| (| | Sebedulo No | |
|----------------|--|---|--|
| | CHARLES COUNTY GOVERNMENT | Schedule No. C-827 | |
| | RECORDS MANAGEMENT DIVISION | | |
| . REC | ORDS RETENTION AND DISPOSAL SCHEDULE | Page <u>1</u> of <u>9</u> | |
| Agency | Division/Unit | | |
| | ES COUNTY GOVERNMENT PUBLIC FAC | | |
| Item No. | Description | Retention | |
| 1 | | Screen annually. Destroy material having no further | |
| | Subject arrangement of original incoming letters, | administrative, fiscal, legal, | |
| | outgoing letters, memorandum, and any and all | or operational value. Retain | |
| | correspondence of the department or it's division. | permanently any material that serves to document | |
| | | the origin, development, and accomplishments of the | |
| | | department or it's divisions. | |
| | | Transfer periodically to the MD State Archives. | |
| - - | | WD State Archives. | |
| 2 | TIME AND ATTENDANCE | Retain for 3 years, then destroy. | |
| | Files may contain some or all of the following: leave requests, comptime request, weekly | | |
| | timesheets, etc. | | |
| 3 | EMPLOYEE PERSONNEL RECORDS | Retain for 3 years after termination, then destroy. | |
| | Files may contain some or all of the following: | termination, then desiroy. | |
| | evaluations, awards, training, written correspondence, etc. | | |
| 4 | FISCAL YEAR BUDGETS | Retain for 3 years, | |
| | | then destroy. | |
| | Budget expenditure files for departments, tracking of expenses, invoices, purchase orders, check | | |
| | request, etc. | | |
| | | | |
| | | | |
| 12 | le Approved by Department, Schedule Authorized by | y State Archivist | |
| Agency Date | , or Division Representative Date JUN 2 2 1996 | В | |
| Signatu | | 10 Product | |
| | Name Eugene T. Lauer Signature Signature | LC. Jeperfort | |
| | | | |
| | | | |

| | | Schedule No. |
|--------|--|---|
| Ň | CHARLES COUNTY GOVERNMENT RECORDS MANAGEMENT DIVISION | C-827 |
| REC | ORDS RETENTION AND DISPOSAL SCHEDULE | Page 2 of 9 |
| | (Continuation Sheet) | |
| Agency | | |
| CHARL | ES COUNTY GOVERNMENT PUBLIC FACI | LITIES |
| Item | Description | Retention |
| No. | | |
| | ADMINISTRATION FILES | |
| 1 | PAYROLL SHEETS | Retain for 2 years, then destroy. |
| | Payroll sheets with on call pay | destroy. |
| 2 | DAILY STOCKROOM TICKETS | Retain for 2 years, then destroy. |
| | Issues from stockroom | |
| 3 | REQUISITIONS | Retain for 1 year, then destroy. |
| | Requisitions are used for reorder purposes | |
| 4 | TIME CARDS | Retain for 2 years, then destroy. |
| | Verify time worked | |
| 5 | PRODUCTIVITY MEASUREMENTS | Retain for 3 years, then destroy. |
| | To maintain and monitor daily activities. | |
| 6 | FUEL REPORTS | Retain for 2 years, and until all audit requirements have |
| | Monthly fuel consumption, vehicle card number, personal card number, fuel allocation to proper account charges | been fulfilled, then destroy. |
| 7 | CFA INVENTORY | Retain for 3 years, and until all audit requirements have |
| | Current listing of stock inventory and repair orders, monthly , year end and obsolete inventory reports | been fulfilled, then destroy. |
| 8 | POLICY AND PROCEDURES | Retain until replaced or superceded, then |
| | Departmental Policies and Procedures | destroy. |
| | | |

| CHARLES COUNTY GOVERNMENT | | Schedule No. C-827 | | |
|--|--|---|--|--|
| RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet) | | Page <u>3</u> of <u>9</u> | | |
| Agency | Agency Division/Unit CHARLES COUNTY GOVERNMENT PUBLIC FACILITIES | | | |
| | | | | |
| Item No. | Description | Retention | | |
| | Administration Files Con't | | | |
| 9 | CIP PROJECT FILES | Detail for French them | | |
| 1 | Listed by project, includes correspondence, budget information and purchase orders | Retain for 5 years, then destroy. | | |
| 10 | BUDGET FILES | | | |
| | General Fund, Enterprise Fund, Capital Project Proposed budget, approved budget, budget transfer request. | Retain for 5 years, then destroy. | | |
| 11 | DIVISION MANUALS | Retain until updates | | |
| | Misc. info. pertaining to phone numbers, evaluations, anniversary dates, radio call numbers, copies of various forms, job descriptions, equipment inventory. | or superseded, then destroy. | | |
| | CIP/BUILDING & TRADES | | | |
| 1 | ARCHITECT DRAWINGS/BLUE PRINTS | Retain for life of Facility, plus 1 year, then destroy. | | |
| | To have the ability to review drawings plans. | | | |
| 2 | BUILDING MAINTENANCE FILE | Retain for Life on Contract plus 2 years, then destroy. | | |
| | Maintain necessary information regarding contracting and preventive maintenance. | | | |
| 3 | LEASE FILE | Retain for life of contract/ lease, plus 2 years, then | | |
| | To obtain copies of lease agreement information. | destroy. | | |
| 4 | DAILY MAINTENANCE RECORDS | Retain for 2 years, then destroy. | | |
| | To track daily activities | | | |
| | | | | |
| | | | | |

| CHARLES COUNTY GOVERNMENT | | Schedule No. C-827 | |
|--|---|--|--|
| RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet) | | Page <u>4</u> of <u>9</u> | |
| | /ERNMENT PUBLIC FACILITI | | |
| | | | |
| Item No. | Description | Retention | |
| | BUILDINGS & TRADES FILES CON'T | | |
| 5 | MISCELLANEOUS CIP/BUILDING & TRADES | | |
| | Miscellaneous information on county facilities, i.e. oil tank specifications, EDA requirements, inspection certificates, etc. | Retain until tank is removed, plus 1 year, then destroy. | |
| 6 | COUNTY FORMS | Retain until updated or superseded, then | |
| | To have forms on hand. | destroy. | |
| 7 | TOOL INVENTORY | | |
| | To maintain/inventory tools in department. | Retain for life of tool, plus 1 year. then destroy. | |
| 8 | KEY REQUEST LOG BOOK | Retain for 1 year | |
| | To inventory county issued keys | then destroy. | |
| | PARKS AND GROUND FILES | | |
| 1 | EQUIPMENT MANUALS/INFORMATION | Retain until updated or superseded, then | |
| | Equipment Manuals and Specification Books | destroy. | |
| 2 | WHITE PLAINS GOLF COURSE DEPOSITS/INVENTORIES | Retain for 3 years and until all audit requirements have been | |
| | Deposit forms, monthly summary sheet, inventories | fulfilled, then destroy. | |
| 3 | BANK STMTS/CANCELLED CKS/DEPOSIT SLIPS | Retain for 3 years and until all audit requirements have been fulfilled, then destroy. | |
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| CHARLES COUNTY GOVERNMENT | | Schedule No. C-827 |
|--|---|--|
| RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet) | | Page <u>5</u> of <u>9</u> |
| Agency Division/Unit CHARLES COUNTY GOVERNMENT PUBLIC FACILITIE | | ES |
| ltem No. | Description | Retention |
| | PARKS AND GROUND FILES CON'T | |
| 5 | SPORTS PROGRAMS | |
| | Budget worksheets; league schedules; correspondence with public, season expenses information | Retain for 3 years, then destroy. |
| 6 | FACILITY SCHEDULING | Retain for 4 years, then destroy. |
| | Master Facility Usage Scheduling | |
| 7 | MARYLAND OFFICE OF PLANNING | |
| | Correspondence with Maryland Office of Planning; Planning Reports concerning Charles County and Open Space Planning. | Retain for 6 years, then destroy. |
| 8 | PROGRAM OPEN SPACE GRANT PROGRAM | Retain for 10 years, and until Grant requirements are met, |
| | Correspondence with Dept of Natural Resources; Grant Applications; Annual Fund balances | then destroy. |
| 9 | PARK CONSTRUCTION | |
| | Specifications for Park Facilities, details on Park and current Park projects; project specification books. | Retain for life of Park, plus 1 year, then destroy. |
| 10 | WATERWAY IMPROVEMENT PROGRAM | Retain for life of grant or project, plus 2 years and until all audit requirements |
| | Correspondence with Department of Natural Resources; Grant Applications; Project fund balances; Project Specifications. | have been fulfilled, then destroy. |
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| CHARLES COUNTY GOVERNMENT | | Schedule No. C-827 |
|--|---|---|
| RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet) | | Page <u>6</u> of <u>9</u> |
| Agency Division/Unit CHARLES COUNTY GOVERNMENT PUBLIC FACILITIE | | ES |
| ltem No. | Description | Retention |
| 11 | PARKS AND GROUNDS FILES CON'T WHITE PLAINS GOLF COURSE/GROUNDS CHEMICALS List of chemicals utilized in golf courses & general grounds maintenance; calendars for application of chemicals; application rates. | Retain for 6 years, then destroy. |
| | ROADS FILES | |
| 1 | BLANKET PERMITS Copies of all utility permits issued for County roads. | Retain for 3 years, then destroy. |
| 2 | ATHLETIC FIELD INFORMATION Copies of bills, overtime, etc. for athletic field projects done by roads. | Retain for 3 years, and until all audit requirements have been fulfilled, then destroy. |
| 3 | DEPARTMENT OF NATURAL RESOURCES Information on wetlands, wildlife and tree permits | Retain for 3 years, then destroy. |
| 4 | DRIVEWAY ACCESS PERMITS Copies of all driveway permits issued for Charles County from 1996 to present. | Retain for 3 years, then destroy. |
| 5 | CHARLES COUNTY ROADS Deeds and inspection reports from PGM for all County roads. | Permanent, transfer periodically to the Md. State Archive. |
| | | |

| CHARLES COUNTY GOVERNMENT | | Schedule No. C-827 |
|--|--|--|
| RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet) | | Page 7 of 9 |
| Agency Division/Unit CHARLES COUNTY GOVERNMENT PUBLIC FACILITII | | ITIES |
| Item | Description | Retention |
| No. | | Telemion - |
| | ROAD FILES CON'T | |
| 6 | SIGN REQUEST | Retain for 3 years, |
| | Requests/work done on signs from other departments throughout the County government. | then destroy. |
| 7 | SIGNAL MAINTENANCE | Retain for life of signal, plus 1 year, |
| | Agreements on signal maintenance for Charles County. | then destroy. |
| 8 | BOARD OF EDUCATION | Retain for 3 years, and until all audit requirements |
| | Road repair for schools and asphalt invoices. | have been fulfilled, then destroy. |
| 9 | ROAD MAINTENANCE | |
| | FY 1992 - 1995 Overlay, Slurry Seal ('92-95), Line Striping ('92-95), Shoulder Maintenance ('92-95). | Retain for 3 years, then destroy. |
| 10 | BRIDGES/CIP PROJECTS | Retain for 3 years, and until all audit requirements |
| | All information, supplies used, payroll, etc. used on Pine Grove, Poor House Rd, Popes Creek Rd and Woodville Road Bridges, and Smallwood Drainage. | have been fulfilled, then destroy. |
| | SOLID WASTE/VEHICLE MAINTENANCE | |
| 1 | UNIFORM RECORDS | Retain for 3 years, and until all audit requirements |
| | Records for uniforms and boots for employees of the landfill. | have been fulfilled, then destroy. |
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| | | Schedule No. C-827 | |
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| CHARLES COUNTY GOVERNMENT RECORDS MANAGEMENT DIVISION | | <u> </u> | |
| RECORDS RETENTION AND DISPOSAL SCHEDULE | | Page <u>8</u> of <u>9</u> | |
| | (Continuation Sheet) Division/Unit | | |
| Agency CHARL | ES COUNTY GOVERNMENT PUBLIC FACIL | LITIES | |
| ltem No. | Description | Retention | |
| | SOLID WASTE/VEHICLE MAINTENANCE CON'T | | |
| 2 | SHOP EQUIPMENT AND TOOL INVENTORY | Retain for life of equipment/ tool, plus 1 year, then | |
| | Files on equipment, serial numbers over \$500.00 in value. Files on all shop tools & equipment. | destroy. | |
| 3 | VEHICLE SAFETY INSPECTION CARDS | Retain for life of vehicle plus 1 year, then destroy. | |
| | Inspection safety cards for vehicles. | | |
| 4 | VEHICLE/EQUIPMENT INFORMATION | Retain for life of equipment/vehicle | |
| | Serial numbers, locations, etc for all equipment and vehicles. | plus 1 year, then destroy. | |
| 5 | REPAIR MANUAL LIBRARY | Retain until updated or superseded, | |
| - | Equipment and vehicle manuals, Equipment Specialty Manuals. | then destroy. | |
| 6 | WEIGH TICKETS | Retain for 2 years, then destroy. | |
| | Weigh tickets for use of landfill. | | |
| 7 | RECYCLING SURVEYS | Retain for 3 years, | |
| | Scrap metal, glass, aluminum can, newspaper, tickets, station logs, tag-a-bag sticker logs. Information required for compilation of recycling reports/surveys. | then destroy. | |
| 8 | RECYCLING OPERATIONS | Retain for 5 years, then destroy. | |
| | Letters, permits, tonnage figures, hazardous waste info., material recycling information applicable to recycling operation. | | |
| | | | |

| <u> </u> | | Schedule No. C-827 |
|---|---|--|
| CHARLES COUNTY GOVERNMENT RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet) | | Page <u>9</u> of <u>9</u> |
| Agency CHARL | | ITIES |
| Item No. | Description | Retention |
| | SOLID WASTE/VEHICLE MAINTENANCE CON'T | |
| 10 | | Retain for life of landfill, plus 1 year, |
| | Letters, surveys, reports, tonnage figures, general information regarding Charles County Sanitary Landfill and Pisgah landfill. | then destroy. |
| 11 | LANDFILL INFORMATION AND REGULATIONS | Retain for life of landfill, plus 1 year, then |
| | Information/regulations pertinent to landfill operations. | destroy. |
| 12 | LANDFILL RECORDS | Retain for 3 years, and until all audit requirements |
| | Landfill records include copies of bills paid, tonnage reports, customer records, and leachate reports. | have been fulfilled, then destroy. |
| 13 | SOLID WASTER ADMINISTRATION | Permanent Transfer periodically |
| | Letters, reports, minutes, policies pertinent to the operation of the Solid Waste Division. | to the Maryland State Archives. |
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MEMORANDUM

Victoria Greenfield, Assistant County Administrator

FROM:

TO:

Michael T. Mudd, Miller Deputy County Administrator

DATE: May 7, 1997

SUBJECT: Records Retention

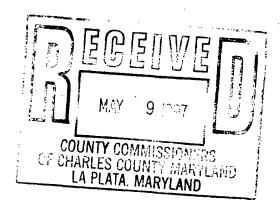
Pursuant to your memorandum dated March 18, 1997, please find attached, completed Records Inventory Forms for the Department of Public Facilities. The forms are sorted by the following Divisions:

- Administration
- Administration/Inventory
- CIP/Buildings & Trades
- Parks & Grounds
- Solid Waste
- Solid Waste, Sanitary Landfill
- Roads
- Vehicle Maintenance

If you have any questions or if we may be of further assistance, please do not hesitate to contact me.

Attachments

MTM:TDK/tdk



| Instructions - Type or Print a separate form for each rew or revised record series, forward with Record etention Schedule (DGS 550-1) | RECORDS 7275 | VT OF GENERAL SERVIC MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794 | |
|---|----------------------------------|--|---|
| J, Department/Agency | 2. Division | | 3. Unit |
| Public Facilities | Administr | ation | |
| DEFINITION - RECORD SERIES - A group of related re- | cords normally filed a | nd used as a unit for refere | nce as well as retention and disposition purposes. |
| 4. Record Series Title Personnel Files-Adn | inistration | | 5. Earliest Year/Latest Year <u>1974</u> to <u>Pre</u> sent |
| 6. Record Series Description (Briefly describe the types of Evaluations, Corresponder | | | |
| 7. Record Series Format(s) | 8. Record Series | | 9. Volume |
| t Legal Size □ Computer Tape | Xi Alphabetical | | 1 Image: Microfilm Reel(s) Number Image: Computer Tape(s) Number Image: Other (specify) |
| 🗆 Bound Book 🛛 Floppy Disk | | | · · · · · · · · · · · · · · · · · · · |
| □ Audio Tape □ Other (specify) | Geographi Gother (spe | | 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) 0 Number Other (specify) |
| 11. File is Used □ Daily X□ Weekly | Monthly | 12. File Becomes Inact <u>N/A</u> Number | ve After □ Month(s) □ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) Public Facilities, Administration | n Building | 14. Is Record Series Du (If yes, specify age CX Yes Personnel | • |
| 15. Access Restrictions | <u> </u> | 16. Audit Requirement | |
| Confidential | | None 🗆 S | State 🗆 Federal 🔅 Independent |
| 17. Is an Index System Used? (If yes, explain briefly and any hadware/software □ Yes 🛣 No | l describe | 18. Recommended Reta Retaine For Three Years DESTFO | L TERMINIETION |
| 19. Name and Title of Preparer20.Pat Hall-Office Manager | Telephone Number (301)932-344 | 0 | 21. Date May 6, 1997 |
| GS 550-4 (Rev. 1/93) | | | |

| | | ······ | |
|--|---------------------------------------|---|--|
| nstructions - Type or Print a separate form for each RECORDS MANAGEME rew or revised record series, forward with Record 7275 WATERLOO | | NT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 | AGENCY RECORDS INVENTORY |
| | JESSL | JP, MARYLAND 20794 | PAGE OF |
| I, Department/Agency | 2. Division | | 3. Unit |
| Public Facilities | Administr | ation | |
| DEFINITION - RECORD SERIES - A group of relat | ted records normally filed a | and used as a unit for reference a | s well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year 1995 to 1996 |
| Inactive-Miscella | neous Department | Correspondence | |
| 6. Record Series Description (Briefly describe the ty | ypes of informationn/docum | ents/forms found in the series. | ndude the purpose or function of the series. |
| Inter-Office Corresponden Fixed Assets, Position Li | | espondence, Alcohol | & Drug Testing, |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| t Letter Size □ Microfilm | K Alphabetic | | ☐ File Drawer(s) ☐ Microfilm Reel |
| 🗆 Legal Size 🔹 Computer Tape | | I | 2 □ Computer Tape(Number ☑ Other (specify) |
| Bound Book E Floppy Disk | | lical | Storage Boxes |
| 🗅 Audio Tape 🛛 Video Tape | 🗆 Geographi | | 10. Annual Accumulation |
| □ Other (specify) | C Other (spe | | File Drawer(s) Kicrofilm Reel Computer Tape(s Number Computer Specify) |
| 11. File is Used □ Daily □ Weekly N/A | Monthly | 12. File Becomes Inactive Af <u>N/A</u> Number | ter Month(s) |
| 13. Current Location(s) (Bldg., Floor, Room) Public Facilities | · · · · · · · · · · · · · · · · · · · | 14. Is Record Series Duplicat (If yes, specify agency o | |
| | | 🗆 Yes 🕅 | No |
| 15. Access Restrictions | 0 | ☐ Yes | No |
| (If Yes. cite Law(s) & Regulation(s) | | 16. Audit Requirements ⊠ None □ State | Federal Independent |
| (If Yes. cite Law(s) & Regulation(s) 17. Is an Index System Used? (If yes, explain brief any hadware/software | | 16. Audit Requirements ☑ None □ State 18. Recommended Retention USC Fewer Destroy | □ Federal □ Independent THE KEENTION |

| Instructions - Type or Print a separate form for each rew or revised record series, forward with Record etention Schedule (DGS 550-1) | RECORDS | NT OF GENERAL SERVICE MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 | |
|---|----------------------------|---|--|
| | JESSU | P.O. BOX 273 JP, MARYLAND 20794 | PAGE OF |
| ✓), Department/Agency | 2. Division | | 3. Unit |
| Public Facilities | Administr | ation | |
| DEFINITION - RECORD SERIES - A group of related | d records normally filed a | nd used as a unit for refere | once as well as retention and disposition purposes. |
| 4. Record Series Title Miscellaneous Dep | artment Corresp | oondence | 5. Earliest Year/Latest Year <u>1996</u> to <u>Pres</u> ent |
| 6. Record Series Description (Briefly describe the typ | es of informationn/docum | ents/forms found in the ser | ies. Include the purpose or function of the series. |
| Inter-Office Correspondence Fixed Assets, Position List | | espondence, Alcol | nol & Drug Testing, |
| | | · | |
| | | | |
| | | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| ⊠Letter Size ☐ Microfilm | 🗴 Alphabetic | • | - Dile Drawer(s) |
| Legal Size Computer Tape | | | 3 □ Computer Tape(s) Number □ Other (specify) |
| Bound Book D Floppy Disk | Chronological Geographical | | |
| □ Audio Tape □ Video Tape | | | 10. Annual Accumulation |
| Other (specify) | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| | Other (spe | | Computer Tape(s) Number □ Other (specify) |
| 11. File is Used Daily XD Weekty | | 12. File Becomes Inacti Number | ve After □ Month(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Du | uplicated Elsewhere? |
| Public Facilities-Administ | ration | (If yes, specify age | |
| 15. Access Restrictions | | 16. Audit Requirements | 5 |
| (If Yes. cite Law(s) & Regulation(s) | | 🖾 None 🗖 S | State 🗆 Federal 🔲 Independent |
| 17. Is an Index System Used? (If yes, explain briefly any hadware/software | and describe | 18. Recommended Rete | |
| | | 150 Fox | Perral File Repention |
| | | | |
| | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | u | 21. Date |
| Pat Hall-Office Manager | (301)932-344 | 0 | May 6, 1997 |
| S 550-4 (Rev. 1/93) | | | |

