

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency St. Mary's County	Division Recreation & Parks
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Item No.	Description	Retention
1.	<p><u>Administrative Files</u></p> <p>General office files relating to the administration of the Recreation &amp; Parks Department. Includes correspondence, forms, reference files, printed materials and comprehensive plan materials.</p>	<p>Retain general subject files in office until administrative use ceases, then destroy. Review files before weeding and retain all historical or policy files (including comprehensive plans files) permanently. Permanent files may be transferred to County Records Center &amp; Archives when no longer needed in office.</p>
2.	<p><u>Budget</u></p> <p>Worksheets, budget amendment proposals and reports, copies of budgets and budget requests for annual county budget and capital projects. Relates to development and supervision of the budget for all divisions of the Department except the golf course.</p>	<p>Retain in office until annual county budget is published or administrative use ceases, whichever is later, then destroy.</p>
3.	<p><u>Financial Reports</u></p> <p>Computer printouts from County Finance office detailing departmental financial activities. Used for reference and cost projections.</p>	<p>Retain in office 2 years after fiscal year issued or until administrative use ceases, whichever is later, then destroy.</p>
4.	<p><u>Program Receipts</u></p> <p>Copies of deposit records and receipts for monies collected through departmental programs and through grant reimbursements.</p>	<p>Retain in office 2 years after fiscal year issued, then destroy.</p>
5.	<p><u>Personnel Files</u></p> <p>Personnel files consist annual folders containing timesheets and schedules and personal folders containing copies of personnel actions, leave requests and evaluations.</p>	<p>Retain Annual folders 4 years, then destroy. Transfer files after 1 year to County Records Center &amp; Archives. Personal Files retain for duration of individuals employment and three years after termination, then destroy. Personal Files may be transferred periodically</p>

to County Records Center to be held until destruction date and then destroyed.

Schedule approved by Department, Agency, or Division Representative

Schedule authorized by

*John H. Bayard* Director 11/13/89  
 Signature Title Date

*John Bayard* County Archivist 11/13/89  
*Edward G...* State Archivist 12/10/89  
 Date Date

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation sheet)

No. C-654

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Item No.	Description	Retention
6.	<p><u>Grants/Capital Projects - Active</u></p> <p>Files for state funded/matching grant projects for parks, waterway improvements, and program grants. Types of materials in files include contracts, copies of grants, lease agreements, reference materials, layouts and drawings, and reports. Material is accumulated over months or years as parks and projects are developed.</p>	<p>Retain in office, Transfer to Inactive Files when appropriate. (See item 7).</p>
7.	<p><u>Grants/Capital Projects - Inactive</u></p> <p>Files for completed grant and capital improvements projects including state funded projects for parks, waterway improvements and program grants, Types of materials include contracts, copies of grants, lease agreements, reference materials, layouts and drawings, and reports. Park files reflect the history and development of each park.</p> <p>a. Park Files b. Waterway and Program Files</p>	<p>a. Retain Park Files Permanently. b. Retain program and waterway files for 5 years after funding cycle completed, then destroy. NOTE: Retain files (a&amp;b) in office 2 years after grant or until administrative value ceases, thereafter transfer to County Records Center &amp; Archives * for permanent retention of park files and temporary retention of other files.</p>
8.	<p><u>Site Plans</u></p> <p>Land plats, blue prints and drawings for each park site maintained by the department.</p>	<p>Permanent. Retain in office until administrative value ceases, thereafter transfer to County Records Center &amp; Archives* for permanent retention.</p>
9.	<p><u>Project Bids &amp; Specifications</u></p> <p>Copies of successful bid proposals and specification bids for equipment. Used for reference in developing new bids.</p>	<p>Retain in office until administrative value ceases, thereafter destroy.</p>
10.	<p><u>General Files (RECREATION)</u></p> <p>Reference files for Recreation division containing:</p> <p>a. Fingerprint checks b. Financial Files (cancelled checks, purchase requests) c. General data and report files</p>	<p>a. Retain 3 years after employees are terminated, thereafter destroy. b. Retain 3 years after FY in which created, thereafter destroy. c. Retain until administrative value ceases, thereafter destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation sheet)

