

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. -C-819

Page 1 of 1

Agency HOWARD COUNTY GOVERNMENT

Division/Unit DCA/Cable 15

Item No.	Description	Retention
	SEE ATTACHED	

Schedule Approved by Department,  
Agency,  
or Division Representative  
Date 4/2/98  
Signature [Signature]  
Typed Name Phyllis L Pritchett  
Title County Records Management Officer

Schedule Authorized by State Archivist  
Date APR 27 1998  
Signature [Signature]

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. C-819

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Agency: DCA/Cable 15  
 Division/Unit:

Item No.	Description	Retention
1	<p><b><u>APPLICATIONS FOR EMPLOYMENT/PROMOTIONS</u></b>            All applications, resume's etc. received in response to posted full-time vacancies, or for part-time or temporary work, volunteers and interns.</p>	<p>3 years then destroy.            Original applications are kept by the Office of Human Resources.</p>
2	<p><b><u>BIDS</u></b>            Records of all bid agreements are kept in this file.</p>	<p>3 years then destroy.            Original records are kept in the Department of Purchasing.</p>
3	<p><b><u>BUDGET RECORDS</u></b>            Annual Budget Submissions            Monthly Budget Printouts            Budget Work Papers</p>	<p>5 years then destroy.            Original records are kept in the Budget Office.</p>
4	<p><b><u>CABLE 15 PROGRAMMING FILES</u></b>            This file contains Cable 15's program guide which includes a monthly listing of programs that airs on the station.</p>	<p>1 year then destroy.</p>
5	<p><b><u>CONTEST</u></b>            Contest Literature            Contest Applications            Contest Entry Forms            Completed Entry Forms and Applications            Correspondence Pertaining to Contest</p>	<p>1 year then destroy.</p>
6	<p><b><u>EQUIPMENT</u></b>            Files containing warranties as well as equipment problems that have occurred. The equipment inventory list is also kept in that file.</p>	<p>Retain warranties until they expire. Retain equipment problem sheet for life of the equipment then destroy. Inventory list is updated as needed.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. C-819

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Agency

DCA/Cable 15

Division/Unit

Item No.	Description	Retention
7	<p><b><u>FIXED ASSETS FILE</u></b>            Fixed asset printouts (including vehicles)            Surplus Forms (office copy)</p>	<p>3 years then destroy.</p>
8	<p><b><u>GASOLINE CHARGE RECORD BOOK</u></b>            This book records gasoline charges for each vehicle. The mileage at the time gas was put in the vehicle as well as the date is recorded.</p>	<p>3 years then destroy.            Original records are kept in the Office of Central Services.</p>
9	<p><b><u>GENERAL CORRESPONDENCE</u></b>            Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, policies, and other materials related to outside agencies.</p>	<p>3 years then destroy.</p>
10	<p><b><u>GOVERNMENT AGENCIES CORRESPONDENCE</u></b>            Correspondence between government agencies and Cable 15 is kept in this file. This file includes memorandums, letters, forms, etc.</p>	<p>3 years then destroy</p>
11	<p><b><u>HAZARDOUS CHEMICALS WRITTEN PLAN</u></b>            Cable 15/Cable Administrator's office hazardous chemicals written plan.</p>	<p>Retain as long as is administratively valuable, update as necessary. Original records are kept by OSHA.</p>
12	<p><b><u>INTERN/VOLUNTEER PROGRAM FILE</u></b>            Intern/volunteer resume's, evaluations, program guide is found in this file.</p>	<p>Retain for duration of internship then destroy after 1 years.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

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Agency

Division/Unit

DCA/Cable 15

Item No.	Description	Retention
13	<p><b><u>KEY REQUEST</u></b>            A list of key request for the staff of Cable 15.</p>	<p>Retain for duration of employment then 1 year after seperation, then destroy. The Department of Central Services also has a copy on file.</p>
14	<p><b><u>LETTERS OF APPRECIATION</u></b>            Letters of appreciation, cards, notes, memorandums</p>	<p>Retain for duration of employee's employment then give to employee after separation.</p>
15	<p><b><u>MEDIA LINK</u></b>            Story ideas Cable 15 receives from Media Link for broadcast purpose.</p>	<p>1 year then destroy.</p>
16	<p><b><u>MEDIA RELEASES</u></b>            Generated by Cable 15 to let the media know what is going on in Howard County.</p>	<p>1 year then destroy.</p>
17	<p><b><u>MEMORANDUM/CORRESPONDENCE</u></b>            All incoming and outgoing letters, memorandums, from the public as well as staff memorandums.</p>	<p>1 years then destroy.</p>
18	<p><b><u>MONTHLY REPORT</u></b>            Reports on the progress of Cable 15. Goals are set and previous goals are discussed.</p>	<p>3 years then destroy.</p>

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
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Agency

DCA/Cable 15

Division/Unit

Item No.