| Instructions - Type or Print a separate form for each rew or revised record series, forward with Record .etention Schedule (DGS 550-1) | RECORDS 7275 | IT OF GENERAL SERVICI MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 IP, MARYLAND 20794 | |
|--|---------------------------------|---|---|
| ✓ I, Department/Agency | 2. Division | | 3. Unit |
| Public Facilities | Administr | ation | |
| DEFINITION - RECORD SERIES - A group of relate | d records normally filed a | nd used as a unit for refere | nce as well as retention and disposition purposes |
| 4. Record Series Title Inactive-Miscell | aneous Departme | nt Correspondenc | e <u>1995</u> to <u>199</u> 6 |
| 6. Record Series Description (Briefly describe the typ | pes of informationn/docum | ents/forms found in the ser | ies. Include the purpose or function of the series. |
| Inter-Office Correspondence Fixed Assets, Position List | , Citizen Corre ing | spondence, Alcoh | ol & Drug Testing, |
| | | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume - |
| 🖾 Letter Size 🛛 🗆 Microfilm | る Alphabetic | al | 5 Dicrofilm Reel |
| Legal Size Computer Tape | | | Number Cother (specify) |
| Bound Book G Floppy Disk | | | Storage Boxes |
| Audio Tape Video Tape Other (specify) | □ Geographi □ Other (spe | | 10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel <u>N/A</u> ☐ Computer Tape(s Number ☐ Other (specify) |
| 11. File is Used □ Dailý □ Weekly N/A | Monthly | 12. File Becomes Inacti | ve After Month(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Du | plicated Elsewhere? |
| Public Facilities-Warehouse | | (If yes, specify age | • |
| 15. Access Restrictions □ Yes ፼ No (If Yes. cite Law(s) & Regulation(s) | | 16. Audit Requirements Ø None □ State □ Federal □ Indeper | |
| 17. Is an Index System Used? (If yes, explain briefly any hadware/software Yes XX No | v and describe | 18. Recommended Rete ULSC /JC D estroy | WernLFile Retenti |
| 19. Name and Title of Preparer | 20. Telephone Number | <u>1</u> | 21. Date |
| Pat Hall-Office Manager | (301)932-344 | 0 \ | May 6, 1997 |

| Terri Kahouk Contract Spec | cialist | (301)932-344 | 1 | May 6, 1997 |
|---|---|------------------------------|---|---|
| 19. Name and Title of F | Preparer | 20. Telephone Number | 2 | 1. Date |
| 17. Is an Index System any hadware/softw | Used? (If yes, explain briefly are ⊉ No | and describe | 18. Recommended Retention | |
| 15. Access Restrictions | | | 16. Audit Requirements ⊠ None □ Stat | re 🗆 Federal 🗖 Independent |
| 13. Current Location(s) Public Facil: | (Bidg., Floor, Room) ities, Administrat: | ion Building | 14. Is Record Series Duplic (If yes, specify agency □ Yes ૐ | |
| 11. File is Used A Daily | 🗅 Weekly | Monthly | 12. File Becomes Inactive | After] Month(s) |
| □ Audio Tape □ Other (specify) | □ Video Tape | Geographic Other (spe | | 10. Annual Accumulation |
|] Bound Book | 🗆 Floppy Disk | 🗆 Chronologi | ical | |
| letter Size □ Legal Size | Microfilm Computer Tape | 🖄 Alphabetica | | 1 □ Microfilm Reel(s □ Computer Tape(s) Number □ Other (specify) |
| 7. Record Series Forma | | 8. Record Series S | - | 9. Volume |
| | | | | |
| | | | | Include the purpose or function of the series. |
| 4. Record Series Title CIP Project | | | | 5. Earliest Year/Latest Year 1996_to_Present |
| | D SERIES - A group of related | records normally filed ar | nd used as a unit for reference | as well as retention and disposition purposes. |
| Public Facil | ities | Administr | ration | |
| I, Department/Agency | | 2. Division | | 3. Unit |
| new or revised record s ention Schedule (D) | series, forward with Record 3S 550-1) | | WATERLOO ROAD P.O. BOX 275 P, MARYLAND 20794 | PAGE OF |
| Instructions - Type or Print a separate form for each | | RECORDS | MANAGEMENT DIVISION | |

| 19. Name and Title of F Terri Kahouk Contract Spec | , | 20. Telephone Number (301)932-344 | • | . Date May 6, 1997 | | |
|---|---|--------------------------------------|---|------------------------------|---|--|
| any hadware/softw □ Yes | | ly and describe | 18. Recommended Retention RETITIN For Five years | EN DEST | Tay | |
| 15. Access Restrictions (If Yes, cite Law(s) | | o | 16. Audit Requirements ↓ None □ State | 🗆 Federal | Independent | |
| 13. Current Location(s) Public Facil | (Bldg.Floor,Room) Lities, Administra | ation Building | 14. Is Record Series Duplica (If yes, specify agency of D Yes D Fiscal Service | or office) No | | |
| 11. File is Used Daily | □ Weekly | 🗆 Monthly | 12. File Becomes Inactive A Five D Number | iter Month(s) | Ki Year(s) | |
| ☐ Audio Tape ☐ Other (specify) | □ Video Tape | □ Geographi □ Other (spe | | 1/2 Number | Bile Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) | |
| J Bound Book | | | | 10. Annual Accum | ulation | |
| 🗆 Legal Size | Computer Tape | C Numerical X | | Number | Other (specify) | |
| Letter Size | 🗆 Microfilm | Alphabetic | al | 2 | Microfilm Reel(: Computer Tape(s | |
| 7. Record Series Forma | at(s) | 8. Record Series | Sequence | 9. Volume | File Drawer(s) | |
| | | | | | | |
| | get, approved bud | | | | | |
| | , Enterprise Fund | | | | | |
| Budget Files | intian (Driefly dependent to b) | | ents/forms found in the series. | 1993 to P1 | | |
| 4. Record Series Title | D SERIES - A group of relation | | nd used as a unit for reference a | 5. Earliest Year/La | atest Year | |
| | | | | | | |
| Public Facil | ities | 2. Division Administ | ration | 3. Unit | | |
| ention Schedule (DC | | JESSU | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE OF | |
| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | | RECORDS | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD | | CORDS INVENTORY | |

| Instructions - Type or Print a separate form for each or revised record series, forward with Record ention Schedule (DGS 550-1) | RECORDS | NT OF GENERAL SERVICES MANAGEMENT DIVISION 5 WATERLOO ROAD P.O. BOX 275 | AGENCY RECORDS INVENTORY | |
|---|--------------------------|--|--|--|
| | 2. Division | JP, MARYLAND 20794 | 3. Unit | |
| I, Department/Agency | | | 3. Unit | |
| Public Facilíties | Administra | tion/Inventory | | |
| DEFINITION - RECORD SERIES - A group of related | records normally filed a | and used as a unit for reference a | s well as retention and disposition purposes. | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | |
| Payroll | | | <u>1996</u> to <u>199</u> 7 | |
| 6. Record Series Description (Briefly describe the types Payroll sheets with on call | | ents/forms found in the series. Ir | nclude the purpose or function of the series. | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume | |
| PLetter Size | @ Alphabetic | • | File Drawer(s) | |
| □ Legal Size □ Computer Tape | | | Number D Computer Tape(s | |
| Bound Book Group Disk | | | | |
| □ Audio Tape □ Video Tape | | | 10. Annual Accumulation | |
| C Other (specify) | C Other (spe | | Image: Computer Tape(s) Image: Computer Tape(s) Number Other (specify) | |
| 11. File is Used Daily To Weekty | Monthly | 12. File Becomes Inactive After | er Month(s) I Vear(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) Public Facilities, Admin. Bldg. File Cabinet | | 14. Is Record Series Duplicate (If yes, specify agency or Yes D N Payroll | | |
| 15. Access Restrictions | | 16. Audit Requirements | Federal Independent | |
| 17. Is an Index System Used? (If yes, explain briefly a any hadware/software Yes B No | nd describe | 18. Recommended Retention RETAIN 1 year THE | EN DESTIBY | |
| 9. Name and Title of Preparer 20 | . Telephone Number | 21. | <u></u> | |
| Jeanette McCully Purchasing Coordinator | 301 932-3442 | | 5/06/97 | |

| Jeanette Purchasi S 550-4 (Rev. 1/93) | McCully ng Coordinator | 301 932-344 | 42 | 5/06/97 |
|--|--|--|---|--|
| 9. Name and Title of P | reparer | 20. Telephone Number | | 21. Date |
| Petro Ve | nd | | Kegu; rekie | NTS HAVE been Hen Destroy |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software Yes No | | 18. Recommended Retention RETAIN FOR two years AND LINTTLAIL AND AND | | |
| (If Yes, cite Law(s) | ······································ | | | ate E Federal D Independent |
| 15. Access Restrictions | | 10 | 16. Audit Requirements | |
| Inventor | y Control Office | | (If yes, specify agend | |
| 13. Current Location(s) | (Bidg., Floor, Room) | | 14. Is Record Series Dup | |
| 11. File is Used Daily | □ Weekly | B Monthly | 12. File Becomes Inactive | e After Month(s) |
| | | | | Number 🗆 Other (specify) |
| □ Other (specify) | | Cther (spe | | File Drawer(s) Microfilm Reel(s Computer Tape(s) |
| D Audio Tape | Video Tape | 🛛 🖾 Geographi | | 10. Annual Accumulation |
| □ Legal Size □ Bound Book | □ Computer Tape □ Floppy Disk | | | Number 🔲 Other (specify) |
| D Letter Size | | Alphabetic | | ☐ Microfilm Reel(s |
| 7. Record Series Forma | | 8. Record Series | • | 9. Volume File Drawer(s) |
| | | | · · | |
| to prope | er account charge | S | | |
| Monthly | fuel consumption | , vehicle card # | | es. Include the purpose or function of the series. |
| Fuel Rep | | | | |
| 4. Record Series Title | | | | 5. Earliest Year/Latest Year 1996_to_1997 |
| | Faciliites | | ation/Inventory | ce as well as retention and disposition purposes. |
| I, Department/Agency | | 2. Division | | 3. Unit |
| .əntion Schedule (D | GS 550-1) | JESSL | P.O. BOX 275 JP, MARYLAND 20794 | PAGE _1_ CF _1_ |
| | Print a separate form for eac series, forward with Record | ch RECORDS | VT OF GENERAL SERVICE MANAGEMENT DIVISION WATERLOO ROAD | S AGENCY RECORDS INVENTORY |

| Jeanette 1 | | 301 932-344 | 2 | 5-6-97 |
|---|--|--|--|---|
| 17. Is an Index System L any hadware/softwar 27 Yes otus 9. Name and Title of Pre | □ No | fly and describe 20. Telephone Number | 18. Recommended Reta RETAIN I year | |
| 15. Access Restrictions (If Yes, cite Law(s) & | I Yes I K Regulation(s) | lo | 16. Audit Requirements | s State D Federal D Independent |
| 13. Current Location(s) Warehouse | (Bldg., Floor, Room) Shelf (boxed) | | 14. Is Record Series Du (If yes, specify age D Yes Purchasing I | ncy or office) |
| 11. File is Used 27 Daily | 🗆 Weekly | 🗆 Monthly | 12. File Becomes Inacti | |
| □ Audio Tape □ Other (specify) | U Video Tape | Chronolog Geographi Other (spe | ical | 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Number Storage Boxes |
| □ Legal Size □ Bound Book | □ Computer Tape □ Floppy Disk | B Numerical | | Number I Computer Tape(s) |
| 7. Record Series Formati | (s) | 8. Record Series | | 9. Volume E File Drawer(s) Microfilm Reel(s) |
| Requisiti | ons are used fo | r reorder purpos | es | |
| 6. Record Series Descrip | btion (Briefly describe the t | ypes of informationn/docum | nents/forms found in the set | ies. Include the purpose or function of the series. |
| 4. Record Series Title Requisiti | lons, PO Nos. | | | 5. Earliest Year/Latest Year 1992 to 1997 |
| Public Facil | | | ation/Inventory | ance as well as retention and disposition purposes. |
| I, Department/Agency | | 2. Division | | 3. Unit |
| / or revised record se .ention Schedule (DG | eries, forward with Record S 550-1) | | 5 WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794 | PAGE <u>1</u> OF <u>1</u> |
| | int a separate form for eac | h RECORDS | NT OF GENERAL SERVIC MANAGEMENT DIVISION | |

| Instructions - Type or Print a separate form for each or revised record series, forward with Record ention Schedule (DGS 550-1) | RECORDS 727 | INT OF GENERAL SERVICES S MANAGEMENT DIVISION 5 WATERLOO ROAD P.O. BOX 275 UP, MARYLAND 20794 | AGENCY RECORDS INVENTORY |
|---|--|---|--|
| I, Department/Agency | 2. Division | | 3. Unit |
| Public Facilities | Adminst | ration/Inventory | |
| DEFINITION - RECORD SERIES - A group of related re | | | as well as retention and disposition purposes |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year |
| Daily Stockroom Tickets | | | <u>1992</u> to <u>199</u> 7 |
| 6. Record Series Description (Briefly describe the types Issues from Stockroom - | of informationn/docun | nents/forms found in the series. | Include the purpose or function of the series. |
| | | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| E Letter Size | 🗆 Alphabeti | cal | File Drawer(s) |
| ⊐ Legal Size | Numerical Chronological Geographical | | Number Computer Tape(s |
| 🗆 Bound Book 🛛 Floppy Disk | | | |
| 🛛 Audio Tape 🔅 Video Tape | | | 10. Annual Accumulation File Drawer(s) |
| □ Other (specify) ————— | □ Other (sp. | o cify) | Number Computer (specify) Storage Boxes |
| I1. File is Used Daily □ Weekly | Monthly | 12. File Becomes Inactive Af | |
| 3. Current Location(s) (Bidg., Floor, Room) Warehouse Shelf | · | 14. Is Record Series Duplicat (If yes, specify agency o □ Yes | r-office) |
| 15. Access Restrictions □ Yes ₽ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | Federal Federal |
| 7. Is an Index System Used? (If yes, explain briefly an any hadware/software Ves I No ac Easy(Past) | d describe | 18. Recommended Retention RETAIN FO One Year or a All HMCIT Re been Fulfille | |
| | | | |
| 7. Name and Title of Preparer 20. Jeanette McCully Purchasing Coordinator | Telephone Number | · · · · · · · · · · · · · · · · · · · | Date May 6, 1997 |
| 5 550-4 (Rev. 1/93) | | l | |

| Instructions - Type or Print a separate form for each v or revised record series, forward with Record antion Schodulo (DGS 550.1) | RECORDS | IT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD | AGENCY RECORDS INVENTORY | | | | |
|--|-----------------------------|--|--|-------------------------------|----------------------|-------------|--------------|
| .ention Schedule (DGS 550-1) | JESSU | P.O. BOX 275 IP, MARYLAND 20794 | PAGE OF | | | | |
| I, Department/Agency | 2. Division | | 3. Unit | | | | |
| Public Facilities | Adminstra | tion/Inventory | | | | | |
| DEFINITION - RECORD SERIES - A group of relate | ed records normally filed a | nd used as a unit for reference | as well as retention and disposition purposes. | | | | |
| 4. Record Series Title Personnel | | | 5. Earliest Year/Latest Year to <u>1997</u> | | | | |
| 6. Record Series Description (Briefly describe the ty | pes of informationn/docum | ents/forms found in the series. | Include the purpose or function of the series. | | | | |
| Personnel, job descriptio | n, leave records | s, evaluations, re | commendations, etc. | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume | | | | |
| 😟 Letter Size 🛛 Microfilm | P Alphabetic | al . | E ⁻ File Drawer(s) | | | | |
| Legal Size | D Numerical | | Number D Computer Tape(s | | | | |
| 🗆 Bound Book 🛛 🖾 Floppy Disk | 🗆 Chronologi | ical | 2 files | | | | |
| 🗅 Audio Tape 🛛 Video Tape | Geographic | cal | 10. Annual Accumulation | | | | |
| □ Other (specify) | □ Other (spe | cify) | Microfilm Reel(s | | | | |
| ····· | | | U Computer Tape(s) Number □ Other (specify) | | | | |
| 11. File is Used | | 12. File Becomes Inactive | | | | | |
| 🗆 Daily 🗖 Weekly | Er Monthly | Number | Month(s) 🗆 Year(s) | | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplic | | | | | |
| Publicac. Administration Office | 2 | (If yes, specify agency D Yes □ | No Personnel | | | | |
| 15. Access Restrictions 😰 Yes 🗆 No | | 16. Audit Requirements | | | | | |
| <pre>(If Yes, cite Law(s) & Regulation(s) Confidential 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software</pre> | | IN None I State I Federal I Independent 18. Recommended Retention RETAINFOR-3473 Appres- | | | | | |
| | | | | | | TERMINATION | bisproyselle |
| | | | | 7. Name and Title of Preparer | 20. Telephone Number | 2 | . Date |
| · · · · · · | | | | | | | |

| Instructions - Type or Print a separate form for each | RECORDS | NT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD | AGENCY RECORDS INVENTORY |
|---|--------------------------|--|---|
| stention Schedule (DGS 550-1) | | P.O. BOX 275 JP, MARYLAND 20794 | PAGE $\frac{1}{1}$ OF $\frac{1}{1}$ |
| I, Department/Agency | 2. Division | | 3. Unit |
| Public Facilities | Administr | ation/Inventory | |
| DEFINITION - RECORD SERIES - A group of related | records normally filed a | and used as a unit for reference | as well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year 1996_to_ <u>199</u> 7 |
| Dac Easy Stockroom Budget | | | |
| 6. Record Series Description (Briefly describe the type Record of expenditures and | | | Include the purpose or function of the series. |
| | | | |
| 7. Record Series Format(s) | 8. Record Series | · · · | 9. Volume |
| Letter Size Microfilm | | | Microfilm Reel(s) Grouputer Tape(s) |
| Legal Size Computer Tape | | | . Number 🔲 Other (specify) |
| Bound Book Floppy Disk | | | 10. Annual Accumulation |
| □ Audio Tape □ Video Tape □ Other (specify) | Geograph | | 10. Alindal Acconductor File Drawer(s) Microfilm Reel(s) 11 Ø Computer Tape(s) Number Other (specify) |
| 11. File is Used Daily Deekly | Monthly | 12. File Becomes Inactive A | After Month(s) Dryear(s) |
| 13. Current Location(s) (Bldg., Floor, Room) Fire Safe Inventory Office | <u></u> | 14. Is Record Series Duplic (If yes, specify agency Yes | |
| 15. Access Restrictions I Yes INO (If Yes. cite Law(s) & Regulation(s) | | 16. Audit Requirements | e 🗆 Federal 🖸 Independent |
| 17. Is an Index System Used? (If yes, explain briefly any hadware/software | and describe | 18. Recommended Retention RETAIN FEI 2 years AK REGUINEME | AUDTILAN HUDT ENTS HAVE been |
| | | Fils 16d TH | PAI DRATTIL |
| 19. Name and Title of Preparer 20 | 0. Telephone Number | 21 | . Date |
| Jeanette McCully Purchasing Coordinator | (301)932-344 | | May 6, 1997 |

| or revised record se | int a separate form for eac ries, forward with Record | h RECORDS | NT OF GENERAL SERVICE S MANAGEMENT DIVISION 5 WATERLOO ROAD | |
|---|--|----------------------------|---|--|
| ention Schedule (DG | S 550-1) | JESSI | P.O. BOX 275 UP, MARYLAND 20794 | PAGE OF |
| I, Department/Agency | <u> </u> | 2. Division | | 3. Unit |
| Public Fa | cilities | Adminst | ration/Inventory | |
| DEFINITION - RECORD | SERIES - A group of rela | | | nce as well as retention and disposition purposes. |
| 4. Record Series Title | | | | 5. Earliest Year/Latest Year |
| Time Card | S | | | <u>1994</u> to <u>199</u> 7 |
| 6. Record Series Descrip | tion (Briefly describe the t | ypes of informationn/docum | nents/forms found in the seri | es. Include the purpose or function of the series. |
| | | | | |
| Verify ti | me worked | | | |
| | | | | |
| | | | | |
| | | | | |
| 7. Record Series Format(| s) | 8. Record Series | Secuence | 9. Volume |
| Letter Size | | 2 Alphabetic | | ☐ File Drawer(s) ☐ Microfilm Reel(s |
| | _ | | | Computer Tape(s) |
| T Legal Size | Computer Tape | Numerical | | Number POther (specify) |
| Bound Book | Floppy Disk | | - | 10. Annual Accumulation |
| | 🗆 Video Tape | Geograph | lical | ☐ File Drawer(s) , ☐ Microfilm Reel(s |
| Offer (specify) | | Cther (spe | ecify) | / Computer Tape(s) |
| Box | | | | Number 🛛 Other (specify) Storage Box |
| 11. File is Used | | | 12. File Becomes Inactiv | |
| 🗆 Daily | 🗆 Weekly | G Monthly | Number | Month(s) Pear(s) |
| · | | ····· | | |
| 13. Current Location(s) | (Bldg., Floor, Room) | | 14. Is Record Series Du (If yes, specify agen | |
| Box store | d in Office | | | No |
| 15. Access Restrictions | | 0 | 16. Audit Requirements | |
| (If Yes, cite Law(s) & | | • • | E None S | tate 🛛 Federal 🗂 Independent |
| | | | | |
| Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Reter | ntion | |
| | ₽ D∕No | | For | |
| 🗆 Yes | NO | | ReTAIN to2 | TR, THEN DESTROY |
| | | | | |
| | parer | 20. Telephone Number | И | 21. Date |
| Name and Title of Pre | | | | |
| Name and Tide of Pre Jeanette 1 | McCully | 301 932-344 | 42 | 5/06/97 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | h RECORDS | NT OF GENERAL SERVICE MANAGEMENT DIVISION WATERLOO ROAD | S AGENCY RECORDS INVENTORY |
|---|------------------------------|---|--|
| ention Schedule (DGS 550-1) | JESSU | P.O. BOX 275 JP, MARYLAND 20794 | PAGE1_ OF |
| ▼1, Department/Agency | 2. Division | | 3. Unit |
| Public Facilities | Administra | ation | |
| DEFINITION - RECORD SERIES - A group of relat | led records normally filed a | nd used as a unit for referen | ce as well as retention and disposition purposes. |
| 4. Record Series Title Budget | | | 5. Earliest Year/Latest Year <u>1991</u> to <u>1997</u> |
| 6. Record Series Description (Briefly describe the ty | ypes of informationn/docum | ents/forms found in the serie | s. Include the purpose or function of the series. |
| Series of Departmental Bu | doot - Expense | History | |
| Accounts for each departm | | | to vear |
| | | bon purposes year | |
| | | | |
| | | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| Letter Size Microfilm | | al · | □ File Drawer(s) □ Microfilm Reel(s) |
| 🗆 Legal Size 🛛 Computer Tape | | | 4 Image: Computer Tape(s) Number □ Other (specify) |
| J Bound Book D Floppy Disk | | ical | |
| 🗅 Audio Tape 🛛 Video Tape | 🗆 Geographi | ical | • 10. Annual Accumulation |
| □ Other (specify) | D Other (spe | ner (specify) | 4 D Microfilm Reel(s) |
| | | | Number D Other (specify) |
| 11. File is Used Daily Deekly | Monthly | 12. File Becomes Inactiv | e After I Month(s) I Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Dup | plicated Elsewhere? |
| Fire Safe at Public Fac | | (If yes, specify agen □ Yes □ AS/400 | |
| 15. Access Restrictions | 0 | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulation(s) | | ₽ None □ St | ate 🗆 Federal 🗆 Independent |
| 17. Is an Index System Used? (If yes, explain brief | ly and describe | 18. Recommended Reter | ntion |
| any hadware/software | •. | RETAIN FO | |
| 🗅 Yes 🗖 No | | 3 years | FENDESTROY |
| 19. Name and Title of Preparer | 20. Telephone Number | ····· | 21. Date |
| Jeanette McCully Purchasing Coordinator GS 550-4 (Rev. 1/93) | 301 932-34 | 42 | 5/06/97 |

