

Office of the Attorney General DEFINITION: RECORD SERIES: A group of related a purposes. 4. Record Series Title Legislation (1Z)	2. Division State Treasurer's Offi records normally filed bes of information/document	GEMENT DIVI Road, P.O. Box aryland 20794 199-1930 ce	a unit for re 5. Earliee 2003 found in the	3. Unit Unit for reference as well as retention and disposition 5. Earliest Year/Latest Year 2003 to 2017 ound in the series. Include the purpose or function of the units of a typical file may include: drafts of proposed			
7. Record Series Format(s) List all Letter Size Microfilm	8. Record Ser	·	9. Volume 2 Number				
Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)	☐ Numerical ☐ Chronolog ☐ Geograph	☐ Numerical ☐ Chronological ☐ Geographical ☐ Other (specify)		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) boxes 10. Annual Accumulation <1 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) box			
11. File is Used	lly	12. File Becomes Inactive After varies Number					
13. Current Location(s) (Bldg., Floor, Room) 80 Calvert Street, rm 400		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ■ No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ██ No	16. Audit Requirements * ■ None □ State □ Federal □ Independent						
17. Is an Index System used? If yes, explain briefly and describe requ ☐ Yes ■ No	18. Recommended Retention Retain in office 5 years or until administrative value ceases, whicheve comes last. Screen files to identify those meeting selection criteria der on page ii. Transfer selected files to the Maryland State Archives for permanent retention. Transfer all others to the State Records Center tretained for an additional 5 years, then destroy.						
19. Name and Title of Preparer Megan Schutz, Treasury Specialist III, Legal Division	20. Teleph	one Number	21. Date				

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Instructions –Type or Print a separate form for	DEPAR	SENERAL SE	AGENCY RECORDS INVENTORY				
each new or revised record series. Forward				SEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)				ad, P.O. Box 275			
Will resolve resolvent somestic (200 see 1)				PAGE OF			
	Jessup, Maryland 2079						
Department/Agency	on .			3. Unit			
Office of the Attorney General	State Tre	asurer's Offic	e		•		
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DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Regulations (13)				<u> </u>	to		
Tregulations (19)				ongoing	·		
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)				•			
This series consists of approvals of administrative r							
become effective. Contents of a typical file may inc notes, history or background documentation, resea		osed and fina	al regulation, N	Maryland R	egister notice, drafts, correspondence, memos,		
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				T			
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	·		
Letter Size Microfilm		Alphabetica	at	Number	-		
Legal Size Computer Tape		Numerical		File Dra			
Audio Tape Ftoppy Disk		l —		_	Computer Tape(s)		
		_		Other (specify) box			
☐ Bound Book ☐ Video Tape		Geographic	al 10. Annual Accumulation				
Other (specify)		Other (specify)		10. Annual Accumulation			
				Number			
				\ _			
				File Dra	* *		
				Compu			
			Other (specify) box				
			I	L			
11. File is Used	•		12. File Becom varies	ies Inactive Af	ler		
☐ Daily ☐ Weekly ☐ Monthly ■ Ann	ually		Number Month(s) Year(s)				
-				_	_		
•							
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplicat	led Elsewhere? (If yes, specify agency or office.)		
80 Calvert Street, rm 400	•		Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements			
Yes No					. <u> </u>		
			None None	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention		
☐ Yes ■ No			Retain in off	ice 5 years	after publication. Screen files to identify those		
					ia defined on page ii. Transfer selected files to the		
					es for permanent retention. Destroy all others truction Procedures.		
·							
			L				
19. Name and Title of Preparer		20. Telepho	one Number	21. Date			
Megan Schutz, Treasury Specialist III, Legal Divisio	n	410-260-792	4/3/17				

