DGS-550-1
REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. C-677

PAGE NO. 1 Of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Anne Arundel County — AGENCY

Office of Manpower — DIVISION

Item No.	Description	Retention
1.	GENERAL CORRESPONDANCE: Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other material related to the administration of the office.	Directives, policies and other material related to the planning and policy that illustrates the development of the office, retain permanently for eventual transfer to the Archives. All others, for 5 years, or until all audits are complete, in Records Center, then destroy.
2.	PROGRAM FILES: In-house and contract vendors of training programs. General correspondence, invoices, paid bills, purchase orders.	Retain 5 years in Records Center, or until all audits are complete, then destroy.
3.	CLIENT/PARTICIPANT FILES: Individual trainee files containing all required Federal/State documentation needed to enroll client in training.	"
4.	LEAVE AND TIME SHEETS: Office copies of employee annual leave and daily time recordings.	"
5.	GENERAL ACCOUNTING RECORDS: Office copies of expense reports, bills, invoices, purchase orders.	"
6.	CONTRACT PROPOSALS (RFP'S): All correspondance dealing with annual requests for proposals. General correspondance, acknowledgements, grading sheets, acceptance or rejection letters, negotiation procedings.	"

Schedule Approved by Department, Agency, or Division Representative

Dorothy McGuinness
Director

7/29/91 — Date — Signature — Title

Schedule Authorized by

9/4/91 — Date — State Archivist

TIONS--TYPE OR PRINT A ATE FORM FOR EACH NEW OR ISED RECORD SERIES. FORWARD TH RECORDS RETENTION SCHEDULE S 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 1 OF 6
1. DEPARTMENT/AGENCY Anne Arundel County	2. DIVISION Office of Manpower	3. UNIT

EFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE GENERAL CORRESPONDANCE	5. EARLIEST YEAR/LATEST YEAR 1981 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives policies, and other material related to the administration of the office.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X LETTER SIZE ☐ MICROFILM LEGAL SIZE ☐ COMPUTER TAPE BOUND BOOK ☐ FLOPPY DISK AUDIO TAPE ☐ VIDEO TAPE OTHER(SPECIFY)	XX ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	12 NUMBER XX FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) XX OTHER(SPECIFY) Box
		10. ANNUAL ACCUMULATION 3 NUMBER XX FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED ☐ DAILY XX WEEKLY ☐ MONTHLY	12. FILE BECOMES INACTIVE AFTER 5 NUMBER ☐ MONTH(S) XX YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Arundel Center, 44 Calvert St Annapolis, MD 21401 Rooms 415 and 2	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES XX NO
15. ACCESS RESTRICTIONS ☐ YES XX NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE XX STATE XX FEDERAL XX INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES XX NO	18. RECOMMENDED RETENTION 2 Years in Office - Room 415 3 Years in Records Center, then destroy Directives, policies and other material related to the planning and policy that illustrates the development of the office, retain permantly for eventual transfer to the Archives.

19. NAME AND TITLE OF PREPARER Frank C. Rauch Executive Assistant	20. TELEPHONE NUMBER (301) 222-1319	21. DATE

DGS 550-4 (REVISED 2/87)

TIONS--TYPE OR PRINT A ATE FORM FOR EACH NEW OR ISED RECORD SERIES. FORWARD TH RECORDS RETENTION SCHEDULE 3 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 2 OF 6
DEPARTMENT/AGENCY Anne Arundel County	2. DIVISION Office of Manpower	3. UNIT

FINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

RECORD SERIES TITLE PROGRAM FILES	5. EARLIEST YEAR/LATEST YEAR 1981 TO 1990

RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

In-house and contract vendor records fof training programs. General correspondence, invoices, paid bills, purchase orders.

RECORD SERIES FORMAT(S) X LETTER SIZE ☐ MICROFILM LEGAL SIZE ☐ COMPUTER TAPE BOUND BOOK ☐ FLOPPY DISK AUDIO TAPE ☐ VIDEO TAPE OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE XX ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL XX OTHER(SPECIFY) By Training program	9. VOLUME XX FILE DRAWER(S) ☐ MICROFILM REEL(S) 20 ☐ COMPUTER TAPE(S) NUMBER XX OTHER(SPECIFY) Box 10. ANNUAL ACCUMULATION XX FILE DRAWER(S) 2 ☐ MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

FILE IS USED ☐ DAILY XX WEEKLY ☐ MONTHLY	12. FILE BECOMES INACTIVE AFTER 5 ☐ MONTH(S) XX YEAR(S) NUMBER
CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Arundel Center, 44 Calvert St Annapolis, MD 21401 Rooms 415 and 2	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES XX NO
ACCESS RESTRICTIONS ☐ YES XX NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE XX STATE XX FEDERAL XX INDEPENDENT
IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES XX NO	18. RECOMMENDED RETENTION 2 Years in Office - Room 415 3 Years in Records Center, then destroy

NAME AND TITLE OF PREPARER Frank C. Rauch Executive Assistant	20. TELEPHONE NUMBER (301) 222-1319	21. DATE

DGS 550-4 (REVISED 2/87)

TIONS--TYPE OR PRINT A ATE FORM FOR EACH NEW OR ISED RECORD SERIES. FORWARD TH RECORDS RETENTION SCHEDULE S 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 3 OF 6
1. DEPARTMENT/AGENCY Anne Arundel County	2. DIVISION Office of Manpower	3. UNIT

EFINITION-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 CLIENT/PARTICIPANT FILES	5. EARLIEST YEAR/LATEST YEAR 1981 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Individual trainee/client/participant files containing all required Federal/State documentation needed to enroll clients in training.