| | | NT OF GENERAL SERVICES | |
|---|----------------------------|--|---|
| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS | MANAGEMENT DIVISION 5 WATERLOO ROAD | AGENCY RECORDS INVENTORY |
| tention Schedule (DGS 550-1) | JESSU | P.O. BOX 275 JP, MARYLAND 20794 | PAGE _1 OF _1 |
| ▼1, Department/Agency | 2. Division | | 3. Unit |
| Public Facilities | Administ | ration/Inventory | |
| DEFINITION - RECORD SERIES - A group of relate | d records normally filed a | and used as a unit for reference : | as well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year 1996 to 1997 |
| CFA Stock | | | <u></u> |
| 6. Record Series Description (Briefly describe the type Current listing of stock i | | | Include the purpose or function of the series. |
| 7. Record Series Format(s) | 8. Record Series | • | 9. Volume File Drawer(s) Microfilm Reel(s) |
| Legal Size Computer Tape | | | Image: Signature Image: Signature Image: Signature Image: Signature Number Image: Signature Other (specify) |
| J Bound Book I Floppy Disk | | ical | |
| 🗅 Audio Tape 📋 Video Tape | 🗆 Geograph | | 10. Annual Accumulation |
| Cther (specify) | Other (spe | əcify) | ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify) |
| 11. File is Used | Monthly | 12. File Becomes Inactive A D Number | tter Month(s) Trear(s) |
| 13. Current Location(s) (Bldg., Floor, Room) $M \pm S$ | | 14. Is Record Series Duplica (If yes, specify agency of Part Yes D MILS | |
| 15. Access Restrictions E Yes E No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | |
| PASSWORD PROTECTED |) | 🗆 None 🗆 State | Federal Former F |
| 17. Is an Index System Used? (If yes, explain briefly any hadware/software Yes No | and describe | 18. Recommended Retention RETAIN FOR 3 years | A to a day to 12/20 |
| | | HAVE been | dit Reginements Fulfilled Theo Destru |
| | 20. Telephone Number | | Date |
| Jeanette McCully Purchasing Coordinator | 301 932- | -3442 | 5/06/97 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS MANA 7275 WATE P.O. BC | GENERAL SERVICES GEMENT DIVISION ERLOO ROAD X 275 RYLAND 20794 | AGENCY RECORDS INVENTOR |
|--|---|--|--|
| 1. Department/Agency | 2. Division | | 3. Unit |
| | | Tradaa | |
| Public Facilities | CIP/Buildings & | | |
| DEFINITION - RECORD SERIES - A group of related records norma | ally filed and used as a unit for | reference as well as retention and | disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year |
| County Forms | | | <u>97</u> to <u>97</u> |
| Record Series Description (Briefly describe the types of County Forms, i.e., purchase requisitions, workma Purpose: To have forms on hand. | | | |
| 7. Record Series Format(s) | 8. Record Series S | equence | 9. Volume |
| X Letter Size Microfilm | X Alphabetical Numerical Chronological Geographical Other (specify) | | X File Drawer(s) |
| Legal Size Computer Tape | | | Micro File Reel(s) 1 Computer Tape(s) Number Other(specify) |
| Bound Book Floppy Disk | | | |
| <u> </u> | | | |
| Audio TapeVideo Tape Other (specify) | | | 10. Annual Accumulation File Drawer(s) Micro File Reel(s) 0 Computer Tape(s) Number Other(specify) |
| 11. File is used | 1 | 12. File Becomes In | active After N/A |
| X_DailyWeekly | Monthly | Number | Month(s)Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) Buildings & Trades | | 14. Is Record Series (If yes, specify ag Yes | s Duplicated Elsewhere? ency or office) No |
| 15. Access Restrictions | | 16. Audit Requireme | ents |
| (If Yes, cite Law(s) & Regulation(s) | | NoneS | StateFederalIndependent |
| 17. Is an Index System Used? (If yes, explain briefly any hardware/software Yes No | and describe | updified or | tion = permanent |
| 19. Name and Title of Preparer | 20. Telephone Nun | nber | 21. Date |
| Administrative Secretary | 301-932-3490 | | May 6, 1997 |

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| 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 INVENTOR |
|--|---|--|---|
| 1. Department/Agency | 2. Division | <u></u> | 3. Unit |
| Public Facilities | CIP/Buildings & 1 | Trades | |
| DEFINITION - RECORD SERIES - A group of related records norma | ally filed and used as a unit for r | eference as well as retention and | disposition purposes. |
| 4. Record Series Title Purchasing Correspondence | | | 5. Earliest Year/Latest Year |
| Record Series Description (Briefly describe the types of Purchase orders & requisitions for all construction Purpose: To track project activities. | | | |
| 7. Record Series Format(s) | 8. Record Series S | equence | 9. Volume |
| Letter SizeMicrofilm | Alphabetical Numerical Chronological | | File Drawer(s) Micro File Reel(s) |
| Legal SizeComputer Tape | | | 1 Computer Tape(Number X Other(specify) |
| Bound BookFloppy Disk | | | Shelf assembly |
| Audio TapeVideo Tape X_Other (specify) Binders | Geographical <u>X</u> Other (specify) By project name | | 10. Annual Accumulation File Drawer(s) Micro File Reel(s) <u>1/2</u> Number X Other(specify) Shelf assembly |
| 11. File is used | | 12. File Becomes In | active After N/A |
| X_DailyWeekly | Monthly | Number Project Completic | Month(s)Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) Buildings & Trades | | 14. Is Record Series (If yes, specify ag Yes | s Duplicated Elsewhere? ency or office) X No |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requireme | ents StateFederalIndependen |
| 17. Is an Index System Used? (If yes, explain briefly any hardware/software Yes No | and.describe | 18. Recommended | Retention RETAIN For TS_, THEN |
| | | Dee | Troy. |
| 19. Name and Title of Preparer | 20. Telephone Num | hber | 21. Date |
| Bonnie J. Turner Administrative Secretary | 301-932-3490 | | 1 year May 6, 1997 |

| 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 |
|---|---|--|--|
| 1. Department/Agency | 2. Division | | 3. Unit |
| Public Facilities | CIP/Buildings & T | Trades | |
| DEFINITION - RECORD SERIES - A group of related records normal | lly filed and used as a unit for re | eference as well as retention and | disposition purposes. |
| 4. Record Series Title Daily Maintenance Records | <u> </u> | | 5. Earliest Year/Latest Year 5_ to7_ |
| Record Series Description (Briefly describe the types of i Daily maintenance files, activities, daily plans. Purpose: To track daily activities | information/documents/forms fo | ound in the series. Include the p | urpose or function of the series. |
| 7. Record Series Format(s) | 8. Record Series Se | equence | 9. Volume |
| X Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (specify) Binders 11. File is used 11. File is used | Alphabetical Numerical X Chronologic Geographica Other (spec By project n | al al | X File Drawer(s) Micro File Reel(s) 2 Computer Tape(s) Number Other(specify) Shelf assembly 10. Annual Accumulation X File Drawer(s) Micro File Reel(s) 2 Computer Tape(s) Micro File Reel(s) 2 Computer Tape(s) Number X Other(specify) Shelf assembly active After N/A |
| X_DailyWeekly | Monthly | 2 Number Project Completio | Month(s) _X_Year(s) n |
| 13. Current Location(s) (Bldg., Floor, Room) Buildings & Trades | | 14. Is Record Series (If yes, specify ago Yes. | Duplicated Elsewhere? ency or office) XNo |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requireme NoneS | |
| 17. Is an Index System Used? (If yes, explain briefly a any hardware/software | and describe | 18. Recommended f 2.1.2.A. 6-months/1.year | Retention RETAIL For Fer Destroy. |
| 19. Name and Title of Preparer Donko G. Junn Bonnie J. Turner | 20. Telephone Num | nber | 21. Date |
| Administrative Secretary | 301-932-3490 | | May 6, 1997 |

| 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 2. Division CIP/Buildings & Trades | | AGENCY RECORDS INVENTOR | |
|---|--|--|--|--|
| 1. Department/Agency Public Facilities | | | 3. Unit | |
| DEFINITION - RECORD SERIES - A group of related records normal | lly filed and used as a unit for | reference as well as retention and | | |
| 4. Record Series Title Architect Drawings/Blue Prints | | | 5. Earliest Year/Latest Year 65_ to97_ | |
| Record Series Descriptio (Briefly describe the types of inf Drawings/blue prints of various county facilities Purpose: To have the ability to review drawing plan | | ound in the series. Include the pur | rpose or function of the series. | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume | |
| Letter SizeMicrofilm | Alphabetical Numerical Chronological Geographical | | File Drawer(s) | |
| Legal SizeComputer Tape | | | Micro File Reel(s) Computer Tape(s | |
| Bound BookFloppy Disk | | | Number X Other(specify) Drawing File | |
| Audio Tape Video Tape | | | 10. Annual Accumulation | |
| X Other (specify) Drawings are in various sizes | X Other (spe Sectioned | cify) off by location | File Drawer(s) Micro File Reel(s) Computer Tape(s Number X Other(specify) Varies depending on growth | |
| 11. File is used | L | 12. File Becomes In | active After | |
| X_DailyWeekly | Monthly | 0 Number File is on-going | Month(s)Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) CIP/Buildings & Trades Department | | 14. Is Record Series (If yes, specify ag Yes | s Duplicated Elsewhere? ency or office) <u>X</u> No | |
| 15. Access Restrictions | | 16. Audit Requireme | ents | |
| (If Yes, cite Law(s) & Regulation(s) | | NoneS | StateFederalIndepende | |
| 17. Is an Index System Used? (If yes, explain briefly a any hardware/software | and describe | 18. Recommended | Retention RETAINTER | |
| Yes No | • | THEN DE | Troy | |
| 19. Name and Title of Preparer | 20. Telephone Nu | mber | 21. Date | |
| Bonnie J. Turner Bonnie J. Turner Administrative Secretary | 301-932-3490 | | May 7, 1997 | |

| Instructions - Type or Print a separate form for each | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTOR |
|---|---|--|---|
| new or revised record series, forward with Record Retention Schedule (DGS 550-1) | | | PAGE_1_OF1_ |
| 1. Department/Agency Public Facilities | 2. Division CIP/Buildings & Trade | 25 | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related records norma | ally filed and used as a unit for referer | nce as well as retention and | l disposition purposes. |
| 4. Record Series Title Utilities File | | | 5. Earliest Year/Latest Year 96to7_ |
| Record Series Description (Briefly describe the types of Utility correspondance for all county facilities, ie., S account, propane accounts, etc. | | | |
| Purpose: To maintain utility accounts | | | |
| 7. Record Series Format(s) | 8. Record Series Seque | ence | 9. Volume |
| X_Letter SizeMicrofilm Legal SizeComputer Tape Bound Book Floppy Disk | X Alphabetical Numerical Chronological Geographical Other (specify) | | X File Drawer(s) Micro File Reel(s) 1 Computer Tape(s) Number Other(specify) |
| Audio TapeVideo Tape Other (specify) | | | 10. Annual Accumulation Z File Drawer(s) Micro File Reel(s) 1/4 Computer Tape(s Number Other(specify) |
| 11. File is used | | 12. File Becomes In | active After |
| X DailyWeekly | Monthly | 1 Number | Month(s)Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) CIP/Buildings & Trades | | 14. Is Record Series (If yes, specify ag Yes | s Duplicated Elsewhere? ency or office) <u>X</u> No |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requireme | ents StateFederalIndepender |
| 17. Is an Index System Used? (If yes, explain briefly any hardware/software Yes No | | 18. Recommended | Retention ALTIE CENTIDIO. |
| 19. Name and Title of Preparer Dunne V. Junn Bonnie J. Turner Administrative Secretary | 20. Telephone Number 301-932-3490 | | 21. Date May 7, 1997 |

| 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 | AGENCY RECORDS INVENTOR |
|--|---|--|
| | JESSUP, MARYLAND 20794 | PAGE_1_OF_1_ |
| 1. Department/Agency Public Facilities | 2. Division CIP/Buildings & Trades | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related records norma | ally filed and used as a unit for reference as well as retention and | d disposition purposes. |
| 4. Record Series Title Key Request | | 5. Earliest Year/Latest Year 92 to 97 |
| 6. Record Series Description (Briefly describe the types of Key request forms. Key request log book. Key re | | purpose or function of the series. |
| Purpose: To inventory county issued keys. | | |
| 7. Record Series Format(s) | 8. Record Series Sequence | 9. Volume |
| X_Letter SizeMicrofilm | X Alphabetical | X File Drawer(s) Micro File Reel(s) |
| Legal SizeComputer Tape | Numerical | 1/2 Computer Tape(Number X Other(specify) 1-binder, 1 elect. file |
| Bound BookFloppy Disk | Chronological | |
| Audio TapeVideo Tape | Geographical | 10. Annual Accumulation File Drawer(s) |
| X Other (specify) Binder & Electronic file | Other (specify) | Micro File Reel(s) Computer Tape(s) Number Other(specify) |
| 11. File is used | 12. File Becomes Ir | hactive After |
| Daily X_Weekly | Monthly 0 Number | Month(s)Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) CIP/Buildings & Trades | 14. Is Record Serie (If yes, specify ag Yes | s Duplicated Elsewhere? gency or office) X No |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | 16. Audit Requirem | ents StateFederalIndependen |
| 17. Is an Index System Used? (If yes, explain briefly any hardware/software | RETAIN 1 | 5- |
| Yes X No | 1 year, THE. | N DESTREY |
| 19. Name and Title of Preparer - DINNUC C. JUNNE Bonnie J. Turner Administrative Secretary | 20. Telephone Number 301-932-3490 | 21. Date May 7, 1997 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS MAN/ 7275 WAT P.O. BC | GENERAL SERVICES AGEMENT DIVISION ERLOO ROAD DX 275 ARYLAND 20794 | AGENCY RECORDS INVENTORY PAGE 1_OF 1_ |
|---|---|---|--|
| 1. Department/Agency Public Facilities | 2. Division CIP/Buildings & Trades | | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related records norma | ally filed and used as a unit for | reference as well as retention and | |
| 4. Record Series Title Vehicle Records | | | 5. Earliest Year/Latest Year 88 to 97 |
| Record Series Description (Briefly describe the types of Vehicle inspections, emissions, tag information, etc Purpose: To maintain division vehicles. | | found in the series. Include the pu | urpose or function of the series. |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| X Letter SizeMicrofilm Legal SizeComputer Tape Bound Book Floppy Disk | Alphabetical X Numerical Chronological Geographical Other (specify) | | File Drawer(s) Micro File Reel(s) Computer Tape(s Number X Other(specify) File Folders |
| Audio TapeVideo Tape Other (specify) | | | 10. Annual Accumulation File Drawer(s) Micro File Reel(s) N/AComputer Tape(s) NumberOther(specify) |
| 11. File is used Daily X_Weekly | Monthly | 12. File Becomes Ina 0 Number | nctive After Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) CIP/Buildings & Trades | | (If yes, specify age X Yes | Duplicated Elsewhere? ency or office) No ion is duplicated in Vehicle Maint. |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements NoneStateFederalIndepend | |
| 17. Is an Index System Used? (If yes, explain briefly any hardware/software YesX_ No | and describe | 18. Recommended F Lafs of Ve Permanent THEN DE | Retention A STAID FOR |
| 19. Name and Title of Preparer Dimin 9. Jun Bonnie J. Turner Administrative Secretary | 20. Telephone Nur 301-932-3490 | | 21. Date May 7, 1997 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | | | | |
|--|--|--|---|--|
| | | | PAGE_1_OF_1_ | |
| 1. Department/Agency Public Facilities | 2. Division CIP/Buildings & 7 | Trades | 3. Unit | |
| DEFINITION - RECORD SERIES - A group of related records normal | ly filed and used as a unit for r | reference as well as retention and | disposition purposes. | |
| 4. Record Series Title Building Maintenance File | | | 5. Earliest Year/Latest Year 83_to97_ | |
| 6. Record Series Description (Briefly describe the types of | f information/documents/form | s found in the series. Include the | e purpose or function of the series. | |
| Maintenance correspondence & contracts & preven | tive maintenance file. | | | |
| Purpose: Maintain necessary information regarding | contracting and p.m. | | | |
| 7. Record Series Format(s) | 8. Record Series S | equence | 9. Volume | |
| X_Letter SizeMicrofilm | X Alphabetica | I | X File Drawer(s | |
| Legal SizeComputer Tape | Numerical Chronological Geographical | | 4 Micro File Re Computer Ta Number Other(specify | |
| Bound BookFloppy Disk | | | | |
| Audio TapeVideo Tape | | | 10. Annual Accumulation X File Drawer(s) | |
| Other (specify) | Other (spec | | Micro File Re <u>1</u> Computer Ta Number Other(specify | |
| 11. File is used | | 12. File Becomes In | lactive After | |
| Daily X_Weekly | Monthiy | 0 >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>> | XYear(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) CIP/Buildings & Trades | | 14. Is Record Series (If yes, specify ag Yes | s Duplicated Elsewhere? gency or office) X No | |
| 15. Access Restrictions | | 16. Audit Requirem | ents | |
| (If Yes, cite Law(s) & Regulation(s) | | None | | |
| 17. Is an Index System Used? (If yes, explain briefly a any hardware/software | and describe | 18. Recommended | Retention | |
| Yes <u>X</u> No | | Permanent ~ DVET | - | |
| 19. Name and Title of Preparer | 20. Telephone Nur | nber | 21. Date | |
| Bonnie J. Turner Administrative Secretary | 301-932-3490 | | May 7, 1997 | |

RETAIN For Life of CONTRACT Plus 24K3. And UNTIL All Andis Requirements HAVE been Filfilled THEN Destroy.

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| 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 INVENT | |
|---|---|---|--|
| 1. Department/Agency Public Facilities | 2. Division CIP/Buildings & Trades | 3. Unit | |
| DEFINITION - RECORD SERIES - A group of related records norma | lly filed and used as a unit for reference as well as retention a | Ind disposition purposes. | |
| 4. Record Series Title Lease File | | 5. Earliest Year/Latest Year to | |
| Record Series Description (Briefly describe the types of Contracts/lease agreements of various buildings/et Purpose: To obtain copies of lease agreement info | c. | e purpose or function of the series. | |
| 7. Record Series Format(s) X_Letter Size Microfilm Legal Size Computer Tape | 8. Record Series Sequence <u>X</u> Alphabetical Numerical | 9. Volume Yellow X File Drawer(s) Micro File Reel(s) 1 Computer Tape(Number Other(specify) | |
| Bound BookFloppy Disk Audio TapeVideo Tape Other (specify) | Chronological Geographical Other (specify) | 10. Annual Accumulation X File Drawer(s) Micro File Reel(s) 1/4 Computer Tape(s) Number Other(specify) | |
| 11. File is used DailyWeekly | X Monthly 0 Number | Inactive After Month(s)Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) CIP/Buildings & Trades | | ies Duplicated Elsewhere? agency or office) XNo | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | 16. Audit Requirer | nents _StateFederalIndepende | |
| 17. Is an Index System Used? (If yes, explain briefly any hardware/software Yes No | LipeoFCo | nd Retention <i>PETAID FET</i> NT <i>MCT/LEASE</i> P any, possibly permanent PN DESTROY | |
| 19. Name and Title of Preparer DM Mile J. Lune Bonnie J. Turner Administrative Secretary | 20. Telephone Number 301-932-3490 | 21. Date May 7, 1997 | |

| 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 2. Division CIP/Buildings & Trades | | AGENCY RECORDS INVENTOR |
|--|--|--|--|
| 1. Department/Agency Public Facilities | | | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related records norma 4. Record Series Title Miscellaneous CIP/Buildings & Trades | I lly filed and used as a unit for refere | nce as well as retention and | disposition purposes. 5. Earliest Year/Latest Year 80's to 97 |
| 6. Record Series Description (Briefly describe the types of Miscellaneous information of county facilities, i.e., o Purpose: To have information readily available. | | | |
| 7. Record Series Format(s) X Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (specify) | 8. Record Series Seque X Alphabetical Numerical Chronological | ence 12. File Becomes In 0 Number | 9. Volume X File Drawer(s) Micro File Reel(s) 2 Computer Tape(s) Number Other(specify) 10. Annual Accumulation X File Drawer(s) Micro File Reel(s) Micro File Reel(s) Other(specify) 10. Annual Accumulation X File Drawer(s) Micro File Reel(s) Micro File Reel(s) Other(specify) active After Other(specify) |
| 13. Current Location(s) (Bldg., Floor, Room) CIP/Buildings & Trades | | 14. Is Record Series (If yes, specify ag Yes | s Duplicated Elsewhere? ency or office) XNo |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requireme | ents StateFederalIndepende |
| 17. Is an Index System Used? (If yes, explain briefly any hardware/software Yes <u>X</u> No | and describe | 18. Recommended Retain until Permanent Reco | Retention tink is Removed plus 1 yr |
| 19. Name and Title of Preparer DUMNO S. DUMML Bonnie J. Turner Administrative Secretary | 20. Telephone Number 301-932-3490 | · · · | 21. Date May 7, 1997 |

| Instructions - Type or Print a separate form for each | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION | AGENCY RECORDS INVENTOR |
|---|---|---|
| new or revised record series, forward with Record Retention Schedule (DGS 550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | PAGE_1_OF_1_ |
| 1. Department/Agency Public Facilities | 2. Division CIP/Buildings & Trades | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related records norma | ally filed and used as a unit for reference as well as retention an | d disposition purposes. |
| Record Series Title CIP/Buildings & Trades County Building | | 5. Earliest Year/Latest Year 80's to97_ |
| Record Series Description (Briefly describe the types of Existing building correspondence. Purpose: To maintain inspections, and all other information | | purpose or function of the series. |
| 7. Record Series Format(s) | 8. Record Series Sequence | 9. Volume |
| X_Letter SizeMicrofilm | X Alphabetical | X File Drawer(s) |
| Legal SizeComputer Tape | Numerical | Micro File Reel(s) 6 Computer Tape(s) |
| Bound BookFloppy Disk | Chronological | Number Other(specify) |
| Audio TapeVideo Tape | Geographical | 10. Annual Accumulation |
| Other (specify) | Other (specify) | X File Drawer(s) Micro File Reel(s) 2 Number Other(specify) |
| 11. File is used | 12. File Becomes li | nactive After |
| Daily <u>X_</u> Weekly | Monthly 0 Number As long as buildi | Month(s)Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) CIP/Buildings & Trades | 14. Is Record Serie (If yes, specify a Yes | es Duplicated Elsewhere? gency or office) <u>X</u> No |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | 16. Audit Requirem | ents StateFederalIndependen |
| 17. Is an Index System Used? (If yes, explain briefly any hardware/software | | Retention |
| YesNo | USE TENE RETENT | TAL File |
| 19. Name, and Title of Preparer WMWW & Summ Bonnie J. Turner Administrative Secretary | 20. Telephone Number 301-932-3490 | 21. Date May 7, 1997 |