Description

Retention

19

**NEWS CLIP FILE**

Morning, evening and weekend sun news articles pertaining to Howard County. Washington Post articles pertaining to Howard County

3 years then destroy.

20

**NEWSPAPER/PERIODICAL**

Cable 15 Staff News Articles  
 General News Articles  
 Cable News

Retain as long as administratively valuable.

21

**OPERATING BUDGET**

FY Budget Forms (Minor PO's, Partial's, etc.) indicating budget use.

All budget forms pertaining to equipment purchases are obtained for the life of the equipment then destroyed. All other forms are retained for 2 years then destroyed. Office of Finance and Purchasing retains original copies of these forms.

22

**PERSONNEL FILES**

Leave request forms, letters of appreciation, change of status documents, personal records, correspondence directly addressed to the employee, personnel forms, etc.

Retain for duration of employee stay in Howard County Government. Office of Management Services and the Department of Human Resources also has copies of these files.

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

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Agency DCA/Cable 15	Division/Unit
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Item No.	Description	Retention
23	<b><u>PRESS RELEASES</u></b> Incoming press releases for story ideas	1 year then destroy.
24	<b><u>PROFESSIONAL ASSOCIATION</u></b> Correspondence from professional associations the Cable 15 employees are members of.	1 year then destroy.
25	<b><u>SCHEMATICS</u></b> Audio cable list	Retain for duration of the cable layout. Updated as changes become available.
26	<b><u>SCRIPTS</u></b> Howard Weekly Howard Today 1 & 2 News 15 Howard Daily Documentaries	Retain for the life of the program and as space allows.
27	<b><u>SIGNATURE AUTHORIZATION</u></b> Cable 15	1 year then destroy. Original on file in the Department of Finance and Management Services.
28	<b><u>STAFF MEETING NOTES</u></b> Cable 15	3 years then destroy.

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Agency  DCA/Cable 15	Division/Unit
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Item No.	Description	Retention
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29	<p><b><u>TRF MUSIC LIBRARY</u></b>            Music usage sheets for TRF and Current License Agreement</p>	3 years then destroy.
30	<p><b><u>VEHICLE MILEAGE SHEET</u></b>            Mileage for both Cable 15 vans as well as mileage for Central Services vehicle used by Cable 15 staff.</p>	3 years then destroy. Originals are kept in th Department of Central Services.
31	<p><b><u>VEHICLE REPAIR ORDERS</u></b>            This file requests and authorizes the County Garage, to make repairs to County-owned vehicles. The orders are similar to repair orders of commercial garages; they specify the work requested, the work performed, and the charges. The forms are used to authorize and charge preventive maintenance services and repairs which can be performed by County forces.</p>	Retain for duration of warrenty or mileage expiration then destroy. Originals are kept in th Department of Central Services.
32	<p><b><u>VIDEO TAPE USAGE FORMS</u></b>            Tracking of videotapes being used by Cable 15 staff members.</p>	1 years then destroy.

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE <u>1</u> OF <u>32</u>	
Department/Agency  DCA/Cable 15		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 purposes.					
4. Record Series Title  <b>APPLICATIONS FOR EMPLOYMENT</b>				5. Earliest Year/Latest Year <u>1995</u> to <u>1998</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.  <p style="text-align: center;"><b>A file folder of applications for employment contains:</b></p> <p style="margin-left: 40px;">1) <b>resumes'</b> 2) <b>cover letters</b></p>					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>2.0</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
				10. Annual Accumulation _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Human Resources		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention  <p style="text-align: center;"><b>3 years then destroy.</b></p>		
Name and Title of Preparer Evelyn Boulware Admin. Support Tech. I		20. Telephone Number  410-313-3320		21. Date  3/27/98	

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

2. Division

3. Unit

DCA/Cable 15

DEFINITION - 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

**BIDS**

5. Earliest Year/Latest Year

1995 to 1998

Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

**A file folder of bids contains:**

- 1) bid request
- 2) work papers for bids
- 3) correspondence pertaining to bid preparation
- 4) final bid document

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

2.0  
Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify) \_\_\_\_\_

10. Annual Accumulation

Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify) \_\_\_\_\_

11. File is Used

- Daily       Weekly       Monthly

12. File Becomes Inactive After

- Number \_\_\_\_\_  Month(s)       Year(s)