							
Instructions –Type or Print a separate form for	GENERAL SEI	DVICES	AGE	ENCY RECORDS INVENTORY			
each new or revised record series. Forward	'		GEMENT DIV				
with Records Retention Schedule (DGS 550-1)	į		oad, P.O. Box	•	_		
	Jessup, Mar				Ρ,	AGE OF	
1 Danata - 1/2	99-1930		2 11=3				
Department/Agency Office of the Attorney General	ce		3. Unit				
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	a unit for re	ference as well	as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Y	'ear	
Civil Litigation (1)				ongoing	to		
6. Record Series Description (Briefly describe the	types of in	formation/doc	uments/forms	found in th	e series. Includ	e the purpose or function of the	
series.)							
This series consists of civil lawsuits filed in state ar the entire OAG case file, which may be partially du Torts litigation documents. Contents of a typical file	plicative o	f materials ma	aintained by ot	her State e	entities, including	g the courts. This series includes	
documents, trial transcripts, research, notes, drafts	, file open	ing/closing me	emoranda, etc			, ,	
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume		Most files kept electronically	
Letter Size		Alphabetica	al	29 Number	:	,	
Legal Size Computer Tape		☐ Numerical		File Dra			
Audio Tape 📕 Floppy Disk .		Chronologi	ical	. —	ofilm Ree!(s) puter Tape(s)		
☐ Bound Book ☐ Video Tape		☐ Geographi	ral	Other (specify) boxes		
				ı	Accumulation	Most files kept electronically	
Other (specify) cds and dvds		Other (spe	cify)	5 Number	•		
				File Dra	Iwer(s)		
				Microfile	m Reel(s)		
				Compu	ter Tape(s) specify) boxes		
		<u> </u>			,,		
11. File is Used			12. File Becomes Inactive After varies				
🔛 Daily 🔛 Weekly 🔣 Monthly 🔣 Ann	nually		Number Month(s) 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.) Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Yes No			■ None	☐ State ☐	Federal Indep	endent	
		•			,		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	etention		
■ Yes No For active and recently closed files, an Excel sprea	maintained				ed. Transfer to the State Records involves a juvenile		
with detailed information about the case. For cases	has not brou	ght suit or	settled, transfer	file to the State Records Center			
a spreadsheet is maintained with plaintiff's name ar	nd case nu	imber.		n all other	cases, transfer	or the age of majority period, then file to the State Records Center for	
19. Name and Title of Preparer		20. Telepho	one Number	21. Date			
Megan Schutz, Treasury Specialist III, Legal Division	on	410-260-792	!8	4/3/17			
		I					

Office of the Attorney General DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Letters of Advice (10) 6. Record Series Description (Briefly describe the type series.)	2. Division State Treasurer's Office records normally filed pes of information/doc	GEMENT DIVI oad, P.O. Box ryland 20794 99-1930 ee and used as a	a unit for re 5. Earlier ongoing found in th	est Year/Latest Year to			
the request for advice, research, memoranda, drafts		o nom state u		mood, etc. Somethe of a typical me may morate.			
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume	Most files kept electronically			
■ Letter Size	Alphabetica	a!	1 Number	most mes rept diestromathy			
Legal Size Computer Tape	Numerical	İ	File Dra	wer(s)			
☐ Audio Tape ☐ Floppy Disk	☐ Chronologi	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s)				
				specify) box			
Bound Book Video Tape	Geographi		10. Annual Accumulation <1. Most files kept electronically Number				
		·	File Dra Microfile Comput	n Reel(s)			
11. File is Used		12. File Becom	es Inactive Aft	er			
🗖 Daily 🦳 Weekly 📑 Monthly 🗐 Annua	ally	<u>Varies</u> Number	□м	onth(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.) Yes No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☐ No	i	16. Audit Requirements ■ None □ State □ Federal □ Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ■ No			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	20. Telepho	ne Number	21. Date				
Megan Schutz, Treasury Specialist III, Legal Division	410-260-792	8	4/3/17				