| <u>Instructions -</u> Type or Print a separate form for each new or revised record series, forward with Record | RECORDS MAN | F GENERAL SERVICES AGEMENT DIVISION 'ERLOO ROAD | AGENCY RECORDS INVENTOR | |
|--|--|--|--|--|
| Retention Schedule (DGS 550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 1_OF _1_ | |
| 1. Department/Agency Public Facilities | 2. Division CIP/Buildings & | Trades | 3. Unit | |
| DEFINITION - RECORD SERIES - A group of related records norma | ily filed and used as a unit fo | r reference as well as retention and | I disposition purposes. | |
| 4. Record Series Title Project File | | | 5. Earliest Year/Latest Year | |
| 6. Record Series Description (Briefly describe the types of | information/documents/form | s found in the series. Include the p | Jurpose or function of the series. | |
| New construction project correspondence. | | | | |
| Purpose: To maintain/monitor on-going construction | on projects. | | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume | |
| Letter SizeMicrofilm | X Alphabetical Numerical Chronological Geographical | | x File Drawer(s) Micro File Reel(3 Computer Tape Number Other(specify) | |
| X Legal SizeComputer Tape | | | | |
| Bound BookFloppy Disk | | | | |
| Audio TapeVideo Tape | | | 10. Annual Accumulation X File Drawer(s) | |
| Other (specify) | Other (spe | ecify) | 1 Micro File Reel(Number Other(specify) | |
| 11. File is used | <u>]</u> | 12. File Becomes In | lactive After | |
| X_DailyWeekly | Monthly | * Number *Project completi | Month(s)Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) CIP/Buildings & Trades | | 14. Is Record Series (If yes, specify ag Yes | s Duplicated Elsewhere? gency or office) No | |
| 15. Access Restrictions | | 16. Audit Requirem | ents | |
| (If Yes, cite Law(s) & Regulation(s) | | None | StateFederalIndepend | |
| 17. Is an Index System Used? (If yes, explain briefly any hardware/software | and describe | 18. Recommended | Retention | |
| Yes <u>X</u> No | | USC GENEL 2ycars RE | TENTION. | |
| 19. Name and Title of Preparer Bonnie J. Turner Administrative Secretary | 20. Telephone Nu 301-932-349 | | 21. Date May 7, 1997 | |

| 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 INVENTOR |
|--|---|--|--|
| 1. Department/Agency Public Facilities | 2. Division CIP/Buildings & ⁻ | Trades | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related records normal | lly filed and used as a unit for r | reference as well as retention and | disposition purposes. |
| 4. Record Series Title Personnel File | | | 5. Earliest Year/Latest Year |
| Record Series Description (Briefly describe the types of Personnel information, i.e., application, worker's co Purpose: To have accurate and updated information | mpensation info., emerg | gency contact info., evalua | |
| 7. Record Series Format(s) | 8. Record Series S | equence | 9. Volume |
| X Letter SizeMicrofilm Legal SizeComputer Tape Bound Book Floppy Disk | X Alphabetica Numerical Chronologic | | X File Drawer(s) Micro File Reel(s) 2.5 Computer Tape(s Number Other(specify) |
| Audio TapeVideo Tape Other (specify) | Geographical Other (specify) | | 10. Annual Accumulation <u>x</u> File Drawer(s) <u>Micro File Reel(s)</u> 5. <u>Computer Tape(s</u> Number <u>Other(specify)</u> |
| 11. File is used | | 12. File Becomes Ir | nactive After |
| Daily X_Weekly | Monthly | 0 Number | Month(s)Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) CIP/Buildings & Trades | | 14. Is Record Serie (If yes, specify ag <u>X</u> Yes Personnel Office | s Duplicated Elsewhere? gency or office) No |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirem | ents StateFederalIndepende |
| 17. Is an Index System Used? (If yes, explain briefly a any hardware/software Yes No | and describe | 3455 AFTER | Retention RETAIN FOR TETRINOMITON, stive-employees THEN re-employees THEN DESTFOUR |
| 19. Name and Title of Preparer Bonnie C. Lucard Bonnie J. Turner Administrative Secretary | 20. Telephone Nun 301-932-3490 | nber | 21. Date May 7, 1997 |

| 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 INVENTO |
|--|---|--|---|
| 1. Department/Agency Public Facilities | 2. Division CIP/Buildings & | Trades | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related records norma 4. Record Series Title Payroll/Time Cards/Leave Records | l, filed and used as a unit for | reference as well as retention and | 5. Earliest Year/Latest Year |
| · · · · · · · · · · · · · · · · · · · | mation. | ns found in the series. Include the | 95 to 97 |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| X_Letter SizeMicrofilm Legal SizeComputer Tape Bound BookFloppy Disk | X Alphabetica Numerical Chronologi | | File Drawer(s) Micro File Reel(s 5 Computer Tape(Number X Other(specify) Storage boxes |
| Audio Tape Video Tape XOther (specify) Time cards & 8 1/2 x 5 leave slips | Geographi Other (spe | | 10. Annual Accumulation File Drawer(s) Micro File Reel(s 2 Number X Storage boxes |
| 11. File is used DailyWeekly | X Monthly | 12. File Becomes In <u>2</u> Number – | active After Month(s) <u>X</u> Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) CIP/Buildings & Trades | | 14. Is Record Series (If yes, specify ag Yes | s Duplicated Elsewhere? ency or office) X No |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requireme NoneS | |
| 17. Is an Index System Used? (If yes, explain briefly any hardware/software YesX_No | and describe | 18. Recommended RETAIN F 2 years, THTE | Retention EN DESTREY. |
| 19. Name and Title of Preparer Dunnue J. Jurner Bonnie J. Turner Administrative Secretary | 20. Telephone Nui 301-932-3490 | mber | 21. Date May 7, 1997 |

| <u>Instructions -</u> 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 INVENTOR |
|---|---|---|
| 1. Department/Agency Public Facilities | 2. Division CIP/Buildings & Trades | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related records norma | Illy filed and used as a unit for reference as well as retention an | d disposition purposes. |
| 4. Record Series Title Productivity Measurements | | 5. Earliest Year/Latest Year |
| Record Series Description (Briefly describe the types Monthly productivity measurements for construction Purpose: To maintain and monitor daily activities. | of information/documents/forms found in the series. Include th n, electrical, hvac/maintenance, custodial, and Cl | |
| 7. Record Series Format(s) | 8. Record Series Sequence | 9. Volume |
| X Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk | Alphabetical Numerical X Chronological | X File Drawer(s) Micro File Reel(s) 1 Computer Tape(s Number Other(specify) |
| Audio TapeVideo Tape Other (specify) | Geographical Other (specify) | 10. Annual Accumulation X File Drawer(s) Micro File Reel(s 1 Computer Tape(s) Number Other(specify) |
| 11. File is used | 12. File Becomes I | nactive After |
| DailyWeekly | K Monthly <u>2</u> Number | Month(s) <u>X</u> Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) CIP/Buildings & Trades | 14. Is Record Serie (If yes, specify a Yes | es Duplicated Elsewhere? gency or office) XNo |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) | 16. Audit Requirem | ents StateFederalIndepende |
| 17. Is an Index System Used? (If yes, explain briefly any hardware/software | and describe 18. Recommended | |
| Yes <u>X</u> No | <u>lf a data base ar</u> av <u>ailable, retenti</u> m inimal. | nd/or imaging were on would be |
| 19. Name and Title of Preparer Bomue 9. Jun Bonnie J. Turner Administrative Secretary | 20. Telephone Number 301-932-3490 | 21. Date May 7, 1997 |

| Instructions - Type or Print a separate form for each RECORDS MANAGEMENT DIVISIO | | | AGENCY RECORDS INVENTOR |
|---|--|--|--|
| new or revised record series, forward with Record Retention Schedule (DGS 550-1) | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE_1_OF_1_ |
| 1. Department/Agency Public Facilities | 2. Division CIP/Buildings & | Trades | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related records norma | Ily filed and used as a unit for | reference as well as retention and | disposition purposes. |
| 4. Record Series Title Tool Inventory | | | 5. Earliest Year/Latest Year to |
| 6. Record Series Description (Briefly describe the types | of information/documents/form | ns found in the series. Include the | purpose or function of the series. |
| Inventory lists of tools on vehicles, shop, etc. | | | |
| Purpose: To maintain/inventory tools in departmer | nt | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| X Letter Size Microfilm | Alphabetica | al | X_File Drawer(s) Micro File Reel(s) |
| Legal SizeComputer Tape | Numerical | | 1 Computer Tape(s) |
| Bound Book ·Floppy Disk | Chronological | | Number Other(specify) |
| Audio TapeVideo Tape | Geographic | cal | 10. Annual Accumulation |
| Other (specify) | X Other (spec Division | cify) /department | File Drawer(s) Micro File Reel(s) Computer Tape(s) NumberOther(specify) |
| 11. File is used | <u> </u> | 12. File Becomes In | active After |
| Daily <u>X_</u> Weekly | Monthly | 0 Number | Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) CIP/Buildings & Trades | | 14. Is Record Series (If yes, specify ag Yes | Duplicated Elsewhere? ency or office) X No |
| 15. Access Restrictions | | 16. Audit Requireme | ents |
| (If Yes, cite Law(s) & Regulation(s) | | NoneS | tateFederalIndependent |
| 17. Is an Index System Used? (If yes, explain briefly any hardware/software | and describe | 18. Recommended | Retention ALTAINFOR |
| YesNo | | THEN | Destroy. |
| 19. Name and Title of Preparer | 20. Telephone Nur 301-932-3490 | | 21. Date May 7, 1997 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | h RECORDS MAN 7275 WAT | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD | | RECORDS INVENTORY |
|--|------------------------------------|---|----------------------|--|
| ntion Schedule (DGS 550-1) | | BOX 275 ARYLAND 20794 | PAG | E OF |
| 1, Department/Agency Charles County Government Department of Public Facilit | 2. Division Parks and Gr ies | counds | 3. Unit | |
| DEFINITION - RECORD SERIES - A group of rela | ted records normally filed and use | ed as a unit for reference | as well as retention | and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year | |
| General Correspondence | | | <u>1987</u> to | |
| 6. Record Series Description (Briefly describe the t | ypes of informationn/documents/fo | orms found in the series. | Include the purpose | or function of the series. |
| Inter-Office Memorandum Outgoing Correspondence | | | | |
| | | | 9. Volume | |
| 7. Record Series Format(s) | 8. Record Series Seque | 8. Record Series Sequence | | 🗴 File Drawer(s) |
| KLetter Size | Alphabetical | | | Microfilm Reel(s Computer Tape(s |
| Legal Size Computer Tape | Numerical | | Number | Other (specify) |
| J Bound Book 🛛 Floppy Disk | D Chronological | | 10. Annual Acc | |
| □ Audio Tape □ Video Tape □ Other (specify) | Geographical Other (specify) | | 1/12 Number | ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) |
| 11. File is Used D Daily □ Weekly | Monthly 12. | File Becomes Inactive A | After Month(s) | ∑i Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) Parks and Grounds File Room Public Facilities - Main Offi | | Is Record Series Duplic (If yes, specify agency □ Yes δ | | |
| 15. Access Restrictions 	☐ Yes 	☑ A (If Yes. cite Law(s) & Regulation(s) | lo 16. | Audit Requirements Ži None □ State | e 🖸 Federal | Independent |
| 17. Is an Index System Used? (If yes, explain brie any hadware/software Yes to No | | Recommended Retentio | | e fiejeption |
| ······································ | 20. Telephone Number | 21 | . Date | |
| 9. Name and Title of Preparer | | 1 6 1 | | |

| new or revised record s | rint a separate form for eac eries, forward with Record | 7275 WATERLOO ROAD | | S AGENCY | RECORDS INVENTORY |
|---|---|------------------------------|--|------------------------------------|--|
| antion Schedule (DC | 33 550-1) | JESSU | P.O. BOX 275 JP, MARYLAND 20794 | PAG | SE OF |
| | ty Government f Public Facilit | | nd Grounds | 3. Unit | |
| DEFINITION - RECORD | D SERIES - A group of rela | ted records normally filed a | and used as a unit for referen | ce as well as retention | and disposition purposes. |
| 4. Record Series Title Facility Sc | heduling | | | 5. Earliest Yea 1 <u>992</u> to | |
| | | ypes of informationn/docum | nents/forms found in the serie | s. Include the purpose | or function of the series. |
| | lity Usage Sched | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 7. Record Series Forma | t(s) | 8. Record Series | Secuence | 9. Volume | |
| Letter Size | | | X Alphabetical | | ĕ File Drawer(s) □ Microfilm Reel(|
| 🖾 Legal Size | Computer Tape | | | | Computer Tape(s |
| , Bound Book | Floppy Disk | | | | |
| D Audio Tape | U Video Tape | | | | umulation |
| | | | Geographical | | I File Drawer(s) I Microfilm Reel(|
| ☐ Other (specify) | - . | Cther (spe | нату) | <u>1/24</u> Number | Computer Tape(s Other (specify) |
| 11. File is Used | | | 12. File Becomes Inactive | • After | |
| Daily | D Weekly | Monthly | | ☐ Month(s) | X Year(s) |
| Parks and Gro | (Bldg., Floor, Room) unds Scheduling ties — Main Offi | | 14. Is Record Series Dup (If yes, specify agenu □ Yes \$ | cy or office) | |
| 15. Access Restrictions (If Yes. cite Law(s) | I Yes IX N & Regulation(s) | lo | 16. Audit Requirements Σ None □ St | ate 🖸 Federal | Independent |
| is an index System any hadware/softwa Yes | Used? (If yes, explain brie re bi No | fly and describe | 18. Recommended Reter RETAIN F | | 3 THER |
| | | | Destroy | | |
| | reparer | 20. Telephone Number | | 21. Date | |
| Name and Title of Pr Tom Roland | | | | | |

| Tom Roland | s and Grounds | 20. Telephone Number (301) 932-347 | | 1. Date May 7, 1997 |
|--|---|---------------------------------------|---|--|
| 7. Is an Index System I any hadware/software/s 3. Name and Title software/s | 83 No | 20. Telephone Number | 18. Recommended Retention | REIAIN IN 1 YIS |
| 5. Access Restrictions (If Yes. cite Law(s) | □ Yes □ No & Regulation(s) | | 16. Audit Requirements | e 🗆 Federal 🔲 Independent |
| | (Bldg.Floor,Room) ounds File Room ities - Main Offi | ce | 14. Is Record Series Duplic (If yes, specify agency 디 Yes 친 | |
| 11. File is Used X Daily | D Weekly | Monthly | 12. File Becomes Inactive Number | After J Month(s) 🛛 Year(s) |
| □ Audio Tape □ Other (specify) | □ Video Tape - | Geographi | | 10. Annual Accumulation ∑ File Drawer(s) ☐ Microfilm Reel(s) <u>1/10</u> □ Computer Tape(s) Number □ Other (specify) |
| J Bound Book | 🗆 Floppy Disk | | ical | · · · · · · · · · · · · · · · · · · · |
| IX Letter Size □ Legal Size | □ Microfilm □ Computer Tape | Alphabetic Numerical | al | S. Volume X File Drawer(s) □ Microfilm Reel(s) 1/2 □ Computer Tape(s) Number □ Other (specify) |
| 7. Record Series Format | (2) | 8. Record Series | | 9. Volume |
| Budget works information | heets; league sch | edules; corresp | oondence with publ: | ic; season expense |
| 6. Record Series Descri | tion (Briefly describe the typ | es of informationn/docum | ents/forms found in the series. | Include the purpose or function of the series. |
| 4. Record Series Title Sports Progr | ams | | | 5. Earliest Year/Latest Year 1992 to <u>1997</u> |
| DEFINITION - RECORD | SERIES - A group of relate | d records normally filed a | nd used as a unit for reference | as well as retention and disposition purposes. |
| | ry Government F Public Faciliti | | d Grounds | 3. Unit |
| new or revised record se antion Schedule (DG | eries, forward with Record S 550-1) | | WATERLOO ROAD P.O. BOX 275 IP, MARYLAND 20794 | PAGE OF |
| Instructions - Type or Pr | int a separate form for each | | IT OF GENERAL SERVICES MANAGEMENT DIVISION | AGENCY RECORDS INVENTORY |