13. Current Location(s) (Bldg., Floor, Room)

**Carroll Building, 1st Floor**

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)
- Yes       No Purchasing Department

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

**3 years then destroy.**

Name and Title of Preparer

**Evelyn Boulware  
Admin. Support Tech. I**

20. Telephone Number

**410-313-3320**

21. Date

**3/27/98**

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>3</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	2. Division	3. Unit
<b>DEFINITION - RECORD SERIES</b> - 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  <b>BUDGET</b>	5. Earliest Year/Latest Year <u>1993</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <p style="text-align: center;"><b>A file drawer of budget records contains:</b></p> <ol style="list-style-type: none"> <li>1) <b>budget request</b></li> <li>2) <b>work papers for budget submission</b></li> <li>3) <b>copy of final budget document</b></li> <li>4) <b>correspondence pertaining to preparation of budget</b></li> </ol>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <u>2.0</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		10. Annual Accumulation  _____ Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>
14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Budget, Dept. of Finance		15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))
16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
18. Recommended Retention  <p style="text-align: center;"><b>5 years then destroy.</b></p>		19. Name and Title of Preparer  Evelyn Boulware Admin. Support Tech. I
20. Telephone Number  410-313-3320		21. Date  3/27/98

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>4</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	2. Division	3. Unit
<b>DEFINITION - RECORD SERIES</b> - 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  <b>CABLE 15 PROGRAMMING SCHEDULE</b>		5. Earliest Year/Latest Year <u>1997</u> to <u>1998</u>
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <p style="text-align: center;"><b>A file folder of Cable 15 programming schedule contains:</b></p> <p style="margin-left: 40px;">1) <b>monthly program guides</b>          2) <b>cover letters</b></p>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Computer Hard Drive</u>	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <u>2.0</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  10. Annual Accumulation  _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <p style="text-align: center;"><b>1 years then destroy.</b></p>	
Name and Title of Preparer  Evelyn Boulware Admin. Support Tech. I	20. Telephone Number  410-313-3320	21. Date  3/27/98

<p><b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>5</u> OF <u>32</u></p>
<p>Department/Agency</p> <p>DCA/Cable 15</p>	<p>2. Division</p>	<p>3. Unit</p>
<p><b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p style="text-align: center;"><b>CONTEST</b></p>	<p>5. Earliest Year/Latest Year</p> <p style="text-align: center;"><u>1997</u> to <u>1998</u></p>	
<p>6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.)</p> <p style="text-align: center;"><b>A file folder of contest correspondence contains:</b></p> <ul style="list-style-type: none"> <li>1) contest literature</li> <li>2) contest applications</li> <li>3) contest entry forms</li> <li>4) completed entry forms and application</li> <li>5) correspondence pertaining to contest</li> </ul>		
<p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p style="text-align: center;"><u>2.0</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input type="checkbox"/> Monthly</p>		<p>10. Annual Accumulation</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>
<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)</p>		<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>
<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>		<p>15. Access Restrictions <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>(If Yes, cite Law(s) &amp; Regulation(s))</p>
<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>		<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<p>18. Recommended Retention</p> <p style="text-align: center;"><b>1 years then destroy.</b></p>		<p>19. Name and Title of Preparer</p> <p>Evelyn Boulware Admin. Support Tech. I</p>
<p>20. Telephone Number</p> <p style="text-align: center;">410-313-3320</p>		<p>21. Date</p> <p style="text-align: center;">3/27/98</p>

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>6</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	2. Division	3. Unit
<b>DEFINITION - RECORD SERIES</b> - 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  <b>EQUIPMENT</b>	5. Earliest Year/Latest Year <u>1993</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <p style="text-align: center;"><b>A file folder of equipment information contains:</b></p> <ul style="list-style-type: none"> <li>1) <b>equipment inventory sheets</b></li> <li>2) <b>warranties</b></li> <li>3) <b>equipment deficiencies</b></li> </ul>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <u>2.0</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		10. Annual Accumulation  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>
14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))
16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
18. Recommended Retention  <p style="text-align: center;"><b>Retain warranties until they expire. Equipment sheets for the life of the equipment then destroy.</b></p>		19. Name and Title of Preparer Evelyn Boulware Admin. Support Tech. I
20. Telephone Number  410-313-3320		21. Date  3/27/98