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Item No.	Description	Retention
11.	<p><u>Current Programs/Timesheets (RECREATION)</u></p> <p>Files for each program sponsored or supervised by Recreation Division containing promotional information, timesheets for part-time leaders and general program informaion.</p>	<p>Retain 3 years or until audits completed, whichever is later, thereafter destroy. Retain in office 1 year, thereafter transfer to County Records Center and Archives to be held 2 years and destroyed.</p>
12.	<p><u>Museum Files (MUSEUM)</u></p> <p>Files related to the administration and programs of the St. Clements Island and Potomac River Museum. Includes:</p> <ul style="list-style-type: none"> <li>a. Financial and report data</li> <li>b. By-laws of museum board and policy statements</li> <li>c. Correspondence and general subject files.</li> </ul>	<ul style="list-style-type: none"> <li>a. Retain for 2 years after close of fiscal year created, thereafter destroy</li> <li>b. Retain permanently and transfer to County Records Center &amp; Archives* when no longer needed in office.</li> <li>c. Retain until administrative value ceases, thereafter destroy.</li> </ul>
13.	<p><u>Wicomico Shores/Chaptico Recreation Association (GOLF COURSE)</u></p> <p>Annual files for administration of Wicomico Golf Course. Includes contracts, budget information, budget worksheets, bank deposits, membership dues, correspondence, and courtesy copies of Advisory Board reports.</p>	<p>Retain 5 years. Retain in office 2 years, thereafter transfer to County Records Center &amp; Archives to be held 3 years and thereafter destroyed.</p> <p>NOTE: To insure proper retention of Advisory Board records, copies of any independent audit statements and policy files not maintained by the Advisory Board should be retained permanently. Retain in office until administrative value ceases, thereafter transfer to County Records Center and Archives.*</p>

\* If no County Archives is being maintained, transfer 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)

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

6654  
AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY  
St. Mary's County

2. DIVISION  
Recreation & Parks

3. UNIT

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

4. RECORD SERIES TITLE  
Administrative Files

5. EARLIEST YEAR/LATEST YEAR  
1987- TO 1989

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

General office files relating to the Administration of the Recreation and Parks department. Includes correspondence, forms, reference files, printed materials, and comprehensive plan materials.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
1  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
.5  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
4  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Governmental Center - Recreation & Parks office

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

15. ACCESS RESTRICTIONS  YES  NO  
( IF YES, CITE LAW(S) & REGULATION(S) )

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? ( IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE )

YES  NO

18. RECOMMENDED RETENTION

Retain in office until administrative value ceases. Review periodically for materials of permanent/historical value (policy statements, special reports).

19. NAME AND TITLE OF PREPARER  
Jan Blodgett/County Archivist

20. TELEPHONE NUMBER  
(301) 475-7844

21. DATE  
9/28/89

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

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

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DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION

Recreation & Parks

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

Budget

5. EARLIEST YEAR/LATEST YEAR

1986 TO 1989

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

Worksheets, budget amendment proposals and reports, copies of budgets and budget requests for annual county budget and for capital projects. Relates to the development and supervision of the budget for all divisions of the department except the Golf Course.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
.5  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
2"  
NUMBER

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Governmental Center - Recreation & Parks office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- ( IF YES, SPECIFY AGENCY OR OFFICE )  
 YES  NO some duplication at County Finance

15. ACCESS RESTRICTIONS  YES  NO

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

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? ( IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE )

- YES  NO

18. RECOMMENDED RETENTION

Retain in office until annual County budget is published or administrative value ceases, whichever is later, then destroy.

19. NAME AND TITLE OF PREPARER

Jan Blodgett, County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

9/28/89

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

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

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DEPARTMENT/AGENCY  
St. Mary's County

2. DIVISION  
Recreation and Parks

3. UNIT

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

4. RECORD SERIES TITLE  
Financial Reports

5. EARLIEST YEAR/LATEST YEAR  
1987 TO 1989

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

Computer prinouts from County Finance Department detailing Recreation & Parks financial activities used for reference and projections.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

topical

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
1.5  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
.5  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
4  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Governmental Center - Recreation & Parks office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
( IF YES, SPECIFY AGENCY OR OFFICE )  
 YES  NO County Finance office

15. ACCESS RESTRICTIONS  YES  NO  
( IF YES, CITE LAW(S) & REGULATION(S) )

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

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

18. RECOMMENDED RETENTION

Retain in office 2 years after fiscal year created or until administrative value ceases, whichever is later.

