

THIS SUPERCEDES SCHEDULE C-494

**Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division**

Schedule No.
C-749

Page No.

1 of 4

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Anne Arundel County Central Services

DIVISION Purchasing

Item No.	Description	Retention
1	<p><u>PURCHASE ORDERS/CHANGE ORDERS:</u></p> <p>The standard Purchase Order/Change Order is an automated printed form to place orders or changes for commodities/services throughout the County and has seven copies which are distributed (after authorization by Purchasing Agent) as follows:</p> <p>The <u>white</u> and <u>yellow</u> copies are sent to the vendor. The <u>goldenrod</u> copy, along with attached back-up info. are retained by the Purchasing Office and filed by vendor and numerically, respectively. The <u>pink</u> copy is retained by the Expeditor in the Purchasing Office to keep track of deliveries. The <u>green</u> copy is forwarded to Finance. The two (2) <u>blue</u> copies are forwarded to the receiving department and/or requesting user department.</p>	<p>TOTAL RETENTION PERIOD IS EIGHT YEARS. RETAIN THREE YEARS IN OFFICE, FIVE YEARS IN RECORDS CENTER, THEN DESTROY.</p>
2	<p><u>SUB ORDER RELEASE CONTRACTS:</u></p> <p>A Sub Order Release Contract is a contract resulting from accepting bids on purchases of commodities/services with a fixed (yearly or designated time) price. Sub Order Releases are partial orders issued against an active Purchase Order and is an authorization for the vendor to ship whatever is described in the Purchase Order contract. The active contract is filed by Purchase Order Number; when the contract expires it is filed by Expiration Date. The standard Sub Order Release is an automated printed form to order commodities/services throughout the County and has seven copies which are distributed (after authorization by the Purchasing Agent) as follows:</p> <p>The <u>white</u> and <u>yellow</u> copies are sent to the</p>	<p>TOTAL RETENTION PERIOD IS EIGHT YEARS. RETAIN TWO YEARS IN PURCHASING OFFICE (ONE YEAR WHILE ACTIVE AND ONE YEAR AFTER EXPIRATION) SIX YEARS IN RECORDS CENTER, THEN DESTROY.</p>