| Instructions - Type or Print a separate form for ea new or revised record series, forward with Record | or revised record series, forward with Record 7275 WATERLOO ROAD | | AGENCY RECORDS INVENTORY |
|--|--|---|---|
| ntion Schedule (DGS 550-1) | JESSU | P.O. BOX 275 P, MARYLAND 20794 | PAGE OF |
| I, Department/Agency Charles County Government Department of Public Facili | | d Grounds | 3. Unit |
| DEFINITION - RECORD SERIES - A group of re | ated records normally filed ar | nd used as a unit for reference | as well as retention and disposition purposes. |
| 4. Record Series Title Park Construction | | | 5. Earliest Year/Latest Year <u>1989</u> to <u>199</u> 7 |
| 6. Record Series Description (Briefly describe the Specifications for Park Fac Project Specification Books | ilities; Details | | |
| | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume |
| tituter Size □ Microfilm | 🗆 Alphabetic | | Xi File Drawer(s □ Microfilm Ree |
| 🗆 Legal Size 🛛 🗆 Computer Tape | | | 1 □ Computer Tape(: Number □ Other (specify) |
| . Bound Book 🛛 Floppy Disk | X Chronologi | cal | |
| Audio Tape Video Tape Other (specify) | Geographi Other (spe | · · | 10. Annual Accumulation ∑ File Drawer(s) □ Microfilm Reele 1/6 □ Computer Tape(s Number □ Other (specify) |
| 1. File is Used □ Daily Xi Weekly | I Monthly | 12. File Becomes Inactive A 0 □ Number | After Month(s) [2] Year(s) |
| Current Location(s) (Bldg., Floor, Room) Parks and Grounds File Room Public Facilities Main Offi | | 14. Is Record Series Duplic (If yes, specify agency □ Yes ঠ | |
| 5. Access Restrictions | | 16. Audit Requirements I None □ State | o □ Federal □ Independent |
| 7. Is an Index System Used? (If yes, explain br any hadware/software Yes 5 No | efly and describe | 18. Recommended Retentio | n PARK + IYR |
| | | | |
| | | | |
| 9. Name and Title of Preparer Tom Roland | 20. Telephone Number | 21 | . Date |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record antion Schedule (DGS 550-1) | RECORDS N 7275 V | T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 | PAGE OF |
|---|---|---|---|
| 1, Department/Agency Charles County Government Department of Public Facilities | 2. Division Parks and | P. MARYLAND 20794 | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related re | ecords normally filed and | d used as a unit for reference | ce as well as retention and disposition purposes. |
| 4. Record Series Title Budget | | | 5. Earliest Year/Latest Year 1 <u>995</u> to <u>199</u> 7 |
| 6. Record Series Description (Briefly describe the types Budget worksheets; Fees & Charg | | | |
| | | | |
| 7. Record Series Format(s) | 8. Record Series Sequence Alphabetical Numerical | | 9. Volume X File Drawer(s) Microfilm Reel(s) <u>1/2</u> Computer Tape(s) Number Cother (specify) |
| J Bound Book □ Floppy Disk □ Audio Tape □ Video Tape □ Other (specify) | Image: Chronological Image: Geographical Image: Cther (specify) | | 10. Annual Accumulation X File Drawer(s) Microfilm Reel(s) <u>1/10</u> Computer Tape(s) Number Cother (specify) |
| 11. File is Used tX Daily ⊡ Weekly | Monthly | 12. File Becomes Inactive | After Month(s) 전 Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) Parks and Grounds File Room Public Facilities - Main Office | | 14. Is Record Series Dup (If yes, specify agend U Yes | y or office) |
| 15. Access Restrictions | | 16. Audit Requirements X None □ Sta | ate 🖸 Federal 🛛 Independent |
| 17. Is an Index System Used? (If yes, explain briefly ar any hadware/software □ Yes 점 No | d describe | 18. Recommended Reten RETAIN FE DESTIEY | tion V 31/AS, THEN |
| 9. Name and Title of Preparer 20. Tom Roland | Telephone Number | | 21. Date |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record antion Schedule (DGS 550-1) | RECORDS 7275 | NT OF GENERAL SERVICE MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794 | |
|---|---|---|--|
| I, Department/Agency Charles County Government Department of Public Facilities | 2. Division Parks ar | nd Grounds | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related r | ecords normally filed a | and used as a unit for referen | nce as well as retention and disposition purposes. |
| 4. Record Series Title Maryland Office of Planning | | | 5. Earliest Year/Latest Year <u>1994</u> to <u>199</u> 7 |
| 6. Record Series Description (Briefly describe the types Correspondence with Maryland Of County and Open Space Planning | | | |
| 7. Record Series Format(s) | 8. Record Series Alphabetic Numerical M. Chronolog Geograph Other (spe | cal I gical | 9. Volume ¥ File Drawer(s) 1/4 □ Computer Tape(s) Number □ Other (specify) 10. Annual Accumulation Image: Sile Drawer(s) 10. Annual Accumulation Image: Sile Drawer(s) 10. Annual Accumulation Image: Sile Drawer(s) 11/24 □ Computer Tape(s) Number □ Other (specify) |
| 11. File is Used Daily & Weekly | Monthly | 12. File Becomes Inactiv | re Atter D Month(s) D Year(s) |
| 13. Current Location(s) (Bldg. Floor, Room) Parks and Grounds File Room Public Facilities - Main Office | | 14. Is Record Series Du (If yes, specify ager □ Yes | • |
| 15. Access Restrictions 	☐ Yes | | 16. Audit Requirements X⊐ None □ S | tate 🖸 Federal 🗖 Independent |
| 17. Is an Index System Used? (If yes, explain briefly ar any hadware/software □ Yes X No | nd describe | 18. Recommended Rete RETAINFE DESTIC | ntion Sr 6 Y K 3 THEN Y. |
| 19. Name and Title of Preparer 20. Tom Roland Chief of Parks and Grounds S 550-4 (Rev. 1/93) | Telephone Number (301) 932-34 | 70 | 21. Date May 7, 1997 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS MA 7275 W | OF GENERAL SERVICES ANAGEMENT DIVISION ATERLOO ROAD | AGENCY RECORDS INVENTORY | |
|--|---|---|---|--|
| antion Schedule (DGS 550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE OF | |
| I, Department/Agency Charles County Government Department of Public Facilities | 2. Division Parks and S | Grounds | 3. Unit | |
| DEFINITION - RECORD SERIES - A group of related | records normally filed and | used as a unit for reference a | is well as retention and disposition purposes. | |
| 4. Record Series Title Waterway Improvement Program | | | 5. Earliest Year/Latest Year _1994 to 1997 | |
| 6. Record Series Description (Briefly describe the type | s of informationn/document | s/forms found in the series. I | nclude the purpose or function of the series. | |
| Correspondence with Department Balances; Project Specification | of Natural Reson Is | urces; Grant Appl | ications; Project Fund | |
| 7. Record Series Format(s) | 8. Record Series Sec | zuence | 9. Volume | |
| Ži Letter Size □ Microfilm | | - | Ď File Drawer(s) □ Microfilm Reel | |
| | | | Computer Tape(: | |
| Computer Tape | | | Number 🗆 Other (specify) | |
| J Bound Book | 🖾 Chronological | | 10. Annual Accumulation | |
| □ Audio Tape □ Video Tape □ Other (specify) | Geographical | | Image: Second and the second and t | |
| 1. File is Used Daily X Weekly | | 12. File Becomes Inactive Af <u>10</u> Number | ter Month(s) 🖾 Year(s) | |
| Current Location(s) (Bldg., Floor, Room) Parks and Grounds FIle Room Public Facilities - Main Office | · · | 14. Is Record Series Duplicat (If yes, specify agency o □ Yes δ | | |
| 5. Access Restrictions 	☐ Yes 	Ž No (If Yes, cite Law(s) & Regulation(s) | | 15. Audit Requirements I None □ State | 🗆 Federal 🛛 Independent | |
| 7. Is an Index System Used? (If yes, explain briefly a any hadware/software | Ind describe 1 | 18. Recommended Retention Retain For 10 pRSX, TOta DKSROP, AND HNTIL ATL CRANT Requirements Have R fulfilled | | |
| ⊡ Yes Ko No | | AND HNTIL ALL | applied | |
| 7. Name and Title of Preparer 20 | . Telephone Number | 21. | Date | |
| Tom Roland | Chief of Parks and Grounds (301) 932-3470 | | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record antion Schedule (DGS 550-1) | RECORDS 7275 | NT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794 | AGENCY RECORDS INVENTORY |
|---|--|--|--|
| 1, Department/Agency Charles County Government Department of Public Facilities | 2. Division Parks an | ad Grounds | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related | records normally filed a | and used as a unit for reference a | s well as retention and disposition purposes. |
| 4. Record Series Title White Plains Golf Course/Ground | la Chamianla | | 5. Earliest Year/Latest Year <u>1994</u> to <u>199</u> 7 |
| 6. Record Series Description (Briefly describe the types List of Chemicals Utilized in (for Application of Chemicals; A | s of informationn/docum Golf Course ar | nd General Grounds M | |
| · | | | |
| 7. Record Series Format(s) | 8. Record Series Sequence Alphabetical Numerical | | 9. Volume X File Drawer(s) Microfilm Reel <u>1/4</u> Computer Tape(s Number Cother (specify) |
| Audio Tape Video Tape Other (specify) | Chronological Geographical Other (specify) | | 10. Annual Accumulation File Drawer(s) Microfilm Reel 1/24 Number Other (specify) |
| 11. File is Used I Daily ☐ Weekly | - Monthly | 12. File Becomes Inactive Af 5 Number | ter Month(s) 🛛 Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) Parks and Grounds File Room Public Facilities Main Office | | 14. Is Record Series Duplica (If yes, specify agency o □ Yes & | |
| 15. Access Restrictions | | 16. Audit Requirements X None □ State □ Federal □ Independent | |
| 17. Is an Index System Used? (If yes, explain briefly a any hadware/software ☐ Yes ऄ No | nd describe | 18. Recommended Retention RETAIN For DESTROY | rbyrs, Then |
| 9. Name and Title of Preparer 20 Tom Roland Chief of Parks and Grounds | . Telephone Number (301) 932-34 | | Date May 7, 1997 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | ew or revised record series, forward with Record 7275 V | | |
|--|---|--|---|
| ntion Schedule (DGS 550-1) | JESSU | P.O. BOX 275 JP, MARYLAND 20794 | PAGE OF |
| I. Department/Agency Charles County Government Department of Public Faciliti | 2. Division Parks an | nd Grounds | 3. Unit |
| DEFINITION - RECORD SERIES - A group of relate | ed records normally filed a | and used as a unit for referen | ce as well as retention and disposition purposes. |
| 4. Record Series Title Memorandum IN/OUT | | | 5. Earliest Year/Latest Year 1992 to 1997 |
| 6. Record Series Description (Briefly describe the ty | ces of informationn/docum | nents/forms found in the serie | s. Include the purpose or function of the series. |
| Correspondence | | | |
| | | | |
| | | | |
| | · | | · |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| 🕅 Letter Size 🛛 Microfilm | 🗆 Alphabetic | | ☐ Microfilm Reel(|
| Legal Size Computer Tape | 🗆 Numerical | ł | Number D Other (specify) |
| J Bound Book 🛛 Floppy Disk | | gical | ······ |
| Audio Tape Video Tape Other (specify) | Geograph Geograph Cther (spe | | 10. Annual Accumulation |
| 11. File is Used D Daily Ži Weekly | Monthly | 12. File Becomes Inactive | e After □ Month(s) ⊠ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) Parks and Grounds File Room Public Facilities - Main Off: | ice | 14. Is Record Series Dup (If yes, specify agend □ Yes K | cy or office) |
| 15. Access Restrictions □ Yes ⊠ No (If Yes, cite Law(s) & Regulation(s) 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 16. Audit Requirements X None I State I Federal I Independent | |
| | | 18. Recommended Retention | |
| □ Yes 🖄 No | | Use Ger | RETAL File |
| · · · · · · | | Beter | TIDN, |
| | 20 Telephone Number | u | 21. Date |
| 9. Name and Title of Preparer Tom Roland | 20. Telephone Number 21 (301) 932-3470 | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | or revised record series, forward with Record 7275 WATERLOO ROAD | | AGENCY RECORDS INVENTORY | |
|--|--|---|--|--|
| ntion Schedule (DGS 550-1) | JESSU | P.O. BOX 275 JP, MARYLAND 20794 | PAGE OF | |
| I, Department/Agency Charles County Government Department of Public Facilities | 2. Division Parks an | d Grounds | 3. Unit | |
| DEFINITION - RECORD SERIES - A group of related re | cords normally filed a | and used as a unit for reference | as well as retention and disposition purposes. | |
| 4. Record Series Title Program Open Space Grant Program | n | | 5. Earliest Year/Latest Year 1990 to 1997 | |
| 6. Record Series Description (Briefly describe the types | of informationn/docum | nents/forms found in the series. | Include the purpose or function of the series. | |
| Correspondence with Department o Balances | of Natural Re | sources; Grant App | lications; Annual Fund | |
| | | | • . | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume | |
| 🛛 Letter Size 🛛 Microfilm | | cal | ∑ File Drawer(s) □ Microñim Reel Computer Tape(: | |
| Legal Size Computer Tape | Numerical | F . | Number | |
| J Bound Book 🛛 Floppy Disk | | gi ca l | 10. Annual Accumulation | |
| □ Audio Tape □ Video Tape □ Other (specify) | Geograph | | Xi File Drawer(s) Image: Strain Str | |
| 11. File is Used Daily & Weekly | Monthly | 12. File Becomes Inactive / 0 Number | After Month(s) DI Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) Parks and Grounds File Room Public Facilities - Main Office | | 14. Is Record Series Duplic (If yes, specify agency □ Yes & | | |
| 15. Access Restrictions 	☐ Yes 	☑ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | | |
| I7. Is an Index System Used? (If yes, explain briefly an any hadware/software □ Yes 점 No | d describe | 18. Recommended Retention Retain fork (0 yr Regunements | SANDHATTIL HIL CRANT HAVE Been fulfilled, Then Distr | |
| 9. Name and Title of Preparer 20. Tom Roland Chief of Parks and Grounds | Telephone Number (301) 932-34 | | May 7, 1997 | |

| Instructions - Type or Print a separate form for each RECORDS | | INT OF GENERAL SERVICE S MANAGEMENT DIVISION | S AGENCY RECORDS INVENTORY | |
|---|-------------------------|---|--|--|
| new or revised record series, forward with Record intion Schedule (DGS 550-1) | 727 | 5 WATERLOO ROAD P.O. BOX 275 UP, MARYLAND 20794 | PAGE OF | |
| I, Department/Agency Charles County Government Department of Public Facilitie | 2.Division Parks an | nd Grounds | 3. Unit | |
| DEFINITION - RECORD SERIES - A group of related | records normally filed | and used as a unit for referen | ice as well as retention and disposition purposes. | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year 1990 to997 | |
| Equipment Manuals/Information | | | <u> </u> | |
| 6. Record Series Description (Briefly describe the type | s of informationn/docur | nents/forms found in the serie | as. Include the purpose or function of the series. | |
| Equipment Manuals and Specific | ation Books | | | |
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| | | | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume 🗴 File Drawer(s) | |
| 🛱 Letter Size 🛛 Microfilm | Alphabet | ical | ☐ Microfilm Reel(Computer Tape(s | |
| 🗆 Legal Size 🛛 Computer Tape | | al | Number Other (specify) | |
| J Bound Book 🛛 🖓 Floppy Disk | 🖄 Chronolo | gical | | |
| 🗅 Audio Tape 🛛 Video Tape | 🗆 Geograpi | hical | 10. Annual Accumulation 菡 File Drawer(s) | |
| □ Other (specify) | D Other (sp | ecify) | ☐ Microfilm Reel <u>1/24</u> ☐ Computer Tape(| |
| | | | Number 🛛 Other (specify) | |
| 11. File is Used | | 12. File Becomes Inactiv | • Attor | |
| Daily Dweekly | 🖄 Monthly | 10 Number | □ Month(s) . Xo Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Dup | blicated Elsewhere? | |
| Parks and Grounds File Room | | (If yes, specify agen | cy or office) | |
| Public Facilities - Main Office | e | | | |
| 15. Access Restrictions ☐ Yes Ž No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | | |
| (il Tes, die Law(s) & Regulation(s) | | X None DSt | ate 🗆 Federal 🗆 Independent | |
| 17. Is an Index System Used? (If yes, explain briefly | and describe | 18. Recommended Reter | tion RETRING 1845TT | |
| any hadware/software | · · | upartes a | ntion RETAIN WOTTL or superseded, STREY. | |
| 🗆 Yes 🖄 No | | | | |
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| ······································ | · | <u> </u> | · · · · · · · · · · · · · · · · · · · | |
| 19. Name and Title of Preparer 2 | 0. Telephone Number | | 21. Date | |
| · · · · · | | | | |
| Tom Roland Chief of Parks and Grounds | (301) 932-34 | 70 | May 7, 1997 | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY F | |
|---|---|---|---|---|
| ntion Schedule (DGS 550-1) | | | PAG | E OF |
| I, Department/Agency Charles County Government Department of Public Facilities | | ld Grounds | 3. Unit | |
| DEFINITION - RECORD SERIES - A group of related re | ecords normally filed a | and used as a unit for reference a | s well as retention a | and disposition purposes. |
| 4. Record Series Title Personnel | · · · · · · · · · · · · · · · · · · · | | 5. Earliest Year <u>1974</u> to | |
| 6 Record Series Description (Briefly describe the types Personnel Files - Full Time - A Personnel Files - Full Time - I Personnel Files - Seasonal/Part Personnel Files - Seasonal/Part Employee Leave Records | ctive nactive -Time - Activ | Ve | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume | |
| Letter Size Microfilm | X Alphabetic | - | 2 🗆 Microfi | D File Drawer(s) |
| 🖾 Legal Size 🛛 Computer Tape | Numerical | | Number | Computer Tape(Other (specify) |
| J Bound Book 🛛 Floppy Disk | | gical | | |
| □ Audio Tape □ Video Tape □ Other (specify) | Geographical Other (specify) | | 10. Annual Accu 2 [°] Number | Imulation |
| 1. File is Used Daily DI Weekly | | 12. File Becomes Inactive Aft Number | ter Month(s) | 🕅 Year(s) |
| 3. Current Location(s) (Bldg., Floor, Room) Parks and Grounds File Room Public Facilities - Main Office | | 14. Is Record Series Duplicat (If yes, specify agency of 전 Yes Charles County Go | r office) No | Personnel Offic |
| 15. Access Restrictions ՃYes □ No (If Yes. cite Law(s) & Regulation(s) Confidential | | 16. Audit Requirements | | Independent |
| 7. Is an Index System Used? (If yes, explain briefly ar any hadware/software Yes 🗴 No | nd describe | 18. Recommended Retention For 3413 A THEN DEST SERSONAL/FR FOR 3413 AF | Full Tim For Portim For For For For For For For For For For | ne-RETAINTERMINIA |
| 7. Name and Title of Preparer 20. Tom Roland | Telephone Number (301) 932-34 | • | Date 11/14 . De May 7, 199 | Bre The Stroy. |

| Instructions - Type or Print a separate form for eac new or revised record series, forward with Record | h RECORDS | JT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD | AGENCY RECORDS INVENTORY |
|--|---------------------------------|--|--|
| ntion Schedule (DGS 550-1) | JESSU | P.O. BOX 275 JP, MARYLAND 20794 | PAGE OF |
| I, Department/Agency Charles County Government Department of Public Facilit | | d Grounds | 3. Unit |
| DEFINITION - RECORD SERIES - A group of rela | ted records normally filed a | nd used as a unit for referenc | e as well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year |
| Time Cards | | | <u>1994</u> to <u>199</u> 7 |
| 6. Record Series Description (Briefly describe the t Time Cards - Full Time - Act: Time Cards - Seasonal/Part-T: Time Cards - Full Time - Inac Time Cards - Seasonal/Part-T: | ive ime - Active ctive | ents/forms found in the series | . Include the purpose or function of the series. |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| 🗆 Letter Size 🛛 🖾 Microfilm | Alphabetic | - al | B File Drawer(s) |
| 🗆 Legal Size 🛛 Computer Tape | | | Number D Computer Tape(s |
| . Bound Book 🛛 Floppy Disk | | ical | Boxes |
| □ Audio Tape □ Video Tape Q Other (specify) Boxed | □ Geographi □ Other (spe | | 10. Annual Accumulation File Drawer(s) 2 |
| I1. File is Used □ Daily ⊠ Weekly | Monthly | 12. File Becomes Inactive | After ⊐ Month(s) È Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) Parks and Grounds File Room Public Facilities - Main Offi | ce | 14. Is Record Series Dupl (If yes, specify agenc □ Yes ዄ | |
| 15. Access Restrictions XD Yes IN (If Yes. cite Law(s) & Regulation(s) Confidential | o . | 16. Audit Requirements Ži None ⊡ Sta | te 🗆 Federal 🔲 Independent |
| 7. Is an Index System Used? (If yes, explain brie any hadware/software □ Yes 🗴 No | ly and describe | 18. Recommended Retent ANAUNTIT REHUTEN | HED DESTON |
| 7. Name and Title of Preparer | 20. Telephone Number | 12 | 21. Date |
| Tom Roland | | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record antion Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICA RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | |
|---|--|--|
| 1, Department/Agency Charles County Government Department of Public Facilities | 2. Division Parks and Grounds | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related rec | cords normally filed and used as a unit for refere | nce as well as retention and disposition purposes. |
| 4. Record Series Title Bank Statements/Cancelled Checks | /Deposit Slips | 5. Earliest Year/Latest Year 1992 to7 |
| 6. Record Series Description (Briefly describe the types of Bank Statements Cancelled Checks Deposit Slips | of informationn/documents/forms found in the ser | ies. Include the purpose or function of the series. |
| | | |
| 7. Record Series Format(s) Letter Size | 8. Record Series Sequence Alphabetical Numerical | 9. Volume 3 □ File Drawer(s) 3 □ Microfilm Reel(s Computer Tape(s) Number ⊠ Other (specify) Boxes |
| J Bound Book □ Floppy Disk □ Audio Tape □ Video Tape 丞 Other (specify) Boxed | ☑ Chronological ☑ Geographical ☑ Other (specify) | 10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s) <u>1/2</u> ☐ Computer Tape(s) Number ☑ Other (specify) Box |
| 11. File is Used □ Daily Ă Weekly | ☐ Monthly 12. File Becomes Inacti | ve After □ Month(s) |
| 13. Current Location(s) (Bldg., Floor, Room) Parks and Grounds File Room Public Facilities - Main Office | 14. Is Record Series Du (If yes, specify age □ Yes | • |
| 15. Access Restrictions | 16. Audit Requirements 🛣 None 🗆 S | State 🗆 Federal 🗆 Independent |
| 17. Is an Index System Used? (If yes, explain briefly and any hadware/software □ Yes δ No | | THENDESTIBY |
| 19. Name and Title of Preparer 20. Tom Roland | Telephone Number | 21. Date |

| | Print a separate form for eac series, forward with Record GS 550-1) | h RECORDS M 7275 W P. | OF GENERAL SERVICES ANAGEMENT DIVISION ATERLOO ROAD O. BOX 275 MARYLAND 20794 | AGENCY RECORDS INVENTORY | |
|---|---|--|---|---|--|
| | ty Government f Public Facilit | 2. Division Parks and | | 3. Unit | |
| DEFINITION - RECOR | D SERIES - A group of rela | ted records normally filed and | used as a unit for reference a | as well as retention and disposition purposes | |
| 4. Record Series Title Requisitior | | | | 5. Earliest Year/Latest Year <u>1994</u> to <u>199</u> 7 | |
| | | vpas of informationn/document | ts/forms found in the series. | Include the purpose or function of the series | |
| Requisitior Purchase Or | ıs | | | | |
| | | | | • • | |
| 7. Record Series Forma | t(s) | 8. Record Series Ser | | 9. Volume | |
| Letter Size | □ Microfilm | | | 1 (2) File Drawer(s | |
| 🛛 Legal Size | Computer Tape | | | 1/3 □ Computer Tape Number □ Other (specify) | |
| Bound Book | Floppy Disk | 🗴 Chronologica | 1 | | |
| □ Audio Tape □ Other (specify) | UVideo Tape | Geographical | | 10. Annual Accumulation 5 File Drawer(s Microfilm Ree 1/10 Number D Computer Tape Other (specify) | |
| 11. File is Used DX Daily | □ Weekly | Monthly | 12. File Becomes Inactive Ai 5 D | lter Month(s) 🕅 Year(s) | |
| | (Bldg., Floor, Room) Frounds File Room lities - Main Of | | 14. Is Record Series Duplica (If yes, specify agency o □ Yes 전 | | |
| 15. Access Restrictions | | lo | 16. Audit Requirements X None State Federal Independent | | |
| 17. Is an Index System any hadware/software Ves | Used? (If yes, explain brie are & No | fly and describe | Man . | RETAIN For 5415 All HUBIT NTS have been ENDESTIGY. | |
| 9. Name and Title of P Tom Roland | reparer ks and Grounds | 20. Telephone Number (301) 932-3470 | 21. | Date May 7, 1997 | |

DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY Instructions - Type or Print a separate form for each RECORDS MANAGEMENT DIVISION new or revised record series, forward with Record 7275 WATERLOO ROAD tention Schedule (DGS 550-1) P.O. BOX 275 PAGE ____ OF __ JESSUP, MARYLAND 20794 J. Department/Agency 2. Division 3. Unit Charles County Government Parks and Grounds Department of Public Facilities DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4, Record Series Title 5. Earliest Year/Latest Year <u>1990</u> to <u>1997</u> Check Requests 6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Indude the purpose or function of the series. Check Requests INVOICE 7. Record Series Format(s) 8. Record Series Sequence 9. Volume CX File Drawer(s) Letter Size Microfilm Reel(s) Microfilm Alphabetical 1/3 Computer Tape(s) D Legal Size Computer Tape Numerical Number □ Other (specify) Bound Book Floppy Disk X Chronological 10. Annual Accumulation D Audio Tape U Video Tape Geographical File Drawer(s) Microfilm Reel(s) Other (specify) Other (specify) 1/10 Computer Tape(s) Number Other (specify) 11. File is Used 12. File Becomes Inactive After 🖾 Daily U Weekly Monthly Month(s) Vear(s) 5 Number 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? • e (If yes, specify agency or office) Parks and Grounds File Room Yes Ki. No Public Facilities - Main Office 🖾 No 15. Access Restrictions Yes 16. Audit Requirements (If Yes, cite Law(s) & Regulation(s) State Federal X None Independent 17. Is an Index System Used? (If yes, explain briefly and describe 18. Recommended Retention any hadware/software RETAIN For 3415, Then Ki No Yes 3/1-04 19. Name and Title of Preparer 20. Telephone Number 21. Date Tom Roland Chief of Parks and Grounds (301) 932-3470 May 7, 1997 DGS 550-4 (Rev. 1/93)