Instructions –Type or Print a separate form for	DEPAR	TMENT OF	GENERAL SE	AL SERVICES AGENCY RECORDS INVENTOR			
each new or revised record series. Forward		GEMENT DIV					
with Records Retention Schedule (DGS 550-1)		oad, P.O. Box					
(ryland 20794		PAGE OF		
		* *	99-1930				
Department/Agency	2. Divisio	on	•		3. Unit		
Office of the Attorney General	State Tre	asurer's Offic	ce		•		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	and used as	a unit for re	ference as well as retention and disposition			
4. Record Series Title			 -	5. Earlie	st Year/Latest Year		
Financial Transactions (14)				ongoing .			
6 Pacord Sarias Description (Briefly describe the t	vnes of inf	ormation/doc	umante/forme		e series . Include the ournose or function of the		
Record Series Description (Briefly describe the t series.)	ypes or int	ormanon/000	uments/ioriffs	iouna in th	e series. Include the purpose of function of the		
This series consists of OAG-generated materials re agreements, loans, grant agreements, and inter-agmay include copies of documents such as: contract correspondence, drafts, notes, etc.	ency or int	ergovernmer	ital agreement	s involving	the transfer of funds, etc. Contents of a typical file		
				,			
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume 24	•		
■ Letter Size		Alphabetic	al	Number			
■ Legal Size ☐ Computer Tape		Numerical		File Dra			
☐ Audio Tape ☐ Floppy Disk		Chronolog	ical	Compu	ter Tape(s) specify) boxes		
Bound Book Video Tape		☐ Geographi	cal				
Other (specify)		· · · · · · · · · · · · · · · · · · ·			10. Annual Accumulation 3		
		- -		Number			
				☐ File Drawer(s) ☐ Microfilm Reet(s)			
			Computer Tape(s)				
				Other (specify) DOXES			
11. File is Used			12. File Becom	es Inactive Af	ter		
☐ Daily ■ Weekly ■ Monthly ■ Ann	uually		<u>varies</u> Number	Пм	Ionth(s)		
	Journ		Kamber	۳.	ionit(s) Teal(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
80 Calvert Street, rm 400			☐ Yes ■ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
☐ Yes ■ No			_		·		
,			™ None	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended P	etention		
Yes No			Retain in offi	ce 5 years	after term of document expires or until		
Titles of contracts and their active years are recorded in Excel spreadsheets			administrativ	e value ce	ases, whichever comes last. Transfer to the State additional 5 years, then destroy.		
·							
19. Name and Title of Preparer		20. Telepho	one Number	21. Date			
Megan Schutz, Treasury Specialist III, Legal Division 410-260-7928			28	4/3/17			

Office of the Attorney General

Workers' Compensation Commission - General Counsel

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	REC	ORDS MANA 5 Waterloo F Jessup, Ma	F GENERAL SERVICES NAGEMENT DIVISION o Road, P.O. Box 275 Maryland 20794 10-799-1930		PAGE1 OF1			
(· ·)								
Department/Agency	2. Divisi	on			3. Unit			
Office of the Attorney General	Workers	s' Compensa	nsation Commission		General Counsel			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition			
4. Record Series Title			5. Earliest Year/Latest Year					
Civil Litigation (1)				2000 1	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 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.								
7. Record Series Format(s) List all	•	8. Record Seri	es Sequence	9. Volume				
⊠ Letter Size □ Microfilm		☐ Alphabetica	I	Number				
☐ Legal Size ☐ Computer Tape		□ Numerical		☐ File Drav	wer(s)			
□ Audio Tape □ Floppy Disk		□ Chronologic □ C	and .	☐ Microfilm ☐ Compute	n Reel(s)			
				Other (s				
□ Bound Book □ Video Tape		Geographic			nual Accumulation			
□ Other (specify)		Other (spec	iry)	25 Number	·			
				⊠ File Drav □ Microfilm □ Compute □ Other (sp	n Reel(s) er Tape(s)			
File is Used			12. File Becon	nes Inactive Aff	rer			
			5					
□ Daily 🖪 Weekly 🔲 Monthly 🗖 Annuall	y 		Number	□ мо	onth(s) 🛮 Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 10 E. Baltimore St., Baltimore, MD 21202; 7th Floor, Rm 723			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes □ No Attorney-Client Privilege, Attorney Work Product Privilege			16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements . □ Yes ☑ No			18. Recommended Retention Retain in office 5 years after file is closed. Screen files to identify the meeting selection criteria. Transfer selected files to the Maryland Starbives for permanent retention. Transfer all others to the State Records Center for an additional 15 years, then destroy.					
19. Name and Title of Preparer			ne Number	21. Date				
H. Scott Curtis, Principal Counsel				3/28/201	7			