Schedule Approved by
Records Management Officer

1/25/96
Date

Jacqueline M. Ryan
Signature

Schedule Approved by
Chief Administrative Officer

2/9/96
Date

[Signature]
Signature

Schedule Approved by
Agency, or Division Representative

1-25-96
Date

Lee Koprowski
Signature

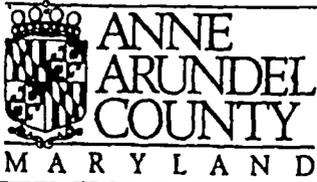
Schedule Approved by
State Archivist

FEB 29 1996
Date

Edward C. Papenfuss
Signature

Item No.	Description	Retention
	<p>vendor. The <u>goldenrod</u> copy is destroyed. The <u>pink</u> copy is retained by the Purchasing Office and filed in the contract folder numerically. The <u>green</u> copy is forwarded to Finance. The two (2) <u>blue</u> copies are forwarded to the receiving department and/or requesting user department.</p>	
3	<p><u>PRICE AGREEMENT CONTRACTS:</u></p> <p>A Price Agreement Contract is a contract resulting from accepting bids on purchases of commodities/ services. The standard Purchase Order Contract (Item #1) is created and distributed (after authorization by the Purchasing Agent). Contracts are filed by Bid Number (they include rejected bids).</p>	<p>TOTAL RETENTION PERIOD IS SEVEN YEARS. RETAIN TWO YEARS IN PURCHASING OFFICE OR LENGTH OF TIME CONTRACT IS ACTIVE. FIVE YEARS IN RECORDS CENTER, THEN DESTROY.</p>
4	<p><u>CONSULTING/PERSONAL SERVICE AGREEMENTS:</u></p> <p>These agreements consist of Architect/Engineer professional services, contractual services and miscellaneous professional consulting services. Agreements are filed by Agreement Number. They are prepared in quadruplicate and distributed as follows:</p> <ol style="list-style-type: none"> 1. Original - Purchasing (Record Copy) 2. Copy - Contractual Employee/Consultant 3. Copy - Finance 4. Copy - User Agency 	<p>A.) TOTAL RETENTION PERIOD IS TWELVE YEARS AFTER COMPLETION (IF COUNTY FUNDED) OR IN ACCORDANCE WITH MD STATE LAW. RETAIN IN PURCHASING OFFICE WHILE ACTIVE, TWELVE YEARS IN RECORDS CENTER, THEN DESTROY.</p> <p>B.) TOTAL RETENTION PERIOD IS TWENTY YEARS AFTER COMPLETION (IF FEDERALLY FUNDED). RETAIN IN PURCHASING OFFICE WHILE ACTIVE, TWENTY YEARS IN RECORDS CENTER, THEN DESTROY.</p>
5	<p><u>CAPITAL IMPROVEMENT CONSTRUCTION CONTRACTS:</u></p> <p>These Contracts are concerned with long term projects such as road, bridge, building or utility facilities work. The files contain originals of contract documents with detail information and correspondence. Contracts are filed by Purchase Order Number after the contract is awarded. Rejected proposals that are re-bid are retained in the Purchasing Department while active.</p>	<p>A.) TOTAL RETENTION PERIOD IS TWELVE YEARS AFTER COMPLETION (IF COUNTY FUNDED) OR IN ACCORDANCE WITH STATE LAW. RETAIN IN PURCHASING OFFICE WHILE ACTIVE, TWELVE YEARS IN RECORDS CENTER, THEN DESTROY.</p> <p>B.) TOTAL RETENTION PERIOD IS TWENTY YEARS AFTER COMPLETION (IF</p>

Item No.	Description	Retention
6	<u>RECORDING DISCS OF BIDS:</u> Bids received by the Purchasing Office are read and recorded in public.	FEDERALLY FUNDED). RETAIN IN PURCHASING OFFICE WHILE ACTIVE, TWENTY YEARS IN RECORDS CENTER, THEN DESTROY. TOTAL RETENTION PERIOD IS THREE YEARS. RETAIN IN PURCHASING OFFICE WHILE ACTIVE, THREE YEARS IN RECORDS CENTER, THEN DESTROY.
7	<u>SURPLUS SALES:</u> A record of all County property sold as surplus at public auction is retained which includes the item and price obtained.	TOTAL RETENTION PERIOD IS THREE YEARS. RETAIN IN PURCHASING OFFICE WHILE ACTIVE, THREE YEARS IN RECORDS CENTER, THEN DESTROY.
8	<u>ADVERTISING:</u> All capital projects, bids, Council bills, traffic notices, and surplus property sales are advertised in local newspapers.	TOTAL RETENTION PERIOD IS TWO YEARS, THEN DESTROY.
9	<u>GENERAL OFFICE & CORRESPONDENCE FILES:</u> The files contain general information, copies of letters and memoranda, personnel information, finance forms, budget workpapers and other information of a housekeeping nature which have temporary reference value.	Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the Activity retain permanently for eventual transfer to the MD State Archives. TOTAL RETENTION PERIOD IS FIVE YEARS, THEN DESTROY.
10	<u>INVENTORY SHEETS:</u> An annual inventory of the warehouse, print shop, stockrooms, garages, road divisions, water reclamation facilities, and all gasoline and diesel fuel are conducted, recording the quantity and stock number of each item, the price and extended value and the actual count.	TOTAL RETENTION PERIOD IS FIVE YEARS, THEN DESTROY.
11	<u>STOCK ROOM/WAREHOUSE REQUISITIONS:</u> Requisitions are prepared by department to order materials and supplies. There are three copies distributed as follows:	TOTAL RETENTION PERIOD IS THREE YEARS, THEN DESTROY.