<p><b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>7</u> OF <u>32</u></p>
<p>Department/Agency</p> <p>DCA/Cable 15</p>	<p>2. Division</p>	<p>3. Unit</p>
<p><b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p style="text-align: center;"><b>FIXED ASSETS</b></p>		<p>5. Earliest Year/Latest Year</p> <p style="text-align: center;"><u>1995</u> to <u>1998</u></p>
<p>6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.)</p> <p style="text-align: center;"><b>A file folder of fixed assets files contains:</b></p> <p style="margin-left: 40px;">1) <b>fixed asset printouts</b> 2) <b>surplus forms</b></p>		
<p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p style="text-align: center;"><u>2.0</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>Number _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily      <input type="checkbox"/> Weekly      <input checked="" type="checkbox"/> Monthly</p>	<p>12. File Becomes Inactive After</p> <p>Number _____      <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No Dept. of Finance</p>	
<p>15. Access Restrictions      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No (If Yes, cite Law(s) &amp; Regulation(s))</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p style="text-align: center;"><b>3 years then destroy.</b></p>	
<p>Name and Title of Preparer</p> <p>Evelyn Boulware Admin. Support Tech. I</p>	<p>20. Telephone Number</p> <p style="text-align: center;">410-313-3320</p>	<p>21. Date</p> <p style="text-align: center;">3/27/98</p>

<p>Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p>
		<p>PAGE <u>8</u> OF <u>32</u></p>
<p>Department/Agency  DCA/Cable 15</p>	<p>2. Division</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <b>GASOLINE CHARGE RECORD BOOK</b></p>		<p>5. Earliest Year/Latest Year <u>1995</u> to <u>1998</u></p>
<p>6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.)</p> <p><b>A gasoline charge record book contains:</b></p> <p>1) <b>gasoline charges for each vehicle</b> 2) <b>mileage and date at time of fule purchase</b></p>		
<p>7. Record Series Format(s)</p> <p><input type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Steno pad</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u>2.0</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation</p> <p>_____ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily      <input checked="" type="checkbox"/> Weekly      <input type="checkbox"/> Monthly</p>	<p>12. File Becomes Inactive After</p> <p>_____ Number</p> <p><input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>Carroll Building, 1st Floor</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No Dept. of Central Services</p>	
<p>15. Access Restrictions      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No (If Yes, cite Law(s) &amp; Regulation(s))</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><b>3 years then destroy.</b></p>	
<p>Name and Title of Preparer</p> <p><b>Evelyn Boulware Admin. Support Tech. I</b></p>	<p>20. Telephone Number</p> <p><b>410-313-3320</b></p>	<p>21. Date</p> <p><b>3/27/98</b></p>

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>9</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	2. Division	3. Unit
<b>DEFINITION - RECORD SERIES</b> - 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  <b>GENERAL CORRESPONDENCE</b>	5. Earliest Year/Latest Year <u>1995</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <p style="text-align: center;"><b>A file folder of general inter-office correspondence contains:</b></p> <ul style="list-style-type: none"> <li>1) incoming and outgoing letters</li> <li>2) incoming and outgoing memorandums</li> <li>3) reports</li> <li>4) policies</li> </ul>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <u>2.0</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		10. Annual Accumulation  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>
14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))
16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		17. Is an Index System Used? (If yes, explain brielly and describe any hadware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
18. Recommended Retention  <p style="text-align: center;"><b>3 years then destroy.</b></p>		19. Name and Title of Preparer  Evelyn Boulware Admin. Support Tech. I
20. Telephone Number  410-313-3320		21. Date  3/27/98

<p><b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>10</u> OF <u>32</u></p>
<p>Department/Agency</p> <p>DCA/Cable 15</p>	<p>2. Division</p>	<p>3. Unit</p>
<p><b>DEFINITION - RECORD SERIES</b> - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p style="text-align: center;"><b>GOVERNMENT AGENCIES CORRESPONDENCE</b></p>		<p>5. Earliest Year/Latest Year</p> <p style="text-align: center;"><u>1995</u> to <u>1998</u></p>
<p>6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.)</p> <p style="text-align: center;"><b>A file folder of government agency correspondence contains:</b></p> <p style="margin-left: 40px;">1) <b>incoming and outgoing letters and memorandums</b>  2) <b>studies</b>  3) <b>reports</b>  4) <b>policies</b></p>		
<p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p style="text-align: center;"><u>2.0</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily      <input checked="" type="checkbox"/> Weekly      <input type="checkbox"/> Monthly</p>		<p>10. Annual Accumulation</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify)</p>
<p>12. File Becomes Inactive After</p> <p>Number _____      <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)</p>		<p>14. Is Record Series Duplicated Elsewhere?</p> <p>(If yes, specify agency or office)</p> <p><input checked="" type="checkbox"/> Yes      <input type="checkbox"/> No      Howard County Government Agencies</p>
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>		<p>15. Access Restrictions</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>(If Yes, cite Law(s) &amp; Regulation(s))</p>
<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>		<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>
<p>18. Recommended Retention</p> <p style="text-align: center;"><b>3 years then destroy.</b></p>		<p>20. Telephone Number</p> <p style="text-align: center;">410-313-3320</p>
<p>Name and Title of Preparer</p> <p>Evelyn Boulware Admin. Support Tech. I</p>	<p>21. Date</p> <p style="text-align: center;">3/27/98</p>	