7. RECORD SERIES FORMAT(S) X LETTER SIZE ☐ MICROFILM LEGAL SIZE ☐ COMPUTER TAPE BOUND BOOK ☐ FLOPPY DISK AUDIO TAPE ☐ VIDEO TAPE OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE XX ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL XX OTHER(SPECIFY) By Training Program	9. VOLUME 30 NUMBER XX FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) XX OTHER(SPECIFY) XX Box 10. ANNUAL ACCUMULATION 6 NUMBER XX FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED ☐ DAILY XX WEEKLY ☐ MONTHLY	12. FILE BECOMES INACTIVE AFTER 5 NUMBER ☐ MONTH(S) XX YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Arundel Center, 44 Calvert St Annapolis, MD 21401 Rooms 415 and 2	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES XX NO
15. ACCESS RESTRICTIONS ☐ YES XX NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE XX STATE XX FEDERAL XX INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES XX NO	18. RECOMMENDED RETENTION 2 Years in Office - Room 415 3 Years in Records Center, then destroy

19. NAME AND TITLE OF PREPARER Frank C. Rauch Executive Assistant	20. TELEPHONE NUMBER (301) 222-1319	21. DATE

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY: Anne Arundel County

2. DIVISION: Office of Manpower

3. UNIT:

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: LEAVE AND TIME SHEETS

5. EARLIEST YEAR/LATEST YEAR: 1981 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Office copies of employee annual leave and daily time recordings.

7. RECORD SERIES FORMAT(S)
- [X] LETTER SIZE
- [ ] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [X] ALPHABETICAL
- [ ] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
8 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [X] OTHER(SPECIFY) Box

10. ANNUAL ACCUMULATION
1 NUMBER
- [X] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [ ] DAILY
- [X] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Arundel Center, 44 Calvert St
Annapolis, MD 21401 Rooms 415 and 2

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [X] YES
- [ ] NO

Finance-Payroll

15. ACCESS RESTRICTIONS
- [ ] YES
- [X] NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
- [ ] NONE
- [X] STATE
- [X] FEDERAL
- [X] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [X] NO

18. RECOMMENDED RETENTION
2 Years in Office - Room 415
3 Years in Records Center, then destroy

19. NAME AND TITLE OF PREPARER
Frank C. Rauch
Executive Assistant

20. TELEPHONE NUMBER
(301) 222-1319

21. DATE

DGS 550-4 (REVISED 2/87)

...TIONS--TYPE OR PRINT A ...ATE FORM FOR EACH NEW OR ...ISED RECORD SERIES. FORWARD ...TH RECORDS RETENTION SCHEDULE ...G 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 5 OF 6
1. DEPARTMENT/AGENCY Anne Arundel County	2. DIVISION Office of Manpower	3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE GENERAL ACCOUNTING RECORDS	5. EARLIEST YEAR/LATEST YEAR 1981 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Office copies of expense reports, bills, invoices, purchase orders.

7. RECORD SERIES FORMAT(S) X LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE XX ALPHABETICAL XX NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	9. VOLUME XX FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) XX OTHER(SPECIFY) 6 NUMBER Box 10. ANNUAL ACCUMULATION XX FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 1 NUMBER

11. FILE IS USED ☐ DAILY XX WEEKLY ☐ MONTHLY	12. FILE BECOMES INACTIVE AFTER 5 NUMBER ☐ MONTH(S) XX YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Arundel Center, 44 Calvert St Annapolis, MD 21401 Rooms 415 and 2	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) XX YES ☐ NO Finance
15. ACCESS RESTRICTIONS ☐ YES XX NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE XX STATE XX FEDERAL XX INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES XX NO	18. RECOMMENDED RETENTION 2 Years in Office - Room 415 3 Years in Records Center, then destroy

19. NAME AND TITLE OF PREPARER Frank C. Rauch Executive Assistant	20. TELEPHONE NUMBER (301) 222-1319	21. DATE

DGS 550-4 (REVISED 2/87)

...TIONS--TYPE OR PRINT A ...ATE FORM FOR EACH NEW OR ...ISED RECORD SERIES. FORWARD ...TH RECORDS RETENTION SCHEDULE ...S 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 6 OF 6

1. DEPARTMENT/AGENCY Anne Arundel County	2. DIVISION Office of Manpower	3. UNIT

...EFINITION-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 CONTRACT PROPOSALS (RFP'S)	5. EARLIEST YEAR/LATEST YEAR 1981 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

All correspondance dealing with annual requests for proposals. General correspondance, acknowledgements, grading sheets, acceptance or rejection letters, negotiation procedings.

7. RECORD SERIES FORMAT(S) X LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE XX ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL XX OTHER(SPECIFY) By Training Category	9. VOLUME 3 NUMBER XX FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) XX OTHER(SPECIFY) Box 10. ANNUAL ACCUMULATION 1 NUMBER XX FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED ☐ DAILY XX WEEKLY ☐ MONTHLY	12. FILE BECOMES INACTIVE AFTER 5 NUMBER ☐ MONTH(S) XX YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Arundel Center, 44 Calvert St Annapolis, MD 21401 Rooms 415 and 2	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES XX NO
15. ACCESS RESTRICTIONS ☐ YES XX NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE XX STATE XX FEDERAL XX INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES XX NO	18. RECOMMENDED RETENTION 2 Years in Office - Room 415 3 Years in Records Center, then destroy

19. NAME AND TITLE OF PREPARER Frank C. Rauch Executive Assistant	20. TELEPHONE NUMBER (301) 222-1319	21. DATE

DGS 550-4 (REVISED 2/87)