<u>Instructions</u> –Type or Print a separate form for each, new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	RDS MANA Waterloo R Jessup, Ma	GENERAL SERVICES AGEMENT DIVISION Road, P.O. Box 275 aryland 20794 799-1930		PAGE1 OF1		
\bigcirc	,	410-7	33-1330				
1. Department/Agency	2. Divisio	n		****	3. Unit		
Office of the Attorney General	Workers'	Compensat	ion Commissi	on	General Counsel		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records n	ormally filed	and used as	a unit for re	I eference as well as retention and disposition		
4. Record Series Title Letters of Advice (10)				5. Earliest Year/Latest Year 2000 to 2017			
 Record Series Description (Briefly describe the testies.) Letters of Advice series consists of letters of advice may include: the request for advice, research, men 	e on legal is	sues pursua	nt to requests				
7. Record Series Format(s) List all	T	8. Record Serie	es Sequence	9. Volume 3			
☑ Letter Size ☐ Microfilm		□ Alphabetical	Í	Number	•		
□ Legal Size □ Computer Tape		■ Numerical		☑ File Dray ☐ Microfilm			
□ Audio Tape □ Floppy Disk		☑ Chronologic	al	Compute Other (s)			
□ Bound Book □ Video Tape	·	☐ Geographic	al	10. Annual Accumulation			
Other (specify)	1	☐ Other (speci	fy)	25 Number	•		
			☐ Microfilm Compute		e Drawer(s) crofilm Reel(s) mputer Tape(s) her (specify)		
File is Used			12. File Becom	es Inactive Af	ter		
☐ Daily Weekly ☐ Monthly ☐ Annuall	ly	•	55 Number		onth(s) 🖾 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 10 E. Baltimore St., Baltimore, MD 21202; 7th Floor, Rm 723			14. Is Record S	Series Duplicat No	ted Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ No Attorney-Client Privilege, Attorney Work Product Privilege			16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent				
				•			
17. Is an Index System used? If yes, explain briefly and describe r ☐ Yes ☑ No	requirements			fice 5 years	etention s or until administrative value ceases, whichever oy, according to OAG Destruction Procedures.		
19. Name and Title of Preparer H. Scott Curtis, Principal Counsel		20. Telepho 410-864-53	ne Number	21. Date 3/28/201			
SS 550-4 (Rev. 1/93)	<u>_</u>						

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instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF RECORDS MAN	AGEMENT DIV	ISION	AGENCY RECORDS INVENTO	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Jessup, M	Road, P.O. Box laryland 20794	(275	PAGE1 OF1	
	410	-799-1930			
1. Department/Agency	2. Division			3. Unit	
Office of the Attorney General	Workers' Compens	otion Commissi	00	General Counsel	
Office of the Attorney General	workers Compens	auon Commissi	OH	General Courise	
DEFINITION: RECORD SERIES: A group of relating purposes.	ed records normally file	d and used as	a unit for re	eference as well as retention and dispo	
4. Record Series Title				st Year/Latest Year	
Correspondence (II)			2000	to 2017	
6. Record Series Description (Briefly describe the	types of information/do	cuments/forms	found in th	e series. Include the purpose or funct	
series.) Correspondence series consists of interchanges of	of written and/or e-mail	communication	s hetween	attorneys and client/agencies, membe	
legislature, members of the general public, organi	zations, constituents, e	tc PIA request	s between	es of agency/client minutes and agend	
of a typical file may include: letters, memoranda, r				oo o, agana, anana minataa ana agana	
	·				
7. Record Series Format(s) List all		ries Sequence	9. Volume 2		
☑ Letter Size ☐ Microfilm	☐ Alphabeti	al	Number	·	
☐ Legal Size ☐ Computer Tape	☐ Numerica		☑ File Drav ☐ Microfilm		
□ Audio Tape □ Floppy Disk		pical	☐ Compute	er Tape(s)	
□ Bound Book □ Video Tape	☐ Geograph	ical			
Other (specify)	☐ Other (spe	ecify)	10. Annual Accumulation1 Number		
			☑ File Drav	n Reel(s)	
·			☐ Compute☐ Other (s		
File is Used		12. File Becon	landing Af		
		5			
☐ Daily ☑ Weekly ☐ Monthly ☐ Annual	шу	Number	LI IVI	onth(s) 💆 Year(s)	
				•	
13. Current Location(s) (Bldg., Floor, Room)				ted Elsewhere? (If yes, specify agency or office.)	
10 E. Baltimore St., Baltimore, MD 21202; 7th Floor, Rm 723		☐ Yes	⊠ No		
		16. Audit Req	uirements		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes □ No					
		⊠ None (State DF	ederal Independent	
⊠ Yes □ No		⊠ None (□ State □ F	ederal Independent	
Yes □ No Attorney-Client Privilege, Attorney Work Product Privilege					
⊠ Yes □ No	requirements	18. Recom	mended R	etention	
☑ Yes	requirements	18. Recom	imended R	etention ears or until administrative value ceas	
☑ Yes	requirements	18. Recom Retain in of whichever Procedures	imended R ffice for 2 y comes last, s with the fo	etention ears or until administrative value ceas then destroy according to OAG Destr bllowing exception: Transfer to Marylar	
☑ Yes	requirements	18. Recom Retain in of whichever Procedures Archive for	imended R ffice for 2 y comes last, s with the fo permanent	etention ears or until administrative value ceas then destroy according to OAG Destr Illowing exception: Transfer to Marylar retention any material that serves to c	
⊠ Yes	requirements 	18. Recom Retain in of whichever Procedures Archive for the origin, o	imended R ffice for 2 y comes last, with the fo permanent developmen		
☑ Yes		18. Recom Retain in of whichever of Procedures Archive for the origin, of continuing a	imended R ffice for 2 y comes last, with the fo permanent developmen	etention ears or until administrative value ceas then destroy according to OAG Destr illowing exception: Transfer to Marylar retention any material that serves to o at and accomplishments of the office a ive, fiscal, legal or historical value.	