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Intion Schedule (DGS 550-1) | RECORDS 7275 | JT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 | AGENCY RECORDS INVENTORY PAGE OF |
|---|---------------------------------------|--|--|
| | | IP, MARYLAND 20794 | |
| I. Department/Agency Charles County Government Department of Public Faciliti | | d Grounds | 3. Unit |
| DEFINITION - RECORD SERIES - A group of relate | ed records normally filed a | nd used as a unit for reference | as well as retention and disposition purposes. |
| 4. Record Series Title Budget Transfer Requests | | | 5. Earliest Year/Latest Year <u>1993</u> to <u>199</u> 7 |
| 6. Record Series Description (Briefly describe the ty | pes of informationn/docum | ents/forms found in the series. | Include the purpose or function of the series. |
| Budget Transfer Requests | | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| Letter Size Microfilm | - C Alphabetic | • | □ File Drawer(s) □ Microfilm Reel(s) |
| 🗆 Legal Size 🛛 🗆 Computer Tape | □ Numerical | | 1 □ Computer Tape(s) Number ⊠ Other (specify) |
| _Bound Book □ Floppy Disk | | | |
| Audio Tape D Video Tape | Geographi | | 10. Annual Accumulation |
| □ Other (specify) | Cther (spe | | □ File Drawer(s) □ Microfilm Reel(s) 1/10 □ Computer Tape(s) Number ⊠ Other (specify) Book |
| 11. File is Used Daily Ži Weekly | Monthly | 12. File Becomes Inactive C Number | After I Month(s) 🕅 Year(s) |
| 13. Current Location(s) (Bldg. Floor, Room) Parks and Grounds File Room Public Facilities - Main Off | ice | 14. Is Record Series Duplic (If yes, specify agency □ Yes ሺ | |
| 15. Access Restrictions | · · · · · · · · · · · · · · · · · · · | 16. Audit Requirements | e 🗆 Federal 🔄 Independent |
| 17. is an Index System Used? (If yes, explain briefly any hadware/software Yes X No | y and describe | 18. Recommended Retention | ATAIN FOR 34RS All ANT PENTS have been |
| ⊡ Yes b∑ No | | Beguirem | ENTS HAVE been ENDESTROY. |
| 19. Name and Title of Preparer Tom Roland Chief of Parks and Grounds | 20. Telephone Number | | 1. Date |
| SS 550-4 (Rev. 1/93) | (301) 932-347 | | May 7, 1997 |

| | | DED ADT ICI | NT OF GENERAL SERVICES | |
|--|--|-------------------------------------|--|---|
| Instructions - Type or Prin new or revised record serviced record services (DGS | | h RECORDS | NT OF GENERAL SERVICES MANAGEMENT DIVISION 5 WATERLOO ROAD P.O. BOX 275 | |
| | | JESSU | JP, MARYLAND 20794 | PAGE OF |
| I, Department/Agency Charles Count Department of | y Government Public Facilit | | nd Grounds | 3. Unit |
| DEFINITION - RECORD | SERIES - A group of relat | ed records normally filed a | and used as a unit for reference | e as well as retention and disposition purposes. |
| 4. Record Series Title | | | | 5. Earliest Year/Latest Year |
| Fuel and Mile | eage Reports | | | <u>1994</u> to <u>199</u> 7 |
| 6. Record Series Descrip | tion (Briefly describe the ty | pes of informationn/docum | nents/forms found in the series | s. Include the purpose or function of the series. |
| Fuel and Mile | age Reports | | | |
| | | | | |
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| | ····· | ···· | | · · · · · · · · · · · · · · · · · · · |
| 7, Record Series Format(| s) | 8. Record Series | Sequence | 9. Volume |
| Letter Size | Microfilm | D Alphabetic | cal | 1/2 Dicrofilm Reel(|
| 🗴 Legal Size | Computer Tape | | I | Number Other (specify) |
| J Bound Book | Floppy Disk | | gical | |
| 🗅 Audio Tape | 🗆 Video Tape | 🖸 Geograph | ical | 10. Annual Accumulation B File Drawer(s) |
| Cther (specify) | | Other (spanned) Other (spanned) | ecity) | 1/8 Image: Computer Tape(s Number Other (specify) |
| 11. File is Used Daily | 🗆 Weekly | | 12. File Becomes Inactive | After Month(s) Ø Year(s) |
| | (Bldg.,Floor,Room) ounds File Room ties - Main Off | ice | 14. Is Record Series Dupi (If yes, specify agenc ロ Yes 哲 | |
| 15. Access Restrictions (If Yes, cite Law(s) & | □ Yes | 0 | 16. Audit Requirements Ži None ⊡ Sta | ate 🖸 Federal 🔅 🗖 Independent |
| any hadware/software | sed? (If yes, explain brief e | ly and describe | 18. Recommended Retent | ion RETAIN FOU 341 - All Historit Ments have bee |
| C Yes | ON LO . | | Reguiren Fulfilled | MENTS have been |
| 9. Name and Title of Pre | parer | 20. Telephone Number | | 21. Date |
| Tom Roland | s and Grounds | (301) 932-34 | | May 7, 1997 |

| Instructions - Type or Print a sep new or revised record series, for | ward with Record | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY |
|---|---------------------------------|---|--|---|
| Intion Schedule (DGS 550-1 | 1 | | | PAGE OF |
| 1, Department/Agency Charles County Gov Department of Pub | | 2. Division Parks an | d Grounds | 3. Unit |
| DEFINITION - RECORD SERIE | S - A group of related re | cords normally filed a | and used as a unit for reference | as well as retention and disposition purposes. |
| 4. Record Series Title White Plains Golf | Course Deposit | s/Inventorie | s | 5. Earliest Year/Latest Year _1987 to _1997 |
| 6. Record Series Description (Br | efly describe the types | of informationn/docum | nents/torms found in the series | . Include the purpose or function of the series. |
| Deposit Forms Monthly Summary Sh Inventories | eet | | • • | |
| 7. Record Series Format(s) | <u>,</u> | 8. Record Series | Sequênce | 9. Volume |
| Letter Size Mice | ofilm | 🗆 Alphabetic | - cal | I Drawer(s) ☐ Microfilm Reel(s) |
| 🖾 Legal Size 🛛 🗆 Con | iputer Tape | Numerical | | Number Computer Tape(s Other (specify) |
| J Bound Book 🛛 🖾 Flop | by Disk | | gical | |
| Audio Tape Dider Other (specify) | о Тарө | Geograph | | 10. Annual Accumulation |
| 11. File is Used | D Weekly | I | 12. File Becomes Inactive Number | After ☐ Month(s) |
| 13. Current Location(s) (Blog Parks and Grounds Public Facilities | | . <u> </u> | 14. Is Record Series Dupli (If yes, specify agency □ Yes & | |
| 15. Access Restrictions 	☐ Yes | | 16. Audit Requirements 최 None ロ Stat | te 🗆 Federal 🗆 Independent | |
| 17. Is an Index System Used?(any hadware/software □ Yes X | f yes, explain briefly an No | d describe | 18. Recommended Retenti AND WNTIL REGULTEME FLAJENCE | on RETAIN For 3413 All And IT ENT have been Then Destroy |
| 9. Name and Title of Preparer Tom Roland | 20. | Telephone Number | 2 | 1. Date |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record antion Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 2. Division Parks and Grounds | | AGENCY RECORDS INVENTORY |
|---|---|--|---|
| 1, Department/Agency Charles County Government Department of Public Facilities | | | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related r | ecords normally filed a | and used as a unit for reference | as well as retention and disposition purposes. |
| 4. Record Series Title Vehicle Safety Inspection Cards | | | 5. Earliest Year/Latest Year <u>1990</u> to <u>1997</u> |
| 6. Record Series Description (Briefly describe the types Vehicle Safety Inspection Cards | of informationn/docurr | nents/forms found in the series. | Include the purpose or function of the series. |
| | • | | |
| 7. Record Series Format(s) Letter Size Microfilm Legal Size Computer Tape | 8. Record Series | cal | 9. Volume 2. File Drawer(s) Microfilm Reel(s) 2. Computer Tape(s) Number I Other (specify) Boxes |
| J Bound Book □ Floppy Disk □ Audio Tape □ Video Tape Š Other (specify) Boxed | ⊠ Chronoios □ Geograph □ Other (sp ————— | ical | 10. Annual Accumulation File Drawer(s) I/8 Number Box |
| 11. File is Used Daily Dewely | 🗆 Monthly | 12. File Becomes Inactive A Number | ntter Month(s) 🔯 Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) Parks and Grounds File Room Public Facilities - Main Office | · · · · · · · · · · · · · · · · · · · | 14. Is Record Series Duplica (If yes, specify agency □ Yes Š | |
| 15. Access Restrictions | | 16. Audit Requirements 20 None □ State | E Federal E Independent |
| 17. Is an Index System Used? (If yes, explain briefly a any hadware/software ☐ Yes 扰 No | nd describe | 18. Recommended Retention DF Vehicle Destray. | RETAINFOR Life plus 1 yr, THER |
| 9. Name and Title of Preparer 20. Tom Roland Chief of Parks and Grounds | Telephone Number (301) 932-34 | | Date May 7, 1997 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record intion Schedule (DGS 550-1) | RECORDS 7275 | NT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794 | AGENCY RECORDS INVENTORY PAGE OF |
|---|---------------------------------------|--|--|
| I. Department/Agency Charles County Government Department of Public Faciliti | 2. Division Parks an | nd Grounds | 3. Unit |
| DEFINITION - RECORD SERIES - A group of relate | ed records normally filed a | and used as a unit for reference | as well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year <u>1990</u> to <u>199</u> 7 |
| Policies/Procedures | | | |
| 6. Record Series Description (Briefly describe the ty | pes of informationn/docum | ents/forms found in the series. | Include the purpose or function of the series. |
| Departmental Policies and Pro | cedures | | |
| | | | |
| | . , | | |
| | | | |
| | | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| 🗆 Letter Size 🛛 Microfilm | Alphabetic | cal | IZ File Drawer(s) □ Microfilm Reel(s) 1/12 □ Computer Teac(s) |
| 🕅 Legal Size 🛛 🗆 Computer Tape | | l | 1/12 Image: Computer Tape(s) Number Image: Other (specify) |
| J Bound Book Floppy Disk | | nical | |
| 🗅 Audio Tape 🔲 Video Tape | □ Geograph | | 10. Annual Accumulation |
| | | | I File Drawer(s) ☐ Microfilm Reel(s) |
| Other (specify) | Cther (spe | | 1/24 □ Computer Tape(s) Number □ Other (specify) |
| | | | |
| 11. File is Used Daily Deekly | X Monthly | 12. File Becomes Inactive A Number | After Month(s) 및 Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplic | ated Elsewhere? |
| Parks and Grounds File Room Public Facilities - Main Offi | ce | (If yes, specify agency □ Yes 전 | |
| 15. Access Restrictions | · · · · · · · · · · · · · · · · · · · | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulation(s) | | 🛣 None 🗆 State | e 🛛 Federal 🔹 🗆 Independent |
| 17. Is an index System Used? (If yes, explain briefi any hadware/software | y and describe | 18. Recommended Retentio | 1010 |
| 🗆 Yes 🖄 No | | Transfed po Md. STATE | |
| | | Pracedures | |
| 19. Name and Title of Preparer Tom Roland | 20. Telephone Number | 21 | Date |
| Chief of Parks and Grounds | (301) 932-34 | 70 | May 7, 1997 |

| JESSUP, MARYLAND 20794 PAGEOF 12 | Instructions - Type or Print a separate form for each new or revised record series, forward with Record 'ention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 | | |
|--|--|---|--|--|
| Charles County Government Solid Waste Administration 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 Time Solid Waste 5 Solid Waste Administration 8. Record Series Time Solid Waste Administration 6. Record Series Description (Briefly describe the types of informationnidocumentationms found in the series. Include the purpose or function of the solid Waste Division 7. Record Series Formatia) 8. Record Series Sequence 9. Volume Subject Size Computer Tape B. Record Series Sequence 9. Volume Subject Size Computer Tape Inderoffin B. Record Series Sequence 9. Volume Subject Size Computer Tape Inderoffin B. Record Series Sequence 9. Volume Subject Size Computer Tape Inderoffin B. Record Series Sequence 9. Volume Jabaund Book Flieppy Disk Inderoffin Inderoffin 10. Annual Accumulation Jabaund Book Flieppy Disk Inderoffin B. Record Series Subject State 10. Annual Accumulation Jabound Book Flieppy Disk Inderoffin <td< td=""><td></td><td>JESSU</td><td>JP, MARYLAND 20794</td><td>PAGE OF</td></td<> | | JESSU | JP, MARYLAND 20794 | PAGE OF |
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| Instructions - Type or Print a separate form for each w or revised record series, forward with Record tention Schedule (DGS 550-1) | RECORDS 7275 | IT OF GENERAL SERVICE MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 | AGENCY RECORDS INVENTORY |
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| | JESSU | IP, MARYLAND 20794 | |
|), Department/Agency Charles County Government | 2. Division | | 3. Unit |
| Department of Public Facilitie | es | Solid Waste | Administration |
| DEFINITION - RECORD SERIES - A group of relate | d records normally filed a | nd used as a unit for referen | ce as well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year |
| Division Manual | | | <u>1994</u> to <u>Pre</u> sent |
| 6. Record Series Description (Briefly describe the typ | es of informationn/docum | ents/forms found in the serie | s. Include the purpose or function of the series. |
| Employee telephone numbers, o due dates, anniversary dates, inventory, job descriptions, accident/injury forms, expense | radio call num copies of vario | bers, meeting sch | edules, equipment |
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| 19. Name and Title of Preparer Lowry S. Phelps Administrative Secretary | 20. Telephone Number 301-932 | | 21 Date May 1, 1997 |

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| Instructions - Type or Paint a separate form for each "wor revised records sense (DGS 550-1) JESSUP, MARYLAND 20794 PAGE _3 OF _1 JESSUP, MARYLAND 2004 PAGE _3 DE YESSUP, PAGE | | - | | |
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| 9. Name and Title of Preparer Lowry S. Phelps Administrative Secretary20. Telephone Number 301-932-359921. Date May 1, 1997 | Lowry S. Phelps | | | |

| Instructions - Type or Print a separate form for each w or revised record series, forward with Record ention Schedule (DGS 550-1) | RECORDS 7275 | NT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794 | AGENCY RECORDS INVENTORY |
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| I, Department/Agency | 2. Division | | 3. Unit |
| Charles County Government Department of Public Facilitie | es | Solid Waste | Administration |
| DEFINITION - RECORD SERIES - A group of relate | d records normally filed a | and used as a unit for referen | ce as well as retention and disposition purposes. |
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| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
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| □ Audio Tape □ Video Tape | Geographi | | 10. Annual Accumulation |
| X23 Other (specify) Notebooks | Cther (spe | əcify) | 6 Microfilm Reel(s Computer Tape(s) Number 22 Other (specify) Notebooks |
| 11. File is Used x⊠ Daily ⊡ Weekly | Monthly | 12. File Becomes Inactive | |
| 13. Current Location(s) (Bldg., Floor, Room) 1001 Radio Station Road La Plata, MD 20646 | | 14. Is Record Series Dup (If yes, specify agend ISK Yes Charles Count | cy or office) |
| 15. Access Restrictions | | 16. Audit Requirements XXII None □ State □ Federal □ Independ | |
| 7. Is an Index System Used? (If yes, explain briefly any hadware/software Yes 5 ^X No | v and describe | 18. Recommended Reten | tion 3XLS |
| | | | |
| 9. Name and Title of Preparer Lowry S. Phelps Administrative Secretary | II 20. Telephone Number 21. Di 301-932-3599 | | 21. Date May 1, 1997 |

| Instructions - Type or Print a separate form for each w or revised record series, forward with Record | RECORDS | VT OF GENERAL SERVIC MANAGEMENT DIVISION WATERLOO ROAD | |
|--|----------------------------|--|--|
| stention Schedule (DGS 550-1) | JESSL | P.O. BOX 275 JP, MARYLAND 20794 | PAGE <u>5</u> OF <u>15</u> |
| ♥1, Department/Agency Charles County Government | 2. Division | | 3. Unit |
| Department of Public Facilitie | es | Solid Waste | Administration |
| DEFINITION - RECORD SERIES - A group of relate | d records normally filed a | nd used as a unit for refer | ance as well as retention and disposition purposes. |
| 4. Record Series Title | х | | 5. Earliest Year/Latest Year |
| Logs - Inactive | | | <u>FY94</u> to <u>FY95</u> |
| 6. Record Series Description (Briefly describe the typ | es of informationn/docum | ents/forms found in the set | ies. Include the purpose or function of the series. |
| Copies of requistions for landf Copies of check requests for la Read Files — Copies of various | andfill and rec | ycling operation | S |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| 죄X.etter Size | | al | - File Drawer(s) |
| 🗆 Legal Size 🛛 🗆 Computer Tape | Numerical | | 1/2 □ Computer Tape(s) Number XCk Other (specify) |
| Bound Book G Floppy Disk | | ical | Box |
| 🗅 Audio Tape 🛛 Video Tape | | | 10. Annual Accumulation |
| x短 Other (specify) | □ Other (spe | | Microfilm Reel(s) |
| Notebooks/Box | | | Number Dother (specify) |
| 11. File is Used | | 12. File Becomes Inact | |
| Daily Deekly | Monthly | Number | □ Month(s) □ Year(s) |
| 13. Current Location(s) (Bldg. Floor, Room) 12305 Billingsley Road East, Storage Room | Waldorf, MD | 14. Is Record Series D (If yes, specify age D Yes 5 | |
| 15. Access Restrictions | | 15. Audit Requirement | s |
| (If Yes, cite Law(s) & Regulation(s) | | XIX None | State 🗆 Federal 🗆 independent |
| 17. Is an Index System Used? (If yes, explain briefly any hadware/software | and describe | 18. Recommended Ret | ention |
| ⊡ Yes X023 No | | Permanent | |
| | | | |
| 19. Name and Title of Preparer | 20. Telephone Number | I | 21. Date |
| Lowry S. Phelps Administrative Secretary | 301-932 | -3599 | May 1, 1997 |
| S 550-4 (Rev. 1/93) | | | |

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|--|----------------------------|--|---|
| Instructions - Type or Print a separate form for each w or revised record series, forward with Record | RECORDS | VT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD | |
| tention Schedule (DGS 550-1) | JESSU | P.O. BOX 275 JP, MARYLAND 20794 | PAGE CF |
| • I. Department/Agency | 2. Division | · · · · · · · · · · · · · · · · · · · | 3. Unit |
| Charles County Government Department of Public Facilitie | s | Solid Waste | Personnel |
| -DEFINITION - RECORD SERIES - A group of related | f records normally filed a | nd used as a unit for reference a | us well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year |
| Time Cards - Inactive | | | <u>FY94</u> to <u>FY95</u> |
| 6. Record Series Description (Briefly describe the type | as of informationn/docum | ents/forms found in the series. I | nclude the purpose or function of the series. |
| Time cards for Solid Waste Div | ision employee | S . | |
| | | | |
| | | | |
| | | | |
| | | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| Letter Size D Microfilm | X Alphabetic | al | □ File Drawer(s) □ Microfilm Reel(s) 1/2 □ Number x X Other (specify) |
| Legal Size Computer Tape | | | |
| Bound Book Groppy Disk | x5x Chronolog | lical | Box |
| 🗅 Audio Tape 🛛 Video Tape | 🗆 Geographi | ical | 10. Annual Accumulation |
| X123 Other (specify) | □ Other (specify) | | Microfilm Reel(s) Computer Tape(s) |
| Time Cards | | | Number 🖸 Other (specify) |
| 11. File is Used Daily Deekly | □ Monthly | 12. File Becomes Inactive Af | ter Month(s) [] Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) 12305 Billingsley Road East, Storage Room | Waldorf, MD | 14. Is Record Series Duplicat (If yes, specify agency o □ Yes ΣK | r office) |
| 15. Access Restrictions XXYes □ No (If Yes. cite Law(s) & Regulation(s) Confidential Records | | 16. Audit Requirements x⊡x None □ State | 🗆 Federal 🔲 Independent |
| | | | |
| 17. Is an Index System Used? (If yes, explain briefly any hadware/software | and describe | 18. Recommended Retention | HEIAIN FOR 3483 1) Hidit NT have been |
| D Yes SOX No | | Three-Years | Il Hild II |
| | | Rellineme, | MI have been |
| | | Filfilled + | hendestroy. |
| | 0. Telephone Number | | Date |
| Lowry S. Phelps Administrative Secretary | 301-932 | -3599 | • May 1, 1997 |
| SS 550-4 (Rev. 1/93) | | | |

| Instructions - Type or Print a separate form for each RECORDS N | | IT OF GENERAL SERVICE MANAGEMENT DIVISION | |
|---|--|--|---|
| tention Schedule (DGS 550-1) | | WATERLOO ROAD P.O. BOX 275 IP, MARYLAND 20794 | PAGE OF |
| ▼1, Department/Agency Charles County Government | 2. Division | | 3. Unit |
| Department of Public Faciliti | es | Solid Waste | Administration |
| DEFINITION - RECORD SERIES - A group of relate | ed records normally filed a | nd used as a unit for referer | nce as well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year |
| Old Files | | | 1 <u>991</u> to <u>1994</u> |
| 6. Record Series Description (Briefly describe the ty | pes of informationn/docum | ents/forms found in the serie | es. Include the purpose or function of the series. |
| Expired: Recycling Contracts Tonnage Reports Memorandums Vendor Information | | VE | , ND |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| X23 Letter Size 🗖 Microfilm | XIX Alphabetic | | M File Drawer(s) |
| vt⊠ Legal Size □ Computer Tape / | | \mathbf{A} | 1 □ Computer Tape(s) Number □ Other (specify) |
| 🗆 Bound Book 🛛 Floppy Disk | | | |
| 🗆 Audio Tape 🔅 Video Tape | □ Geographi | | 10. Annual Accumulation |
| □ Other (specify) | Cther (spe | | ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) Number ☐ Other (specify) |
| 11. File is Used □ Daily □ Weekly | 🗆 Monthly | 12. File Becomes Inactiv Number | /e Atter I Month(s) I Year(s) |
| 13. Current Location(s) (Bidg., Floor, Room) 1001 Radio Station Road La Plata, MD 20646 | ······································ | 14. Is Record Series Du (If yes, specify agen □ Yes X8 | ncy or office) |
| 15. Access Restrictions |) | 16. Audit Requirements X3⊡ None □ S | |
| 17. Is an Index System Used? (If yes, explain briefi any hadware/software | y and describe | 18. Recommended Reter | ntion |
| ⊡ Yes x⊠ No | | Permanent | |
| | | | · |
| | | <u> </u> | · |
| 19. Name and Title of Preparer | 20. Telephone Number | | 21. Date |
| Lowry S. Phelps Administrative Secretary | 301-932 | -3599 | May 1, 1997 |
| S 550-4 (Rev. 1/93) | | | فكالكواري الأعاد والأكافي والفاج والمتجاور المحاوي المحاوي المحاوي |