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

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Item No.	Description	Retention
12	<p>The <u>white</u> copy is sent to Finance to charge the account The <u>yellow</u> copy is retained in the Print Shop The <u>pink</u> copy is retained by the requesting department</p> <p><u>PRINT SHOP BILLING:</u></p> <p>Invoice that includes quantity, job title and amount billed. Filed in alphabetical order by department.</p>	<p>TOTAL RETENTION PERIOD IS TWO YEARS, THEN DESTROY.</p>

<p>INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930</p>	<p>ELECTRONIC RECORDS INVENTORY</p> <p>Page _____ of _____</p>
<p>DEPARTMENT/AGENCY ANNE ARUNDEL COUNTY</p>	<p>2 DIVISION CENTRAL SERVICES</p>	<p>3 UNIT PURCHASING</p>
<p>DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4 ELECTRONIC RECORD SERIES TITLE PURCHASE ORDERS/CHANGE ORDERS</p>		<p>5 EARLIEST YEAR/LATEST YEAR 1988 TO 1996</p>
<p>6 INPUT - Identify source of information to be entered</p> <p>NA</p>	<p>7 OUTPUT - Identify use/s of information generated by system</p> <p>NA</p>	
<p>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</p> <p>An automated printed form to place orders or changes for commodities/services.</p>		
<p>9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.</p> <p>NA</p>		
<p>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</p> <p>NA</p>		
<p>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.</p> <p>In Purchasing for three years, then offsite storage.</p>		
<p>12 RECOMMENDED RETENTION</p> <p>EIGHT YEARS FULL RETENTION</p>		
<p>13 TYPED OR PRINTED NAME OF PREPARER</p> <p>ROXANNE INGLE</p>	<p>14 TELEPHONE NUMBER</p> <p>410, 222-7668</p>	<p>15 DATE</p> <p>1-23-96</p>
<p>TITLE OF PREPARER</p> <p>MANAGEMENT ASSISTANT</p>		<p>FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A</p>
<p>DGS 550-6</p>		

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
(410) 799-1930

ELECTRONIC RECORDS INVENTORY

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DEPARTMENT/AGENCY
ANNE ARUNDEL COUNTY

2 DIVISION
CENTRAL SERVICES

3 UNIT
PURCHASING

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
SUB ORDER RELEASE CONTRACTS

5 EARLIEST YEAR/LATEST YEAR
1988 TO 1996

6 INPUT - Identify source of information to be entered

NA

7 OUTPUT - Identify use/s of information generated by system

NA

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Contract resulting from accepting bids on purchases of commodities/services with a fixed (yearly or designated time) price.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

NA

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

NA

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.

In Purchasing for two years, then offsite storage.

12 RECOMMENDED RETENTION

EIGHT YEARS FULL RETENTION

13 TYPED OR PRINTED NAME OF PREPARER

ROXANNE INGLE

14 TELEPHONE NUMBER

410, 222-7668

15 DATE

1-23-96

TITLE OF PREPARER
MANAGEMENT ASSISTANT

FOR PERMANENT RECORDS COMPLETE ALSO
DGS 550-6A

DGS 550-6

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
(410) 799-1930

ELECTRONIC RECORDS INVENTORY

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DEPARTMENT/AGENCY

ANNE ARUNDEL COUNTY

2 DIVISION

CENTRAL SERVICES

3 UNIT

PURCHASING

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
PRICE AGREEMENT CONTRACTS

5 EARLIEST YEAR/LATEST YEAR
1989 TO 1996

6 INPUT - Identify source of information to be entered

NA

7 OUTPUT - Identify use/s of information generated by system

NA

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Contract resulting from accepting bids on purchases of commodities/services.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

NA

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

NA

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.

In Purchasing for two years, then offsite storage.