19. NAME AND TITLE OF PREPARER  
Jan Blodgett/County Archivist

20. TELEPHONE NUMBER  
(301) 475-7844

21. DATE  
9/28/89

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

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St. Mary's County

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**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  
Program Receipts

5. EARLIEST YEAR/LATEST YEAR  
1988 TO 1989

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

Copies of deposit records and receipts for monies collected through departmental programs and through grant reimbursements. Originals sent to County Finance.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE    MICROFILM  
 LEGAL SIZE    COMPUTER TAPE  
 BOUND BOOK    FLOPPY DISK  
 AUDIO TAPE    VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
1  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
.5  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY    WEEKLY    MONTHLY

12. FILE BECOMES INACTIVE AFTER  
2  MONTH(S)    YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Governmental Center-Recreation & Parks office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES    NO County Finance Office

15. ACCESS RESTRICTIONS    YES    NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE    STATE    FEDERAL    INDEPENDENT

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

18. RECOMMENDED RETENTION  
Retain in office for 2 years, after close of the fiscal year created, then destroy.

19. NAME AND TITLE OF PREPARER  
Jan Blodgett/County Archivist

20. TELEPHONE NUMBER  
(301) 475-7844

21. DATE  
9/28/89

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

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

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DEPARTMENT/AGENCY  
St. Mary's County

2. DIVISION  
Recreation & Parks

3. UNIT

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

4. RECORD SERIES TITLE

Personnel

5. EARLIEST YEAR/LATEST YEAR

1984 TO 1989

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

Folders for active and inactive/former personnel in the Recreation and Parks department except golf course employees. Contain copies of personnel actions, time sheets, schedules.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)
- 2  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)
- 2"  
NUMBER

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Governmental center - Recreation & Parks office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- ( IF YES, SPECIFY AGENCY OR OFFICE )  
 YES  NO County Personnel Office

15. ACCESS RESTRICTIONS  YES  NO

( IF YES, CITE LAW(S) & REGULATION(S) )  
MD Annotated Code. State Government §10-616

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? ( IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE )

- YES  NO

18. RECOMMENDED RETENTION

Retain current personnel folders in office. Transfer time sheets and terminated personnel folders to County Records Center and Archives after 1 year, to be held for 3 years.

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

9/28/89

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

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

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AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY  
St. Mary's County

2. DIVISION  
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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

Grants/Capital Projects - Active

5. EARLIEST YEAR/LATEST YEAR

active TO \_\_\_\_\_

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

Files for State funded (Matching funds) projects for parks, waterway improvements, and program grants. Types of materials in files include contracts, copies of grants, lease agreements, reference materials, layout and drawings, and reports. Material is accumulated over time as parks and projects are developed.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1  
NUMBER

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- varies  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Governmental Center - Recreation & Parks office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO

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

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

18. RECOMMENDED RETENTION

Retain in office. Transfer to inactive Files when appropriate.

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

9/28/89

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

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

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AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY  
St. Mary's County

2. DIVISION  
Recreation & Parks

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  
Grants/Capital Projects - Inactive

5. EARLIEST YEAR/LATEST YEAR  
Inactive 80

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

Files for departmental activities related to grants: state funding/matching funds projects for parks, waterway improvement projects and program grants. Types of materials in files include contracts, copies of grants, lease agreements, reference materials, layouts and drawings, and reports. Park materials have been created over time and reflect the history and development of each park.

7. RECORD SERIES FORMAT(S)

LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

FILE DRAWER(S)  
 MICROFILM REEL(S)  
2  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

FILE DRAWER(S)  
1  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Governmental Center - Recreation & Parks office

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

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

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

18. RECOMMENDED RETENTION  
Retain in office 2 years after grant or funding cycle ceases or until administrative use ceases. Transfer to County Records Center & Archives for review and permanent retention. Park history files contain permanent information; program files will vary

19. NAME AND TITLE OF PREPARER  
Jan Blodgett/County Archivist

20. TELEPHONE NUMBER  
(301) 475-7844

21. DATE  
9/28/89

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

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

654  
AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY  
St. Mary's County

2. DIVISION  
Recreation & Parks

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  
Site Plans

5. EARLIEST YEAR/LATEST YEAR  
Active TO Inactive

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

Land plats, blueprints and drawings for each park site maintained by the department.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
Oversize (50"x 32")

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
2  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
.5  
NUMBER  MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
15  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Governmental Center - Recreation & Parks office

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

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

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

18. RECOMMENDED RETENTION  
Permanent

19. NAME AND TITLE OF PREPARER  
Jan Blodgett/County Archivist

20. TELEPHONE NUMBER  
(301) 475-7844

21. DATE  
9/28/89

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
St. Mary's County

2. DIVISION  
Recreation & Parks

3. UNIT  
Parks

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  
Project Bids & Specifications

5. EARLIEST YEAR/LATEST YEAR  
1983 TO 1988

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

Copies of successful bid proposals and specification bids for equipment used for reference in developing new bids.