DGS 550-4 (Rev. 1/93)  
Figure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE <u>11</u> OF <u>32</u>	
Department/Agency  DCA/Cable 15		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 purposes.					
4. Record Series Title <b>HAZARDOUS CHEMICALS WRITTEN PLAN</b>				5. Earliest Year/Latest Year <u>1992</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <b>A file folder of hazardous chemicals information contains:</b>  1) <b>written plan</b> 2) <b>hazardous chemical list</b> 3) <b>material safety data sheet.</b>					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>3 Ring Binder</u> <u>Computer Hard Drive</u>		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>2.0</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
		10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room)  <b>Carroll Building, 1st Floor</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <u>State of MD Dept. of the Environment (OSHA)</u>		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention  <b>Retain permanently. Update as necessary.</b>		
Name and Title of Preparer Evelyn Boulware Admin. Support Tech. I		20. Telephone Number  410-313-3320		21. Date  3/27/98	

<p><b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>12</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	2. Division	3. Unit
<b>DEFINITION - RECORD SERIES</b> - 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 <p style="text-align: center;"><b>INTERN/VOLUNTEER PROGRAM FILE</b></p>	5. Earliest Year/Latest Year <p style="text-align: center;"><u>1995</u> to <u>1998</u></p>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <p style="text-align: center;"><b>A file folder of intern program information contains:</b></p> <ol style="list-style-type: none"> <li>1) intern resumes'</li> <li>2) intern applications</li> <li>3) intern evaluations</li> <li>4) intern program guide</li> </ol>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____	9. Volume  <u>2.0</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  10. Annual Accumulation  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <p style="text-align: center;"><b>Retain for duration of internship then Destroy after 1 year.</b></p>	
Name and Title of Preparer  Evelyn Boulware Admin. Support Tech. I	20. Telephone Number  410-313-3320	21. Date  3/27/98

DGS 550-4 (Rev. 1/93)

Figure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>13</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	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 purposes.		
4. Record Series Title <p style="text-align: center;"><b>KEY REQUEST</b></p>	5. Earliest Year/Latest Year <p style="text-align: center;"><u>1995</u> to <u>1998</u></p>	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <p style="text-align: center;"><b>A file folder of key request information contains:</b></p> <p style="text-align: center;"><b>1) key request forms</b></p>		
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <p style="text-align: center;"><u>2.0</u> Number</p> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After <p style="text-align: center;">_____      <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s) Number</p>	
13. Current Location(s) (Bldg., Floor, Room) <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Management Services, Dept. of Central Services	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention <p style="text-align: center;"><b>Retain for duration of employment then 1 year after seperation, then destroy.</b></p>	
Name and Title of Preparer Evelyn Boulware Admin. Support Tech. I	20. Telephone Number <p style="text-align: center;">410-313-3320</p>	21. Date <p style="text-align: center;">3/27/98</p>

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>14</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	2. Division	3. Unit
<b>DEFINITION - RECORD SERIES</b> - 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  <b>LETTERS OF APPRECIATION</b>		5. Earliest Year/Latest Year <u>1993</u> to <u>1998</u>
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <b>A file folder of letters of appreciation contains:</b>  1) <b>letters</b> 2) <b>cards</b> 3) <b>notes</b> 4) <b>memorandums</b>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <u>2.0</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  <b>Carroll Building, 1st Floor</b>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Howard County Government Agencies	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <b>Retain for duration of employee's employment the give to employee after separation.</b>	
Name and Title of Preparer  Evelyn Boulware Admin. Support Tech. I	20. Telephone Number  410-313-3320	21. Date  3/27/98