12 RECOMMENDED RETENTION

SEVEN YEARS FULL RETENTION

13 TYPED OR PRINTED NAME OF PREPARER

ROXANNE INGLE

14 TELEPHONE NUMBER

410, 222-7668

15 DATE

1-23-96

TITLE OF PREPARER

MANAGEMENT ASSISTANT

FOR PERMANENT RECORDS COMPLETE ALSO
DGS 550-6A

DGS 550-6

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page _____ of _____
DEPARTMENT/AGENCY ANNE ARUNDEL COUNTY	2 DIVISION CENTRAL SERVICES	3 UNIT PURCHASING
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 CONSULTING/PERSONAL SERVICE AGREEMENTS	5 EARLIEST YEAR/LATEST YEAR 1976 TO 1996	
6 INPUT - Identify source of information to be entered NA	7 OUTPUT - Identify use/s of information generated by system NA	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Agreements consist of Architect/Engineer professional services, contractual services and miscellaneous professional consulting services.		
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. NA		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM NA		
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. In Purchasing while active, then offsite storage.		
12 RECOMMENDED RETENTION TWENTY YEARS FULL RETENTION		
13 TYPED OR PRINTED NAME OF PREPARER ROXANNE INGLE	14 TELEPHONE NUMBER 410, 222-7668	15 DATE 1-23-96
TITLE OF PREPARER MANAGEMENT ASSISTANT	FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A	
DGS 550-6		

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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DEPARTMENT/AGENCY ANNE ARUNDEL COUNTY		2 DIVISION CENTRAL SERVICES		3 UNIT PURCHASING	
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 CAPITAL IMPROVEMENT CONSTRUCTION CONTRACTS				5 EARLIEST YEAR/LATEST YEAR ____ 1975 TO 1996 ____	
6 INPUT - Identify source of information to be entered NA			7 OUTPUT - Identify use/s of information generated by system NA		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Contracts are concerned with long term projects such as road, bridge, building or utility facilities work.					
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. NA					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM NA					
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. In Purchasing while active, then offsite storage.					
12 RECOMMENDED RETENTION TWENTY YEARS FULL RETENTION					
13 TYPED OR PRINTED NAME OF PREPARER ROXANNE INGLE		14 TELEPHONE NUMBER 410, 222-7668		15 DATE 1-23-96	
TITLE OF PREPARER MANAGEMENT ASSISTANT			FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A		
DGS 550-6					

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
(410) 799-1930

ELECTRONIC RECORDS INVENTORY

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DEPARTMENT/AGENCY
ANNE ARUNDEL COUNTY

2 DIVISION
CENTRAL SERVICES

3 UNIT
PURCHASING

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
RECORDING DISCS OF BIDS

5 EARLIEST YEAR/LATEST YEAR
1993 TO 1996

6 INPUT - Identify source of information to be entered

NA

7 OUTPUT - Identify use/s of information generated by system

NA

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Bids received by the Purchasing Office are read and recorded in public.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

NA

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

NA

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.

In Purchasing while active, then offsite storage.

12 RECOMMENDED RETENTION

THREE YEARS. FULL RETENTION

13 TYPED OR PRINTED NAME OF PREPARER

ROXANNE INGLE

14 TELEPHONE NUMBER

410, 222-7668

15 DATE

1-23-96

TITLE OF PREPARER

MANAGEMENT ASSISTANT

FOR PERMANENT RECORDS COMPLETE ALSO
DGS 550-6A

DGS 550-6

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page ____ of ____
DEPARTMENT/AGENCY ANNE ARUNDEL COUNTY	2 DIVISION CENTRAL SERVICES	3 UNIT PURCHASING
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 ADVERTISING	5 EARLIEST YEAR/LATEST YEAR 1994 TO 1966	
6 INPUT - Identify source of information to be entered NA	7 OUTPUT - Identify use/s of information generated by system NA	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Capital projects, bids, Council bills, traffic notices, and surplus property sales are advertised in local newspapers.		
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. NA		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM NA		
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. In Purchasing while active.		
12 RECOMMENDED RETENTION TWO YEARS FULL RETENTION		
13 TYPED OR PRINTED NAME OF PREPARER ROXANNE INGLE	14 TELEPHONE NUMBER 410,222-7678	15 DATE 1-23-96
TITLE OF PREPARER MANAGEMENT ASSISTANT	FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A	
DGS 550-6		