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| Instructions - Type or Print a separate form for each w or revised record series, forward with Record ention Schedule (DGS 550-1) | RECORDS 7275 | NT OF GENERAL SERVIC MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794 | |
| I. Department/Agency | 2. Division | | 3. Unit |
| Charles County Government | | | 3. One |
| Department of Public Facilitie | es | Solid Waste | Landfill |
| DEFINITION - RECORD SERIES - A group of relate | d records normally filed a | and used as a unit for refere | ance as well as retention and disposition purposes. |
| 4. Record Series Title Landfill Operations | | | 5. Earliest Year/Latest Year 1991 to Present |
| 6. Record Series Description (Briefly describe the typ | bes of informationn/docum | nents/forms found in the set | ries. Include the purpose or function of the series. |
| Letters, surveys, reports, ton Sanitary Landfill and Pisgah 1 | nage figures, g andfill. | general informat | ion regarding Charles County |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume - XOX File Drawer(s) |
| XXLetter Size 🛛 Microfilm | XX Alphabetic | cal | Microfilm Reel(s) |
| ™⊠ Legal Size | | I | 12 □ Computer Tape(s) Number □ Other (specify) |
| Bound Book G Floppy Disk | | pical | |
| D Audio Tape D Video Tape | □ Geographi | | 10. Annual Accumulation |
| □ Other (specify) | Cther (spe | | XCX File Drawer(s) Image: Display state Microfilm Reel(s) 1/4 Computer Tape(s) Number Other (specify) |
| 11. File is Used ƳDaily | J | 12. File Becomes Inact | ive After Month(s) |
| 13. Current Location(s) (Bldg., Floor, Room) 1001 Radio Station Road La Plata, MD 20646 | | 14. Is Record Series D (If yes, specify age | • |
| 5. Access Restrictions | | 16, Audit Requirements X⊠ None □ State □ Federal □ Independent | |
| 17. Is an Index System Used? (If yes, explain briefly any hadware/software Yes X No | · | | Emptill + 1YR |
| | | | · |
| 19. Name and Title of Preparer | . Telephone Number 21. 301-932-3599 | | 21. Date |

| 9. Name and Title of Preparer Lowry S. Phelps Administrative Secretary | 20. Telephone Number 301-932 | . 1 | Date May 1, 1997 |
|---|---------------------------------|--|--------------------------------|
| i7. Is an Index System Used? (If yes, explain brie any hadware/software □ Yes x∑ No | fly and describe | 18. Recommended Retention <u>Permanent</u> | YRS |
| 15. Access Restrictions 	☐ Yes 	X⊠ N (If Yes, cite Law(s) & Regulation(s) | lo | 16. Audit Requirements xIII: None □ State | 🛛 Federal 🛛 Independent |
| 13. Current Location(s) (Bldg., Floor, Room) 1001 Radio Station Road La Plata, MD 20646 | | 14. Is Record Series Duplica (If yes, specify agency o □ Yes ጃር⊀ | or office) |
| 11. File is Used x⊠ Daily ⊡ Weekly | Monthly | 12. File Becomes Inactive A D Number N/A | ftər Month(s) 🗆 Year(s) |
| Other (specify) | Geographi | | |
| Bound Book Floppy Disk Audio Tape Video Tape | | · . | 10. Annual Accumulation |
| ⊠ Legal Size □ Computer Tape | D Numerical | | Number 🛛 Other (specify) |
| 2 Letter Size G Microfilm | XX Alphabetic | | ☐ Microfilm Reel(s |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume 20 File Drawer(s) |
| · · · | · · | | |
| Letters, permits, tonnage fig information applicable to re- | gures, hazardous | waste information, | |
| Recycling Operations 6. Record Series Description (Briefly describe the t | | ents/forms found in the series | <u>1991</u> to <u>Present</u> |
| DEFINITION - RECORD SERIES - A group of rela 4. Record Series Title | ted records normally filed a | nd used as a unit for reterence | 5. Earliest Year/Latest Year |
| Department of Public Facilit | | | Recycling |
| I, Department/Agency Charles County Government | 2. Division | | 3. Unit |
| v or revised record series, forward with Record .ention Schedule (DGS 550-1) | 7275 | WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794 | PAGE 9 OF 15 |
| Instructions - Type or Print a separate form for eac | h RECORDS | VT OF GENERAL SERVICES | AGENCY RECORDS INVENTORY |

| Instructions - Type or Print a separate form for each w or revised record series, forward with Record | RECORDS | NT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD | AGENCY RECORDS INVENTORY |
|--|-----------------------------------|---|---|
| cention Schedule (DGS 550-1) | | P.O. BOX 275 JP, MARYLAND 20794 | PAGE 10 OF 15 |
| (), Department/Agency Charles County Government | 2. Division | | 3. Unit |
| Department of Public Faciliti | es | Solid Waste | Recycling |
| DEFINITION - RECORD SERIES - A group of relate | ed records normally filed a | ind used as a unit for reference | e as well as retention and disposition purposes. |
| 4. Record Series Title Recycling Surveys | | | 5. Earliest Year/Latest Year 1 <u>991</u> to <u>Pres</u> ent |
| 6. Record Series Description (Briefly describe the typ | bes of informationn/docum | ents/forms found in the series | . Include the purpose or function of the series. |
| Scrap metal tickets, glass ti station logs, tag-a-bag stick reports/surveys. | ckets, aluminum er logs. Infor | can tickets, news mation required fo | paper tickets, transfer or compilation of recycling |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9, Volume |
| ⊠ Letter Size □ Microfilm | | • | xOX File Drawer(s) □ Microfilm Reel(s |
| 🗷 Legal Size 🛛 🗆 Computer Tape | | | 1 □ Computer Tape(s) Number □ Other (specify) |
| Bound Book I Floppy Disk | | | |
| Audio Tape | □ Geograph | | 10. Annual Accumulation |
| □ Other (specify) | Cther (spe | | XIX File Drawer(s) □ Microfilm Reel(s <u>1/4</u> □ Computer Tape(s) Number □ Other (specify) |
| 11. File is Used □ Daily □ Weekdy | E XMonthly | 12. File Becomes Inactive | After J Month(s) 2021 Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) 1001 Radio Station Road La Plata, MD 20646 | | 14. Is Record Series Dupli (If yes, specify agency □ Yes ⊉x | |
| 15. Access Restrictions □ Yes XX No (If Yes, cite Law(s) & Regulation(s) 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software □ Yes XX No | | 16. Audit Requirements | |
| | | 18. Recommended Retenti Permanent | on YRS |
| · | | | |
| | 20. Telephone Number | | 1. Date |

| Instructions - Type or Print a separate form for each | RECORDS | IT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD | |
|--|--------------------------------|--|---|
| Itention Schedule (DGS 550-1) | | P.O. BOX 275 JP, MARYLAND 20794 | PAGE <u>11</u> OF <u>15</u> |
| , Department/Agency Charles County Government | 2. Division | | 3. Unit |
| Department of Public Facilities | 5 | Solid Waste | Personnel |
| DEFINITION - RECORD SERIES - A group of related | records normally filed a | nd used as a unit for referen | ce as well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year 1979_ to Present |
| Personnel Records | | | |
| 6. Record Series Description (Briefly describe the type | s of informationn/docum | ents/forms found in the serie | s. Include the purpose or function of the series. |
| Employment applications, letter injury reports, certification o | ertificates fo | or individual emp | Loyees. |
| Part time employee contracts/ap | oplications, co | opies of tax forms | s, authorization to hire forms |
| | | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| र्ध्राध्रदेश ☐ Microfilm | 지죠 Alphabetical | | X⊠ File Drawer(s) 1 □ Microfilm Reel(s |
| छम्Legal Size 🛛 Computer Tape | Numerical | | Number Computer Tape(s) Number Cther (specify) |
| Bound Book G Floppy Disk | | ical | |
| 🗅 Audio Tape 🛛 Video Tape | Geographi | ical | 10. Annual Accumulation |
| □ Other (specify) | Cther (spe | ecify) | ☐ Microfilm Reel(s) <u>1/16</u> ☐ Computer Tape(s) Number ☐ Other (specify) |
| 11. File is Used □ Daily ⊠XWeekly | 🗆 Monthly | 12. File Becomes Inactive Number Termination | After Month(s) Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) 1001 Radio Station Road La Plata, MD 20646 | | 14. Is Record Series Dup (If yes, specify agend ⊠x Yes □ Supervisor's t | cy or office) No |
| 15. Access Restrictions ፼xYes □ No (If Yes. cite Law(s) & Regulation(s) Confidential Records | | 16. Audit Requirements XXI None I St | ate 🗆 Federal 🗆 Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software Yes XX No | | 18. Recommended Reten AFEFEFE Permanent | tion RETAINFOR 3/85 MINATION, Then |
| | | Destray | • |
| 19. Name and Title of Preparer 20 Lowry S. Phelps Administrative Secretary | D. Telephone Number 301-932 | 1 | 21. Date May 1, 1997 |

| Charles Councy Government Department of Public Facilities Solid Waste Personnel DEFINTRON - RECORD SERIES - A group of related records normally fied and used as a unit for reference as well as relation and disposition purposes. 5. Earlieft Var/Links Var/197 A Record Sames Title Inactive Personnel Records 5. Earlieft Var/Links Var/197 6. Record Sames Title Inactive Personnel Records 5. Earlieft Var/Links Var/197 6. Record Sames Description (Breity describe the types of information/idournents/forms found in the sames. Include the purpose or function of the sames. 7. Record Sames Formal(s) 8. Record Sames Sequence 9. Volume 5. United Titles 9. Microfilm XQ Alphabedical 11/8 Computer Table 12. Bound Book Flippy Disk 13. Becond Sames 0. Worker(s) 14. Is Record Sames Inclue After Microfilm 15. Acuter (specify) 12. File Becomes Inactive After 16. Acuter Repairtment 14. Is Record Sames Duplicated Elsewhere? 110. Radio Station Road 14. Is Record Sames Duplicated Elsewhere? 110. Radio Station Road 14. Is Record Sames Duplicated Elsewhere? 12. Yes Image Title Proced 13. Acuter Requirements Independent 14. Is Record Sames Dupli | | | | |
|---|--|---|----------------------------------|--|
| JESSUP, MARVLAND 20724 PAGE 12 OF 12 Active Personnel 2. Dision 3. Unit Personnel DEFINITION - RECCRD SERIES - A group of related records normally field and used as a unit for reference as well as reterion and deposition purposes. 5. Earlies Yeard.approx. 3. Unit DEFINITION - RECCRD SERIES - A group of related records normally field and used as a unit for reference as well as reterion and deposition purposes. 5. Earlies Yeard.approx. 5. Earlies Yeard.approx. A Record Series Description (Breity oscintle to the types of information/idocument/forms found in the series. Induction of the series. 1/8 0. Volume 7. Record Series Formal(s) 8. Record Series Sequence 9. Volume 8. File Dreweld(s) Dudator Size D Computer Tape(s) Number 0. Computer Tape(s) Dudator Tape Mumercal 11.8 0. Annual Accumutation Data Data 0. Order (specify) 0. Annual Accumutation 0. Annual Accumutation 11. File is Used 0. Computer Tape(s) Number 0. Computer Tape(s) 11. File is Used 0. Order (specify) 0. Annual Accumutation 0. March(s) 0. Computer Tape(s) 11. File is Used 0. Computer Tape(s) 12. File Becomes Inactive After 0. Computer Tape(s) 11. File is Used 14. Is File Second Series Duplicated Elsewhere? 10. Annual Accumutation </th <th>w or revised record series, forward with Record</th> <th>RECORDS</th> <th>MANAGEMENT DIVISION</th> <th>AGENCY RECORDS INVENTORY</th> | w or revised record series, forward with Record | RECORDS | MANAGEMENT DIVISION | AGENCY RECORDS INVENTORY |
| Charles County Government Department of Public Facilities Solid Waste Personnel DEFINITION - RECORD SERIES - A group of related records normally field and used as a unit for reference as well as relation and dispesition purposes. 6. Eachest Year Langer Year 1981 to 4/97 Accord Series Tile Inactive Personnel Records 5. Eachest Year Langer Year 1981 to 4/97 6. Record Series Description (Brelly describe the types of informationidocuments/forms found in the series. Include the purpose or function of the series. Personnel records of nonplayees whose employment has terminated. 7. Record Series Description (Brelly describe the types of informationidocuments/forms found in the series. Include the purpose or function of the series. 9. Volume 2. Record Series Description (Brelly describe the types of informationidocuments/forms found in the series. 9. Volume 2. Record Series Computer Targe 8. Record Series Sequence 9. Volume 2. Record Series Computer Target Number 0. Computer Target 2. Board Seck C Floopy Dak Chronological 10. Annual Accumutation 2. Other (specify) 12. File Becomes Inactive After Number 10. Annual Accumutation 2. Other (specify) 12. File Becomes Inactive After Number 10. Annual Accumutation 3. Current Locator(s) (Bleg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? 19. Vear | | JESSL | | PAGE 13 OF 15 |
| Department of Public Facilities Solid Waste Personnel DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for relerance as well as relation and disposition purposes. 5. Earliest Year/Latest Year 1 Accord Series The Inactive Personnel Records 5. Earliest Year/Latest Year 6. Record Series Description (Breity descripts its hypes of information/idocuments/forms found in the series. Include the purpose or function of the series. 5. Earliest Year/Latest Year 7. Record Series Formal(s) 8. Record Series Sequence 9. Volume 20. Define Size Computer Tape 9. Volume 1 / 8 Computer Tape 11.8 20. Define Size Computer Tape 10. Numercal 20. Audio Tape 0. Geographical 10. Annual Accumutation 20. Delay 0. Woody 12. File Decords Anter 10. Annual Accumutation 20. Telephone Number 12. File Decords Inactive Atter 10. Annual Accumutation 20. Telephone Number 14. Is Record Series Duplicated Elsewhere? 10. Annual Accumutation 20. Telephone Number 10. Annual Accumutation 10. Annual Accumutation 20. Telephone Number 14. Is Record Series Duplicated Elsewhere? 19. Percent Series Duplicated Elsewhere? 20. Telephone Number 20. Telephone Number 20. Telephone Number 20. Telephone Number 20. Telephone Number </td <td>I, Department/Agency</td> <td>2. Division</td> <td></td> <td>3. Unit</td> | I, Department/Agency | 2. Division | | 3. Unit |
| 4. Record Series Title Inactive Personnel Records 5. Earlier Year/Litest Year 1201 to 4/97 5. Record Series Termanics 5. Earlier Year/Litest Year 1201 to 4/97 6. Record Series Description (Briefly describe the types of information/documents/torms found in the series. Personnel records for employees whose employment has terminated. 9. Volume 7. Record Series Formal(s) 8. Record Series Sequence xt2 Alphabetical 9. Volume Baund Book Pioppy Disk 0. Numercal 11.8 Baund Book Pioppy Disk 0. Chronological 10. Annual Accumulation Bite Drawer(s) Computer Table(s) 11. File is Used 0. Daily 0. Weekly 0. Marchine Geographical 10. Annual Accumulation Bite Drawer(s) Computer Table(s) 11. File is Used 0. Daily 0. Weekly 12. File Becomes Inactive Attar Number 0. Computer Table(s) 12. File Becomes Inactive Attar NUM 0. Daily 0. Weekly 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) 14. Secord Series Duplicated Elsewhere? (If yes, specify agency or office) 12. Fase Becomes Inactive Attar Number 13. Current Location(s) Kites of Law(s) & Regulation(s) 15. Audt Regulatenets 16. Audt Regulatenets 14. Is Record Series Duplicated Elsewhere? 16. Audt Regulatenets 16. Audt Regulatenets 16. Audt Regulate | | 5 | Solid Waste | Personnel |
| 4. Record Series Title Inactive Personnel Records 5. Earlier Year/Litest Year 1201 to 4/97 5. Record Series Termanics 5. Earlier Year/Litest Year 1201 to 4/97 6. Record Series Description (Briefly describe the types of information/documents/torms found in the series. Personnel records for employees whose employment has terminated. 9. Volume 7. Record Series Formal(s) 8. Record Series Sequence xt2 Alphabetical 9. Volume Baund Book Pioppy Disk 0. Numercal 11.8 Baund Book Pioppy Disk 0. Chronological 10. Annual Accumulation Bite Drawer(s) Computer Table(s) 11. File is Used 0. Daily 0. Weekly 0. Marchine Geographical 10. Annual Accumulation Bite Drawer(s) Computer Table(s) 11. File is Used 0. Daily 0. Weekly 12. File Becomes Inactive Attar Number 0. Computer Table(s) 12. File Becomes Inactive Attar NUM 0. Daily 0. Weekly 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) 14. Secord Series Duplicated Elsewhere? (If yes, specify agency or office) 12. Fase Becomes Inactive Attar Number 13. Current Location(s) Kites of Law(s) & Regulation(s) 15. Audt Regulatenets 16. Audt Regulatenets 14. Is Record Series Duplicated Elsewhere? 16. Audt Regulatenets 16. Audt Regulatenets 16. Audt Regulate | | records normally filed a | and used as a unit for reference | as well as retention and disposition purposes. |
| | | | | 5. Earliest Year/Latest Year |
| Personnel records for employees whose employment has terminated. 7. Record Series Formal(s) 8. Record Series Sequence x20_ester Size Microfilm ToLegal Size Computer Tape Bound Book Proputer Tape Bound Book Proputer Tape Bound Book Proputer Tape Chronological 0 Sumber 0 Chronological 0 Sumet Location(s) </td <td>Inactive Personnel Records</td> <td></td> <td></td> <td>$\frac{1981}{1981}$ to $\frac{4}{9}7$</td> | Inactive Personnel Records | | | $\frac{1981}{1981}$ to $\frac{4}{9}7$ |
| 7. Record Series Format(s) 8. Record Series Sequence 9. Volume XDLetter Size Microfilm XX Alphabetical 1/8 Computer Target ZDLegal Size Computer Target Numerical Number Cheronicogical Bound Book Flippy Disk Cheronicogical 10. Annual Accumulation Audio Tape Video Tape Geographical 10. Annual Accumulation Other (specify) Geographical 10. Annual Accumulation Flip Drawer(s) Other (specify) Geographical 10. Annual Accumulation Flip Drawer(s) Other (specify) Geographical Indentify Review Indentify Review N/A Cher (specify) Indentify Review Indentify Review N/A Its Record Series Duplicated Elsewhere? Year(s) N/A Its Is Record Series Duplicated Elsewhere? Year(s) Its Accas Restrictions YF Yes No Its Accas Restrictions Its Accas Restrictions YF Yes No Its Accas Restrictions Its No Its Accas Restrictions YF Yes No Its Accas Restrictions Its No Its Accas Restrictions YF Yes <td>6. Record Series Description (Briefly describe the types</td> <td>s of informationn/docum</td> <td>nents/forms found in the series.</td> <td>Include the purpose or function of the series.</td> | 6. Record Series Description (Briefly describe the types | s of informationn/docum | nents/forms found in the series. | Include the purpose or function of the series. |
| 7. Record Series Format(s) 8. Record Series Sequence 9. Volume XDLetter Size Microfilm XX Alphabetical 1/8 Computer Target ZDLegal Size Computer Target Numerical Number Cheronicogical Bound Book Flippy Disk Cheronicogical 10. Annual Accumulation Audio Tape Video Tape Geographical 10. Annual Accumulation Other (specify) Geographical 10. Annual Accumulation Flip Drawer(s) Other (specify) Geographical 10. Annual Accumulation Flip Drawer(s) Other (specify) Geographical Indentify Review Indentify Review N/A Cher (specify) Indentify Review Indentify Review N/A Its Record Series Duplicated Elsewhere? Year(s) N/A Its Is Record Series Duplicated Elsewhere? Year(s) Its Accas Restrictions YF Yes No Its Accas Restrictions Its Accas Restrictions YF Yes No Its Accas Restrictions Its No Its Accas Restrictions YF Yes No Its Accas Restrictions Its No Its Accas Restrictions YF Yes <td>Personnel records for employees</td> <td>whose employ</td> <td>nent has terminated</td> <td>1.</td> | Personnel records for employees | whose employ | nent has terminated | 1. |
| SDL.eter Size Microfilm XS2 Alphabetical I/8 Still Drawer(s) SDL.egal Size Computer Tape Numerical Number Computer Tape(s) Bound Book Floppy Disk Chronelogical I./8 Computer Tape(s) Audio Tape Video Tape Geographical I. Annual Accumulation File Drawer(s) Chter (specify) Chter (specify) Chter (specify) I. Annual Accumulation File Drawer(s) 11. File is Used Daily Weekly Monthly I2. File Becomes Inactive Aftar Computer Tape(s) 13. Current Location(s) (Bidg, Floor, Room) Monthly I4. Is Record Series Duplicated Elsewhere? Year(s) 14. Is Record Series Duplicated Elsewhere? Ves No No 15. Access Restrictions XF ves No I6. Audit Requirements Independent 17. Is an Index System Used? If yes, explain briefly and describe any hadwardsoftware Is. Recommended Releation RetTraw For 3 /SF For Terrements File Computer Sectors If Yes Xe No 20. Telephone Number 21. Date If we y 1, 1997 20. Telephone Number 21. Date | 1 | | | - |
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| DSLegal Size Computer Tape Numerical Bound Book Floppy Disk Chronological Audio Tape Video Tape Geographical Other (specify) Chronological 10. Annual Accumulation Current Location(s) Gldg. Floor, Room) Monthly 11. File is Used Monthly Monthly 12. File Becomes Inactive Attar Computer Tape(s) 13. Current Location(s) (Eldg. Floor, Room) 1001 Radio Station Road Monthly 14. Is Record Series Duplicated Elsewhere? Vear(s) 15. Access Restrictions XEY ves 16. Audit Requirements Independent 17. Is an Index System Used? (If yes, explain briefly and describe any hadwara/software Is. Recommended Retention RecTAIN For 3 / ST 17. Is an Index System Used? (If yes, explain briefly and describe any hadwara/software 18. Recommended Retention RecTAIN For 3 / ST 17. Is an Index System Used? (If yes, explain briefly and describe any hadwara/software 20. Telephone Number 21. Date 17. Is an Index System Used? (If yes, explain briefly and describe any hadwara/software 801–932–3599 May 1, 1997 | xxLetter Size □ Microfilm | x X Alphabetic | - cal | ☐ Microfilm Reel(s) |
| Bound Book Floppy Disk Chronological 10. Annual Accumulation Audio Tape Video Tape Geographical Image: Second Sec | 10xLegal Size | | | |
| □ Audio Tape □ Video Tape □ Other (specify) □ Cther (specify) □ Other (specify) □ Cther (specify) 11. File is Used □ Cther (specify) □ Daily □ Weekly □ Monthly □ Monthly 12. File Becomes Inactive After □ Daily □ Weekly N/A □ Monthly 13. Current Location(s) (Bidg., Floor, Room) 1001 Radio Station Road 14. Is Record Series Duplicated Elsewhere? 1001 Radio Station Road □ Yes La Plata, MD 20646 □ None 15. Access Restrictions ¥K Yes □ None □ State □ Yes Ix No 16. Audit Requirements □ Yes Ix No 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software □ Yes Ix No 17. Is an Index System Used? 12. Telephone Number □ Yes Ix No 19. Name and Tife of Preparer 20. Telephone Number Ix No 20. Telephone Number Ix No 21. Date | | | nical | |
| □ Other (specify) □ Other (specify) □ Microfilm Resid; □ Computer Tape(s) 11. File is Used □ Daily N/A □ Monthly 12. File Becomes Inactive After Number □ Computer Tape(s) 13. Current Location(s) 14. Is Record Series Duplicated Elsewhere? 1001 Radio Station Road La Plata, MD 20646 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes □ No 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes □ No 15. Access Restrictions any hadward/software 18. Audit Requirements □ Independent 17. Is an Index System Used? (If yes, explain briefly and describe any hadward/software 18. Recommended Retention RETIGENTICENTIMENTS), THEN DESTIGENT 17. Is an Index System Used? (If yes, explain briefly and describe any hadward/software 20. Telephone Number 301-932-3599 21. Date 19. Name and Title of Preparer Lowry S. Phelps Administrative Secretary 20. Telephone Number 301-932-3599 21. Date | | | | |
| Daily Weekly Monthly N/A Monthly Monthly 13. Current Location(s) (Bldg., Floor, Room) 1001 Radio Station Road 14. Is Record Series Duplicated Elsewhere? 1001 Radio Station Road 14. Is Record Series Duplicated Elsewhere? 1001 Radio Station Road 14. Is Record Series Duplicated Elsewhere? 101 Radio Station Road 14. Is Record Series Duplicated Elsewhere? 15. Access Restrictions Monthly 15. Access Restrictions Monthly 16. Audit Requirements Independent 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software 18. Recommended Retention Retrain for 3/557 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software 18. Recommended Retention Retrain for 3/557 16. Yes Dx No Monthly 17. Is an Index System Used? 20. Telephone Number 18. Recommended Retention Retrain for 3/557 19. None Yes 19. Name and Title of Preparer 20. Telephone Number 20. Telephone Number 21. Date 20. Telephone Number 21. Date 21. May 1, 1997 May 1, 1997 <td></td> <td></td> <td></td> <td>Microfilm Reel(s) Computer Tape(s)</td> | | | | Microfilm Reel(s) Computer Tape(s) |
| 1001 Radio Station Road La Plata, MD 20646 (If yes. specify agency or office) Yes 15. Access Restrictions X Yes No 16. Audit Requirements Independent 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software 18. Recommended Retention 18. Recommended Retention ReTHAIN For 3/57 If Yes X No 19. Name and Title of Preparer Lowry S. Phelps Administrative Secretary 20. Telephone Number 301-932-3599 21. Date 19. Name 1, 1997 May 1, 1997 | 🗆 Daily 🗆 Weekly | D Monthly | □ | |
| (If Yes, cite Law(s) & Regulation(s) Confidental records 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software Pyes Yes Yes Yes Yes 20. Telephone Number Lowry S. Phelps Administrative Secretary | 1001 Radio Station Road | , <u>, , , , , , , , , , , , , , , , , , </u> | (If yes, specify agency | or office) |
| Confidental records 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software Image: Preside with the second se | | | | |
| Jestified19. Name and Title of Preparer Lowry S. Phelps Administrative Secretary20. Telephone Number 301-932-359921. Date May 1, 1997 | Confidental records | | D None D Stati | e D Federal D Independent |
| Jestifie19. Name and Title of Preparer Lowry S. Phelps Administrative Secretary20. Telephone Number 301-932-359921. Date May 1, 1997 | any hadware/software | nd describe | 18. Recommended Retention | "RETAIN FOR 3/51 UNATION THEN |
| Lowry S. Phelps 301-932-3599 May 1, 1997 Administrative Secretary | | | Destroy. | , , , , , , , , , , , , , , , , , , , |
| Administrative Secretary | 19. Name and Title of Preparer 20 | . Telephone Number | 21 | 1. Date |
| | Administrative Secretary | 301-932 | -3599 | May 1, 1997 |