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>15</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	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 purposes.		
4. Record Series Title  <b>MEDIA LINK</b>	5. Earliest Year/Latest Year <u>1997</u> to <u>1998</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.  <b>A file folder of Media Link information contains:</b>  1) <b>tape request</b> 2) <b>faxes</b>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <u>2.0</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		10. Annual Accumulation  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		13. Current Location(s) (Bldg., Floor, Room)  <b>Carroll Building, 1st Floor</b>
14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))
16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
18. Recommended Retention  <b>1 years then destroy.</b>		19. Name and Title of Preparer  Evelyn Boulware Admin. Support Tech. I
20. Telephone Number  410-313-3320		21. Date  3/27/98

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>16</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	2. Division	3. Unit
<b>DEFINITION - RECORD SERIES</b> - 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  <b>MEDIA RELEASES</b>	5. Earliest Year/Latest Year <u>1997</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <p style="text-align: center;"><b>A file folder of media release information contains:</b></p> <p style="text-align: center;">1) <b>media coverage of Cable 15 generated stories</b></p>		
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2.0</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <p style="text-align: center;"><b>1 years then destroy.</b></p>	
Name and Title of Preparer Evelyn Boulware Admin. Support Tech. I	20. Telephone Number  410-313-3320	21. Date  3/27/98

<p>Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p>
		<p>PAGE <u>17</u> OF <u>32</u></p>
<p>Department/Agency  DCA/Cable 15</p>	<p>2. Division</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title <b>MEMORANDUM/CORRESPONDENCE</b></p>		<p>5. Earliest Year/Latest Year <u>1997</u> to <u>1998</u></p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p><b>A file folder of memorandum/correspondence contains:</b></p> <p><b>1) all incoming and outgoing memorandum, letters, etc.</b></p>		
<p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u>2.0</u></p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <p>Number _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily      <input checked="" type="checkbox"/> Weekly      <input type="checkbox"/> Monthly</p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number      <input type="checkbox"/> Month(s)      <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><b>Carroll Building, 1st Floor</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions      <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p> <p>(If Yes, cite Law(s) &amp; Regulation(s))</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      <input type="checkbox"/> State      <input type="checkbox"/> Federal      <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><b>1 years then destroy.</b></p>	
<p>Name and Title of Preparer</p> <p>Evelyn Boulware Admin. Support Tech. I</p>	<p>20. Telephone Number</p> <p>410-313-3320</p>	<p>21. Date</p> <p>3/27/98</p>

<p><b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>18</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	2. Division	3. Unit
<b>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>		
4. Record Series Title  <b>MONTHLY REPORT</b>	5. Earliest Year/Latest Year <u>1995</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <p style="text-align: center;"><b>A file folder of monthly reports contains:</b></p> <p style="text-align: center;">1) <b>monthly office reports</b></p>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (specify) <u>Computer Hard Drive</u>	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <u>2.0</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Annual Accumulation  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <p style="text-align: center;"><b>3 years then destroy.</b></p>	
Name and Title of Preparer  Evelyn Boulware Admin. Support Tech. I	20. Telephone Number  410-313-3320	21. Date  3/27/98

DGS 550-4 (Rev. 1/93)  
Figure 1

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>19</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	2. Division	3. Unit
<b>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>		
4. Record Series Title  <b>NEWS CLIP FILE</b>	5. Earliest Year/Latest Year <u>1995</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <p style="text-align: center;"><b>A file of news clip articles contains:</b></p> <p style="margin-left: 40px;">1) <b>Sunpaper Howard County news articles</b>          2) <b>Washington Post Howard County news articles</b></p>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <u>2.0</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		10. Annual Accumulation  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>		16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		18. Recommended Retention  <p style="text-align: center;"><b>3 years then destroy.</b></p>
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		21. Date  <p style="text-align: center;">3/27/98</p>
Name and Title of Preparer  Evelyn Boulware Admin. Support Tech. I	20. Telephone Number  410-313-3320	21. Date  3/27/98

DGS 550-4 (Rev. 1/93)  
Figure 1

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>20</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	2. Division	3. Unit
<b>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>		
4. Record Series Title  <b>NEWSPAPER/PERIODICAL</b>	5. Earliest Year/Latest Year <u>1993</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <b>A file folder of newspaper/periodicals contains:</b>  1) <b>staff news articles</b> 2) <b>general news articles</b> 3) <b>cable news</b>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  <u>2.0</u> Number  10. Annual Accumulation  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  _____ Number
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  <b>Carroll Building, 1st Floor</b>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <b>Retain permanently for future reference.</b>	
Name and Title of Preparer Evelyn Boulware Admin. Support Tech. I	20. Telephone Number  410-313-3320	21. Date  3/27/98