	T						
each_new or revised record series. Forward RECORD			GENERAL SE	ISION	AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)	/2/	Jessup, Ma	oad, P.O. Box ryland 20794 ⁹⁹⁻¹⁹³⁰	275	PAGE1 OF1		
1. Department/Agency	2. Divisio	on			3. Unit		
Office of the Attorney General	Workers	' Compensat	ion Commission		General Counsel		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	and used as a	a unit for re	ference as well as retention and disposition			
4. Record Series Title		5. Earliest Year/Latest Year 2000 to 2017					
Regulations (13)		_		2000			
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.							
7. Record Series Format(s) List all		8. Record Serie	os Soguenco	9. Volume			
□ Letter Size □ Microfilm		□ Alphabetical	·	1 Number	- ,		
☐ Legal Size ☐ Computer Tape		☐ Numerical	'	⊠ File Drav	ver(s)		
☐ Audio Tape ☐ Floppy Disk		☑ Chronologic	al	☐ Microfilm ☐ Compute	Reel(s)		
☐ Bound Book ☐ Video Tape		☐ Geographica			pecify)		
□ Other (specify)		Other (speci		10. Annual	Accumulation		
2 0.0.0 (0,000)		2 0 (0 0 0 0		Number	_		
			Sile Dra Microfil		Reel(s)		
				Other (sp			
File is Used			12. File Becom	es Inactive Aff	er		
☐ Daily ■ Weekly ☐ Monthly ☐ Annuall	у		5 Number □ Month(s) ☑ Year(s)				
13. Current Location(s) (Bldg., Floor, Room) 10 E. Baltimore St., Baltimore, MD 21202; 7th Floor, Rm 723			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
⊠ Yes □ No Attorney-Client Privilege, Attorney Work Product Privilege)		⊠ None ⊑] State □ Fe	ederal 🗖 Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No			18. Recommended Retention Retain in office 5 years after publication. Screen files to identify thos meeting selection criteria. Transfer selected files to the Maryland St Archives for permanent retention. Destroy all others according to Or Destruction Procedures.				
19. Name and Title of Preparer H. Scott Curtis, Principal Counsel		20. Telepho 410-864-53	ne Number 13 .	21. Date 3/28/201	7		
DGS 550-4 (Rev. 1/93)							