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

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
5  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION  
3"  FILE DRAWER(S)  
NUMBER  MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
3  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Governmental Center - recreation & Parks office

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

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

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

18. RECOMMENDED RETENTION  
Retain in office until administrative value ceases, then destroy.

19. NAME AND TITLE OF PREPARER  
Jan Blodgett/County Archivist

20. TELEPHONE NUMBER  
(301) 475-7844

21. DATE  
9/28/89

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

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

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AGENCY RECORDS INVENTORY

PAGE 10 OF 13

1. DEPARTMENT/AGENCY  
St. Mary's County

2. DIVISION  
Recreation & Parks

3. UNIT  
Recreation

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 Files

5. EARLIEST YEAR/LATEST YEAR  
FY89 TO       

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

Reference files for the Recreation Division containing program reports, purchase requests, cancelled checks and employee fingerprint checks.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
.5  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
2"  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 2  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Governmental Center - Recreation & Parks office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO

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

Fingerprint records only restricted

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

18. RECOMMENDED RETENTION

Retain fingerprint records 3 years after employees are terminated; financial files 3 years from fiscal year created; general data files until administrative value ceases.

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

9/28/89

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

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

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY  
St. Mary's County

2. DIVISION  
Recreation & Parks

3. UNIT  
Recreation

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  
Current Programs/Time sheets

5. EARLIEST YEAR/LATEST YEAR  
1985 TO 1989

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

Files for each program sponsored or supervised by Recreation Division containing promotional information, time sheets for part-time leaders and general program information.

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

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
2.5  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
.5  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
2  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Governmental Center-Recreation & Parks office

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

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

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

18. RECOMMENDED RETENTION  
Retain 3 years or until audits completed, whichever is later. Retain current year and 1 year prior in office, then transfer to County Records Center and Archives.

19. NAME AND TITLE OF PREPARER  
Jan Blodgett/County Archivist

20. TELEPHONE NUMBER  
(301) 475-7844

21. DATE  
9/28/89

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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JESSUP, MARYLAND 20794

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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
St. Mary's County

2. DIVISION  
Recreation & Parks

3. UNIT  
Museum

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  
Museum files

5. EARLIEST YEAR/LATEST YEAR  
1987 TO 1989

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

Files related to the administration and programs of the St. Clement's Island Potomac River Museum. Includes time sheets, attendance reports, budget files, by-laws of Museum Board, correspondence, development and policy statements.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
1  COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
.5  MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
2  MONTH(S)  YEAR(S)  
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Governmental Center - Recreation & Parks office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO Financial records/County Finance

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
Personnel files only

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

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

18. RECOMMENDED RETENTION  
Retain financial and report data for 2 years after close of fiscal year created. General subject files retain until administrative value ceases. By-laws, policy files retain permanently; transfer to County Records Center & Archives when no longer needed in office.

19. NAME AND TITLE OF PREPARER  
Jan Blodgett/County Archivist

20. TELEPHONE NUMBER  
(301) 475-7844

21. DATE  
9/28/89

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

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

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AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY

St. Mary's County

2. DIVISION

Recreation & Parks

3. UNIT

Wicomico Golf Club

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

Wicomico Shores/Chaptico Recreation

5. EARLIEST YEAR/LATEST YEAR

1988 TO 1989

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

Annual files for administration of Wicomico Golf Course. Includes contracts, budget information, budget worksheets, bank deposits, membership dues, correspondence and information files. The Golf course is self-funded/self-supporting and administered through the Recreation & Parks department.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
5  
NUMBER

11. FILE IS USED

- DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Governmental Center - Recreation & Parks office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO County Finance office

15. ACCESS RESTRICTIONS  YES  NO

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

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

18. RECOMMENDED RETENTION

Retain 5 years. Retain in office 2 years, then transfer to County Records Center & Archives.

19. NAME AND TITLE OF PREPARER

Jan Blodgett/County Archivist

20. TELEPHONE NUMBER

(301) 475-7844

21. DATE

9/28/89