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>21</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	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 purposes.		
4. Record Series Title  <b>OPERATING BUDGET</b>	5. Earliest Year/Latest Year <u>1996</u> to <u>1998</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.  <p style="text-align: center;"><b>A file folder of operating budget information contains:</b></p> <p style="text-align: center;">1) <b>fiscal year used budget forms (minor po's, partials, etc.)</b></p>		
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2.0</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No      Dept. of Finance, Purchasing Dept.	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <p style="text-align: center;"><b>Equipment forms retain for the life of the equipment then destroy. Other forms retain for 2 years then destroy.</b></p>	
Name and Title of Preparer Evelyn Boulware Admin. Support Tech. I	20. Telephone Number  410-313-3320	21. Date  3/27/98

DGS 550-4 (Rev. 1/93)  
Figure 1

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>22</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	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 purposes.		
4. Record Series Title  <b>PERSONAL FILES</b>	5. Earliest Year/Latest Year <u>1986</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <p style="text-align: center;"><b>A file folder of personal informations contains:</b></p> <p style="margin-left: 40px;">1) leave request forms          2) letters of appreciation          3) annual reviews</p>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <u>2.0</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Annual Accumulation  _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Office of Human Resources	
15. Access Restrictions <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <p style="text-align: center;"><b>Retain for duration of employee's tenure.</b></p>	
Name and Title of Preparer  Evelyn Boulware Admin. Support Tech. I	20. Telephone Number  410-313-3320	21. Date  3/27/98

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>23</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	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 purposes.		
4. Record Series Title  <b>PRESS RELEASES</b>		5. Earliest Year/Latest Year <u>1997</u> to <u>1998</u>
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <p style="text-align: center;">A file folder of press releases contains:</p> <p style="text-align: center;">1) incoming press releases</p>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <u>2.0</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		10. Annual Accumulation  _____ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>
14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Office of Public Information		15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))
16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
18. Recommended Retention  <p style="text-align: center;"><b>1 year then destroy.</b></p>		19. Name and Title of Preparer  Evelyn Boulware Admin. Support Tech. I
20. Telephone Number  410-313-3320		21. Date  3/27/98

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>24</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	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 purposes.		
4. Record Series Title  <b>PROFESSIONAL ASSOCIATION</b>		5. Earliest Year/Latest Year <u>1997</u> to <u>1998</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.  <p style="text-align: center;"><b>A file folder of professional association information contains:</b></p> <p style="text-align: center;">1) <b>correspondence from professional associations that the Cable 15 staff is associated with.</b></p>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (specify) <u>Dampheets, Books</u>	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <u>2.0</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Annual Accumulation  _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <p style="text-align: center;"><b>Retain for 1 year, then destroy. Retain membership renewal agreement until the expiration date then destroy.</b></p>	
Name and Title of Preparer  Evelyn Boulware Admin. Support Tech. I	20. Telephone Number  410-313-3320	21. Date  3/27/98

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>25</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	2. Division	3. Unit
<b>DEFINITION - RECORD SERIES</b> - 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  <b>SCHMATICS</b>	5. Earliest Year/Latest Year <u>1993</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <p style="text-align: center;"><b>A file folder of schematics information contains:</b></p> <p style="text-align: center;"><b>1) audio cable list</b></p>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <u>2.0</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  10. Annual Accumulation  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <p style="text-align: center;"><b>Retain for duration of the cable layout. Update as changes become available.</b></p>	
Name and Title of Preparer  Evelyn Boulware Admin. Support Tech. I	20. Telephone Number  410-313-3320	21. Date  3/27/98

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE <u>26</u> OF <u>32</u>	
1. Department/Agency  DCA/Cable 15		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 purposes.					
4. Record Series Title  <b>SCRIPTS</b>				5. Earliest Year/Latest Year <u>1989</u> to <u>1998</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.)  <p style="text-align: center;"><b>A file folder of scripts contains:</b></p> <p style="text-align: center;">1) <b>Howard Weekly, Howard Today 1 &amp; 2, News 15, Howard Daily, and Documentary scripts.</b></p>					
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>2.0</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  <p style="text-align: center;"><b>Retain off the life of the program and as office space allows.</b></p>			
Name and Title of Preparer Evelyn Boulware Admin. Support Tech. I		20. Telephone Number  410-313-3320		21. Date  3/27/98	