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page _____ of _____
DEPARTMENT/AGENCY ANNE ARUNDEL COUNTY	2 DIVISION CENTRAL SERVICES	3 UNIT PURCHASING
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 GENERAL OFFICE & CORRESPONDENCE FILES		5 EARLIEST YEAR/LATEST YEAR _____ 1993 TO 1996 _____
6 INPUT - Identify source of information to be entered NA	7 OUTPUT - Identify use/s of information generated by system NA	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. General information, copies of letters and memoranda, personnel information, finance forms, budget workpapers and other information of a housekeeping nature which have temporary reference value.		
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. NA		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM NA		
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. In Purchasing while active.		
12 RECOMMENDED RETENTION THREE YEARS FULL RETENTION		
13 TYPED OR PRINTED NAME OF PREPARER ROXANNE INGLE	14 TELEPHONE NUMBER 410, 222-7668	15 DATE 1-23-96
TITLE OF PREPARER MANAGEMENT ASSISTANT	FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A	
DGS 550-6		

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
(410) 799-1930

ELECTRONIC RECORDS INVENTORY

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DEPARTMENT/AGENCY
ANNE ARUNDEL COUNTY

2 DIVISION
CENTRAL SERVICES

3 UNIT
PURCHASING

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
INVENTORY SHEETS

5 EARLIEST YEAR/LATEST YEAR
1991 TO 1996

6 INPUT - Identify source of information to be entered

NA

7 OUTPUT - Identify use/s of information generated by system

NA

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Annual inventory of the warehouse, print shop, stockrooms, garages, road divisions, water reclamation facilities, and all gasoline and diesel fuel.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

NA

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

NA

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.

In Purchasing while active.

12 RECOMMENDED RETENTION

FIVE YEARS FULL RETENTION

13 TYPED OR PRINTED NAME OF PREPARER

ROXANNE INGLE

14 TELEPHONE NUMBER

410, 222-7668

15 DATE

1-23-96

TITLE OF PREPARER
MANAGEMENT ASSISTANT

FOR PERMANENT RECORDS COMPLETE ALSO
DGS 550-6A

DGS 550-6

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
(410) 799-1930

ELECTRONIC RECORDS INVENTORY

Page _____ of _____

DEPARTMENT/AGENCY
ANNE ARUNDEL COUNTY

2 DIVISION
CENTRAL SERVICES

3 UNIT
PURCHASING

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
STOCK ROOM/WAREHOUSE REQUISITIONS

5 EARLIEST YEAR/LATEST YEAR
_____ 1993 TO _____ 1996

6 INPUT - Identify source of information to be entered

NA

7 OUTPUT - Identify use/s of information generated by system

NA

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Requisitions are prepared by departments to order materials and supplies.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

NA

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

NA

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.

In Purchasing while active.

12 RECOMMENDED RETENTION

THREE YEARS' FULL RETENTION

13 TYPED OR PRINTED NAME OF PREPARER

ROXANNE INGLE

14 TELEPHONE NUMBER

410, 222-7668

15 DATE

1-23-96

TITLE OF PREPARER

MANAGEMENT ASSISTANT

FOR PERMANENT RECORDS COMPLETE ALSO
DGS 550-6A

DGS 550-6

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page _____ of _____	
DEPARTMENT/AGENCY ANNE ARUNDEL COUNTY		2 DIVISION CENTRAL SERVICES		3 UNIT PURCHASING	
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 PRINT SHOP BILLING				5 EARLIEST YEAR/LATEST YEAR 1994 TO 1996	
6 INPUT - Identify source of information to be entered NA			7 OUTPUT - Identify use/s of information generated by system NA		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Invoice that includes quantity, job title and amount billed.					
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. NA					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM NA					
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. In Purchasing while active.					
12 RECOMMENDED RETENTION TWO YEARS FULL RETENTION					
13 TYPED OR PRINTED NAME OF PREPARER ROXANNE INGLE		14 TELEPHONE NUMBER 410, 222-7668		15 DATE 1-23-96	
TITLE OF PREPARER MANAGEMENT ASSISTANT			FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A		
DGS 550-6					