INSTRUCTIONS – TYPE OR PRINT A SERARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH CORDS RETENTION SCHEDULE (DGS)-1) COMAR 14.18.02	RECORDS M 7275 WATERL JESSUP	OF GENERAL SERVICES IANAGEMENT DIVISION OO ROAD, P.O. BOX 275 , MARYLAND 20794 I10) 799-1930	Page1 of1				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT				
Office of the Attorney General	Workers' Compens	sation Commission	General Counsel				
DEFINITION – Record Series - A group of relation and disposition		d electronically and used as a	unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR				
Civil Litigation (1)			2000 to 2017				
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	UT - Identify the use/s of information generated by system				
Files created or received by attorneys assigned and supervisors; documents received from optionsel or courts		Internal uses or electronic or courts	c documents filed with opposing counsel				
8 ELECTRONIC RECORD SERIES DESCR Civil Litigation series includes, but is not limite insurance litigation), amicus brief cases, bank claims, disabilities, foreclosures, forfeitures, gallenges. Contents of a typical file may includes, witness deposition transcripts, docume 9 POLICY ON ACCESS AND USE — Explain Access and use limited to attorneys assigned 10 UPDATING CYCLES OR CONDITIONS A	conted to: affirmative cruptcies, bid properties, bid properties, guide: pleadings, lents, trial transcrian or attach copy to Division and	litigation, defensive litigation of tests, charitable trusts, civulardianships, hospital closin briefs, correspondence, selects, research, notes, drafts if established in writing. Supervisors. R REVISING INFORMATION	purpose and function of the system. on (other than torts or unemployment il rights, contract disputes, contractorings, pro bono, and other legal titlement documents, documentation of it, file opening/closing memoranda, etc.				
 Information revised only as needed. Historic SPECIFY THE LOCATION AND MEDIA Censure the record's retention and usability Main electronic data file(s) stored locally on P 	OF THE MAIN E throughout the	LECTRONIC DATA FILE. record's authorized life cyc	Explain the progression established to le.				
Division and supervisors. 12 RECOMMENDED RETENTION Retain in office 5 years after file is closed. Scr Maryland State Archives for permanent retent destroy.	een files to iden	tify those meeting selection	n criteria. Transfer selected files to the				
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE				
PREPARER H. Scott Curtis	410-864-5313		3/28/2017				
TITLE OF PREPARER Principal Counsel		/s/					
DGS 550-6 (rev. 10/12)							

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH CORDS RETENTION SCHEDULE (DGS J-1) COMAR 14.18.02	RECORDS N 7275 WATERL JESSUP,	OF GENERAL SERVICES IANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 110) 799-1930	Page1 of1			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Office of the Attorney General	Workers' Compens	sation Commission	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)	· .		2000 to 2017			
6 INPUT - Identify source of information to	6 INPUT - Identify source of information to be entered 7 OUTPUT - Identify the use/s of information generated by system					
Files created or received by attorneys assigned to Division and supervisors Internal uses only; pdf copies of letters emailed to client.						
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include	n/documents/forms 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.						
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 FO	R REVISING INFORMATION	ON IN THE SYSTEM			
Information revised only as needed. Historic	information and	files (closed files or files no	ot 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	14 TELEPHONE NUMBER		15 DATE			
H. Scott Curtis	410-864-5313		3/28/2017			
16 TITLE OF PREPARER Principal Counsel		· ·	· · · · · · · · · · · · · · · · · · ·			
- ∠GS 550-6 (rev. 10/12)						

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH CORDS RETENTION SCHEDULE (DGS	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES IANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page1 of1			
COMAR 14.18.02						
1 DEPARTMENT/AGENCY	2 DIVISION	· .	3 UNIT			
Office of the Attorney General	Workers' Compens	sation Commission	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			5 EARLIEST YEAR/LATEST YEAR			
Correspondence (II)			2000 to 2017			
6 INPUT - Identify source of information to	be entered 7 OUTPUT - Identify the use/s of information generated by system					
Files created or received by attorneys assignand supervisors	ed to Division	Correspondence in pdf fo	ormat 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.						
POLICY ON ACCESS AND USE - Explain	in 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 no	ot 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	14 TELEPHONE NUMBER		15 DATE			
H. Scott Curtis	410-864-5313		3/28/2017			
16 TITLE OF PREPARER Principal Counsel		/s/				
DGS 550-6 (rev. 10/12)						

WSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED 'ELECTRONIC RECORD SERIES. FORWARD WITH CORDS RETENTION SCHEDULE (DGS)-1) COMAR 14.18.02	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES IANAGEMENT DIVISION .OO ROAD, P.O. BOX 275 , MARYLAND 20794 .10) 799-1930	Page1 of1			
1 DEPARTMENT/AGENCY	2 DIVISION		3. UNIT			
Office of the Attorney General	Workers' Compensation Commission		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			5 EARLIEST YEAR/LATEST YEAR			
Regulations ((3)	·	•	2000 to 2017			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system			
Files created or received by attorneys assign and supervisors						
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 FO	R REVISING INFORMATION	ON 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	14 TELEPHONE NUMBER		15 DATE			
PREPARER H. Scott Curtis	410-864-5313		3/28/2017			
র TITLE OF PREPARER incipal Counsel	<u>, ,, ,, , ,, , , , , , , , , , , , , ,</u>	/s/				
DGS 550-6 (rev. 10/12)						