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>27</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	2. Division	3. Unit
<b>DEFINITION - RECORD SERIES</b> - 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  <b>SIGNATURE AUTHORIZATION</b>	5. Earliest Year/Latest Year <u>1997</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <p style="text-align: center;"><b>A file folder of signature authorization information contains:</b></p> <p style="text-align: center;">1) <b>signature verification forms</b></p>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <u>2.0</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept. of Finance	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <p style="text-align: center;"><b>1 year then destroy.</b></p>	
Name and Title of Preparer Evelyn Boulware Admin. Support Tech. I	20. Telephone Number  410-313-3320	21. Date  3/27/98

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>28</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	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 purposes.		
4. Record Series Title  <b>STAFF MEETING NOTES</b>		5. Earliest Year/Latest Year <u>1995</u> to <u>1998</u>
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <p style="text-align: center;"><b>A file folder of staff meeting notes contains:</b></p> <p style="text-align: center;">1) <b>weekly and monthly staff meeting notes</b></p>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (specify) <u>Computer Hard Drive</u>	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <u>2.0</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  10. Annual Accumulation  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <p style="text-align: center;"><b>3 years then destroy.</b></p>	
Name and Title of Preparer  Evelyn Boulware Admin. Support Tech. I	20. Telephone Number  410-313-3320	21. Date  3/27/98

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

2. Division

3. Unit

DCA/Cable 15

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

**TRF MUSIC LIBRARY**

5. Earliest Year/Latest Year

1995 to 1998

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 file folder of TRF Music Library information contains:**

- 1) **music usage sheets**
- 2) **compact disc purchases receipts**

7. Record Series Format(s)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (specify) \_\_\_\_\_
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify) \_\_\_\_\_

9. Volume

- File Drawer(s)
  - Microfilm Reel(s)
  - Computer Tape(s)
  - Other (specify)
- 2.0  
Number

10. Annual Accumulation

- File Drawer(s)
  - Microfilm Reel(s)
  - Computer Tape(s)
  - Other (specify)
- \_\_\_\_\_  
Number

11. File is Used

- Daily
- Weekly
- Monthly

12. File Becomes Inactive After

- \_\_\_\_\_  
Number
- Month(s)
- Year(s)

13. Current Location(s) (Bldg., Floor, Room)

**Carroll Building, 1st Floor**

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

**3 years then destroy.**

Name and Title of Preparer

**Evelyn Boulware  
Admin. Support Tech. I**

20. Telephone Number

**410-313-3320**

21. Date

**3/27/98**

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>30</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	2. Division	3. Unit
<b>DEFINITION - RECORD SERIES</b> - 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  <b>VEHICLE MILEAGE SHEET</b>	5. Earliest Year/Latest Year <u>1997</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <p style="text-align: center;"><b>A file folder of vehicle mileage sheets contains:</b></p> <p style="text-align: center;">1) <b>documentation of mileage usage</b></p>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume  <u>2.0</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Number
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept. of Central Services	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <p style="text-align: center;"><b>1 year then destroy.</b></p>	
Name and Title of Preparer Evelyn Boulware Admin. Support Tech. I	20. Telephone Number  410-313-3320	21. Date  3/27/98

<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record 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  DCA/Cable 15	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 purposes.

4. Record Series Title  <b>VEHICLE REPAIR ORDERS</b>	5. Earliest Year/Latest Year <u>1993</u> to <u>1998</u>
--	--

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.)

**A file folder of vehicle repair orders contains:**

1) **vehcile repair orders**

7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2.0</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
		10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____

11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
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13. Current Location(s) (Bldg., Floor, Room)  <b>Carroll Building, 1st Floor</b>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept. of Central Services
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15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <b>Retain for duration of warranty or mileage expiration then destroy.</b>
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Name and Title of Preparer Evelyn Boulware Admin. Support Tech. I	20. Telephone Number 410-313-3320	21. Date 3/27/98
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<b>Instructions</b> - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  PAGE <u>32</u> OF <u>32</u>
Department/Agency  DCA/Cable 15	2. Division	3. Unit
<b>DEFINITION - RECORD SERIES</b> - 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  <b>VIDEOTAPE USAGE FORMS</b>	5. Earliest Year/Latest Year <u>1995</u> to <u>1998</u>	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.  <p style="text-align: center;"><b>A file folder of videotape usage forms contains:</b></p> <p style="margin-left: 40px;">1) videotape usage forms 2) tape usage reports</p>		
7. Record Series Format(s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2.0</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room)  <p style="text-align: center;"><b>Carroll Building, 1st Floor</b></p>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  <p style="text-align: center;"><b>3 years then destroy.</b></p>	
Name and Title of Preparer Evelyn Boulware Admin. Support Tech. I	20. Telephone Number  410-313-3320	21. Date  3/27/98