| Instructions - Type or Print a separate form for each we or revised record series, forward with Record | RECORDS | IT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD | AGENCY RECORDS INVENTORY |
|---|---|---|--|
| tention Schedule (DGS 550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE <u>12</u> OF <u>15</u> |
| ✓I, Department/Agency Charles County Government | 2. Division | | 3. Unit |
| Department of Public Facilities | | Solid Waste | Personnel |
| DEFINITION - RECORD SERIES - A group of related re | ecords normally filed a | nd used as a unit for reference | as well as retention and disposition purposes. |
| 4. Record Series Title | · | | 5. Earliest Year/Latest Year 1/1/97 to Present |
| Leave Records | | | |
| 6. Record Series Description (Briefly describe the types | of informationn/docum | ents/forms found in the series. | Include the purpose or function of the series. |
| Leave records, leave slips for i | ndividual emp | oloyees. | |
| | | | |
| | | | |
| | | | |
| · | | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume x13: File Drawer(s) |
| 20xLetter Size □ Microfilm | xíx Alphabetic | al | ☐ Microfilm Reel(s) 1/8 ☐ Computer Tape(s) |
| ⊠xLegal Size □ Computer Tape | | | Number |
| Bound Book Floppy Disk | | ical | |
| 🗅 Audio Tape 🛛 Video Tape | 🗆 Geographi | cal | 10. Annual Accumulation XCI File Drawer(s) |
| ☐ Other (specify) | □ Other (spe | cify) | ☐ Microfilm Reel(s) <u>1/4</u> ☐ Computer Tape(s) Number ☐ Other (specify) |
| 11. File is Used □ Daily □ Weekly | I | 12. File Becomes Inactive / Number | After After I Month(s) Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) 1001 Radio Station Road La Plata, MD 20646 | | 14. Is Record Series Duplic (If yes, specify agency □ Yes □ | |
| 15. Access Restrictions SXYes D No (If Yes. cite Law(s) & Regulation(s) | | 16. Audit Requirements | e 🗇 Federal 🖈 Independent |
| 17. Is an Index System Used? (If yes, explain briefly an any hadware/software Yes IDX No | d describe | 18. Recommended Retention ANA INTLA Bermanient REGUITEME | All Audit |
| | | Filled TH | EN DESTORY |
| 19. Name and Title of Preparer 20. Lowry S. Phelps Administrative Secretary | Telephone Number 301-932 | | 1. Date May 1, 1997 |
| SS 550-4 (Rev. 1/93) | <u> </u> | | |

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|--|---------------------------------|--|---|
| Instructions - Type or Print a separate form for each v or revised record series, forward with Record .ention Schedule (DGS 550-1) | RECORDS | NT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 | AGENCY RECORDS INVENTORY |
| | JESS | JP, MARYLAND 20794 | PAGE 14 OF 15 |
| /, Department/Agency Charles County Government | 2. Division | | 3. Unit |
| Department of Public Facilitie | 25 | Solid Waste | Personnel |
| DEFINITION - RECORD SERIES - A group of relate | d records normally filed a | and used as a unit for reference | as well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year |
| Leave Records - Inactive | | | 1 <u>989</u> to <u>199</u> 6 |
| 6 Record Series Description (Briefly describe the typ Inactive time sheets, leave records, leave slips fo | | | Include the purpose or function of the series. |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| XXLetter Size | 12x Alphabeti | • | I Microfilm Reel(s) |
| Legal Size Computer Tape | | | 1/2 □ Computer Tape(s) Number □ Other (specify) |
| Bound Book Floppy Disk | | | |
| Audio Tape | Chronolog Geograph | | 10. Annual Accumulation |
| □ Other (specify) | Coordination | | XIX File Drawer(s) Image: Line diamond of the sector of |
| 11. File is Used □ Daily □ Weekly N/A | 🗆 Monthly | 12. File Becomes Inactive A | After Month(s) , , , , , , , , , , , , , , , , , , , |
| 13. Current Location(s) (Bldg., Floor, Room) 1001 Radio Station Road La Plata, MD 20646 | | 14. Is Record Series Duplic (If yes, specify agency Yes | |
| 15. Access Restrictions XIX Yes □ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | |
| Confidential records | | 🗆 None 🗆 State | |
| 17. Is an Index System Used? (If yes, explain briefly any hadware/software □ Yes xSt No | and describe | 18. Recommended Retention ANA UNTIL Three years REGULITEME | "RETAIN FOR BYLS All Husit NTS HAVE beek |
| · · · · · · · · · · · · · · · · · · · | ····· | FIFTILED J | HERDESTORY. |
| 19. Name and Title of Preparer Lowry S. Phelps Administrative Secretary | 20. Telephone Number 301–932 | | Date May 1, 1997 |
| S 550-4 (Rev. 1/93) | | | |

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|---|--|--|
| Instructions - Type or Print a separate form for each w or revised record series, forward with Record | DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DI 7275 WATERLOO ROAD | ISION |
| tention Schedule (DGS 550-1) | P.O. BOX 275 JESSUP, MARYLAND 207 | 15 15 |
| •1, Department/Agency Charles County Government | 2. Division | 3. Unit |
| Department of Public Facilities | Solid Waste | Personnel |
| DEFINITION - RECORD SERIES - A group of related | records normally filed and used as a unit for | reference as well as retention and disposition purposes. |
| 4. Record Series Title Leave Records - Inactive | | 5. Earliest Year/Latest Year <u>FY94</u> to <u>FY95</u> |
| 6. Record Series Description (Briefly describe the type | s of informationn/documents/forms found in | the series. Include the purpose or function of the series. |
| Leave records for Solid Waste | Division employees. | |
| | | |
| | | |
| | | |
| | | · · · · · · · · · · · · · · · · · · · |
| 7. Record Series Format(s) | 8. Record Series Sequence | 9. Volume File Drawer(s) |
| ⊠Xetter Size □ Microfilm | XX Alphabetical | ☐ Microfilm Reel(s) Computer Tape(s) |
| Legal Size Computer Tape | | Number Computer rape(s) |
| Bound Book Green Floppy Disk | Chronological | |
| 🗅 Audio Tape 🛛 Video Tape | 🗆 Geographicai | 10. Annual Accumulation File Drawer(s) |
| ☐ Other (specify) | Cther (specify) | Microfilm Reel(s) Mumber Dother (specify) |
| 11. File is Used Daily Dweekly | ☐ Monthly 12. File Becomes Number | Inactive Atter Month(s) |
| 13. Current Location(s) (Bldg., Floor, Room) 12305 Billingsley Road East, W Storage Room | | ries Duplicated Elsewhere? fy agency or office) xDx No |
| 15. Access Restrictions XX Yes □ No (If Yes. cite Law(s) & Regulation(s) Confidential records | 16. Audit Requir XIX None | ements |
| 17. Is an Index System Used? (If yes, explain briefly a any hadware/software □ Yes ℃K No | nd describe 18. Recommende GNA. UNT Three ye RC4UITE | A Retention RETAIN FOR BYPS |
| | Falcilla | 1. Then Destroy. |
| 19. Name and Title of Preparer 20 Lowry S. Phelps |). Telephone Number 301-932-3599 | 21. Date |
| Administrative Secretary | JUI-7JL-JJ77 | May 1, 1997 |
| GS 550-4 (Rev. 1/93) | | |

| In <u>structions</u> - Type or Print a separate form for each / or revised record series, forward with Record | RECORDS | NT OF GENERAL SERVICE S MANAGEMENT DIVISION 5 WATERLOO ROAD | | Y RECORDS INVENTORY |
|--|----------------------------|---|--------------------------|--|
| Jention Schedule (DGS 550-1) | | P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGE 1_ OF 10 |
| 1, Department/Agency | 2. Division | | 3. Unit | <u></u> |
| Charles County Government Department of Public Facilities | | es County ary Landfill | Admini | Istration |
| DEFINITION - RECORD SERIES - A group of related re- | cords normally filed a | and used as a unit for refere | nce as well as retentio | on and disposition purposes. |
| 4. Record Series Title | | | | ear/Latest Year to <u>Pre</u> sent |
| Requisition Log | | | | |
| Copies of requistions pertinent | | operation. | | |
| 7. Record Radia Commental | | | | |
| 7. Record Series Format(s) | 8. Record Series Sequence | | 9. Volume | File Drawer(s) |
| ZCLetter Size ☐ Microfilm | | | 1 Number | ☐ Miccofilm Reel(s ☐ Computer Tape(s) ☐ Other (specify) |
| Bound Book D Floppy Disk | | | File F | |
| D Audio Tape D Video Tape | ⊠x Chronolog □ Geograph | - | 10. Annual A | coumulation |
| □ Other (specify) | Cther (spo | | Number | File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) |
| I1. File is Used □ Daily ΣXWeekly | | 12. File Becomes Inactiv Number | /e Atter □ Month(s) | X쩝 Year(s) |
| 3. Current Location(s) (Bldg. Floor, Room) 12305 Billingsley Road East, Wal Scalehouse | ldorf, MD | | ncy or office) ⊐ No (| Chief of Solid Was Purchasing Dept. |
| 5. Access Restrictions | | 16. Audit Requirements 객과 None 디 S | | |
| 7. Is an Index System Used? (If yes, explain briefly and any hadware/software | describe | 18. Recommended Rete And UNTIL Three years | ntion RETAIN | For 5 Yrs |
| | | Fulfilled | Then De | 251104. |
| 7. Name and Title of Preparer 20. | Telephone Number | | 21. Date | |
| Tricia Byard | | 1 | | |

| Instructions - Type or Print a separate form for ea w or revised record series, forward with Record tention Schedule (DGS 550-1) | ch RECORDS | NT OF GENERAL SERVICE S MANAGEMENT DIVISION 5 WATERLOO ROAD P.O. BOX 275 | |
|--|--|---|---|
| | JESSU | UP, MARYLAND 20794 | PAGE OF |
| • I, Department/Agency | 2. Division | | 3. Unit |
| Charles County Government Department of Public Facilit | | es County ary Landfill | Administration |
| DEFINITION - RECORD SERIES - A group of rela | ated records normally filed a | and used as a unit for referen | ce as well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year |
| Landfill Information and Reg | ulations | | <u>1994</u> to <u>Pre</u> sent |
| 6. Record Series Description (Briefly describe the Information/regulations pert | | | us. Include the purpose or function of the series. |
| 7. Record Series Format(s) 203:Letter Size | 8. Record Series XX Alphabetic D Numerical | cal | 9. Volume SCX File Drawer(s) I Microfilm Reel(s) <u>1</u> Computer Tape(s) Number I Other (specify) |
| Bound Book D Floppy Disk | | pical | |
| Audio Tape Video Tape Other (specify) | Geographi | | 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) |
| 11. File is Used xOx Daily □ Weekly | 🗆 Monthiy | 12. File Becomes Inactive Number N/A | e After □ Month(s) □ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) 12305 Billingsley Road East, Superintendent's Office | , Waldorf, MD | 14. Is Record Series Dup {If yes, specify agend ☐ Yes X2 | cy or office) |
| 15. Access Restrictions | lo | 16. Audit Requirements x⊠ None ⊡ St | ate 🗆 Federal 🛛 Independent |
| 17. Is an Index System Used? (If yes, explain brie any hadware/software □ Yes 포环 No | fly and describe | 18. Recommended Reten | tion LIFE OF LANDFILL + 1 YR |
| | | | |
| 9. Name and Title of Preparer | 20. Telephone Number | <u> </u> | 21. Date |
| Tricia Byard Weigh Clerk | 301-932- | | April 25, 1997 |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | n RECORDS | NT OF GENERAL SERVICE MANAGEMENT DIVISION | S AGENCY RECORDS INVENTORY |
|---|----------------------------------|--|---|
| antion Schedule (DGS 550-1) | | P.O. BOX 275 JP, MARYLAND 20794 | PAGE OF |
| I, Department/Agency | 2. Division | | 3. Unit |
| Charles County Government Department of Public Faciliti | | es County ary Landfill | Administration |
| DEFINITION - RECORD SERIES - A group of relat | ed records normally filed a | ind used as a unit for referen | nce as well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year |
| Equipment Records | | | <u>1980</u> to <u>Pre</u> sent |
| 6. Record Series Description (Briefly describe the ty Records applicable to landfi | | ents/forms found in the serie | as. Include the purpose or function of the series. |
| | | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume x⊠ File Drawer(s) |
| 84Letter Size D Microfilm | x12 Alphabetical | | Microfilm Reel(s |
| 🗆 Legal Size 🛛 Computer Tape | | I | 1 □ Computer Tape(s) Number □ Other (specify) |
| J Bound Book 🛛 Floppy Disk | | pical | |
| 🗅 Audio Tape 🛛 Video Tape | 🗆 Geograph | ical | 10. Annual Accumulation X23 File Drawer(s) |
| □ Other (specify) | Cther (spe | əcify) ———— | ☐ Microfilm Reel(s <u>1</u> ☐ Computer Tape(s) Number ☐ Other (specify) |
| 11. File is Used Daily SDAWeekly | Monthly | 12. File Becomes Inactiv Number When equipme | re After Month(s) |
| 13. Current Location(s) (Bldg. Floor, Room) 12305 Billingsley Road East, Superintendent's Office | Waldorf, MD | 14. Is Record Series Du (If yes, specify ager | plicated Elsewhere? |
| 15. Access Restrictions 	☐ Yes XOX No (If Yes, cite Law(s) & Regulation(s) | D | 15. Audit Requirements x⊠x None □ S | tate 🗆 Federal 🔅 Independent |
| 17. Is an Index System Used? (If yes, explain brief any hadware/software Yes XX No | ly and describe | | ntion RETAIN For Life Feguri OTment 1 yr, Then Destor |
| 9. Name and Title of Preparer Tricia Byard Weigh Clerk | 20. Telephone Number 301-932- | | 21. Date April 25, 1997 |

| | rint a separate form for each eries, forward with Record SS 550-1) | RECORD 727 | NT OF GENERAL SERVICE S MANAGEMENT DIVISION 75 WATERLOO ROAD P.O. BOX 275 | |
|---|--|------------------------|--|---|
| I, Department/Agency Charles Count | - | 2. Division Charl | UP, MARYLAND 20794 Les County Lary Landfill | PAGE <u>4</u> CF <u>10</u> 3. Unit Administration |
| Department of Public Facilities Sanit | | | | |
| DEFINITION - RECORD | D SERIES - A group of related | records normally filed | and used as a unit for referen | nce as well as retention and disposition purposes. |
| 4 Record Series Title Equipment Mai | ntenance/Fuel Reco | ords | | 5. Earliest Year/Latest Year <u>1987</u> to <u>Pre</u> sent |
| | ption (Briefly describe the type uipment repairs ar | | | as. Include the purpose or function of the series. |
| | | | | |
| | • | | | |
| 7. Record Series Forma | t(s) | 8. Record Series | - | 9. Volume Str. File Drawer(s) Microfilm Reel(|
| 🗆 Legal Size | Computer Tape | ⊠x Numerica | al | I □ Computer Tape(s Number □ Other (specify) |
| Li Bound Book | Floppy Disk | | gical | |
| □ Audio Tape □ Other (specify) | 🗆 Vidəo Таре — | Geograpi | | 10. Annual Accumulation ⊠x File Drawer(s) □ Microfilm Reel(<u>1</u> □ Computer Tape(s Number □ Other (specify) |
| 1. File is Used IΩx Daily | □ Weekly | | 12. File Becomes Inactiv Number When equipme | re After Month(s) |
| Current Location(s) 12305 Billir Scalehouse | (Bidg., Floor, Room) ngsley Road East, N | Valdorf, MD | 14. Is Record Series Du (If yes, specify ager □ Yes ≭ | |
| 5. Access Restrictions (If Yes, cite Law(s) | □ Yes ⊠xNo & Regulation(s) | | 15. Audit Requirements X03: None 다 S | tate 🗆 Federal 🔲 Independent |
| any hadware/softwa | Usəd? (If yəs; əxplain briəfly rə XIX No | and describe | 18. Recommended Rete Permanent LIFR OF | EQUIP + IYEAR |
| | reparer 2 | 0. Telephone Number | <u> </u> | 21. Date |

| Weigh Clerk | | 301-932 | -9038 | April 25, 1997 |
|---|--|----------------------------|--|--|
| 9. Name and Title of P Tricia Byard | | 20. Telephone Number | / / | 21. Date |
| | | | Regulen Filel- | Then Destray. |
| 17. Is an Index System any hadware/softwa U Yes | Used? (If yes, explain briefly are २००४ २००४ २००४ २००४ २००४ २००४ २००४ २००४ | y and describe | 18. Recommended Rete ANA UNTIL Permanent | ntion RETAIN FST 3/1- HIL HILLIT RENTS have bee |
| 15. Access Restrictions (If Yes, cite Law(s) | ⊡ Yes ⊠XNo & Regulation(s) | , | 16. Audit Requirements XI None ロ S | tate 🗆 Federal 🗆 Independent |
| 13. Current Location(s) 12305 Billin Scalehouse | (Bldg., Floor, Room) ngsley Road East, | Waldorf, MD | 14. Is Record Series Du (If yes, specify age □ Yes X | |
| 11. File is Used □ Daily | XXXWeekly | Monthly | 12. File Becomes Inacti 3 Number | /e After ☐ Month(s) ⊈x Year(s) |
| □ Other (specify) | - . | Cther (sp | ecify) | 1 □ Microfilm Re 1 □ Computer Tape Number □ Other (specify |
| 🗅 Audio Tape | 🗆 Video Tape | 🗆 Geograph | nical | 10. Annual Accumulation |
| J Bound Book | □ Floppy Disk | | gical | |
| 🗆 Legal Size | Computer Tape | 🗆 Numerica | J | Number D Computer Tap |
| XXLetter Size | Microfilm | 🖾 Alphabeti | cal | 80× File Drawer(□ Microfilm Re |
| 7. Record Series Forma | it(s) | 8. Record Series | Sequence | 9. Volume |
| | | | | |
| | ords include copie | | | s, customer records, and |
| Landfill Reco | | es of informationn/docum | | es. Include the purpose or function of the serie |
| 4. Record Series Title | And | Code of | fieg. 2 | 5. Earliest Year/Latest Year <u>1994</u> to <u>Pre</u> sent |
| DEFINITION - RECOR | D SERIES - A group of relate | d records normally filed a | and used as a unit for refere | nce as well as retention and disposition purpose |
| Charles Count | ty Government f Public Facilitie | Charl | es County ary Landfill | Administration |
| I, Department/Agency | | JESSI 2. Division | UP, MARYLAND 20794 | PAGE5_ OF10 3. Unit |
| | rint a separate form for each eries, forward with Record 3S 550-1) | RECORDS | MANAGEMENT DIVISION 5 WATERLOO ROAD P.O. BOX 275 | |
| | | DEPARTME | NT OF GENERAL SERVICE | S AGENCY RECORDS INVENTOR |

| Instructions - Type or Print a | a separate form for each | | T OF GENERAL SERVICES | |
|---|--|----------------------------------|---|--|
| new or revised record series ention Schedule (DGS 5 | , forward with Record | 7275 | WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794 | PAGE 6 OF 10 |
| I, Department/Agency | · | 2. Division | | 3. Unit |
| Charles County Department of P | | 4 | es County ary Landfill | Administration |
| DEFINITION - RECORD SE | RIES - A group of relate | ed records normally filed a | nd used as a unit for reference | e as well as retention and disposition purposes. |
| 4. Record Series Title | | | | 5. Earliest Year/Latest Year 1995 to Present |
| Purchases | | | | |
| Copies of invoid | es paid. | | | |
| 7. Record Series Format(s) | | 8. Record Series | Sequence | 9. Volume |
| x Cx Letter Size | Microfilm | Alphabetical | | XX File Drawer(s) |
| 🗆 Legal Size 🛛 🔾 | Computer Tape | ∑ ≭ Numerical | | 1 Computer Tape(s Number Other (specify) |
| Li Bound Book | Floppy Disk | | ical | |
| 🗅 Audio Tape 🛛 🗋 | Video Tape | 🗆 Geographi | ical | 10. Annual Accumulation XX File Drawer(s) |
| Other (specify) | | Cther (spe | xcify) | □ Microfilm Reel(1 □ Computer Tape(s Number □ Other (specify) |
| 11. File is Used Daily | XX Weekly | I Monthly | 12. File Becomes Inactive | After Month(s) XXX Year(s) |
| 13. Current Location(s) 12305 Billings Scalehouse | (Bldg., Floor, Room) ley Road East, | Waldorf, MD | 14. Is Record Series Dup (If yes, specify agend XIX Yes D | y or office) |
| 5. Access Restrictions (If Yes, cite Law(s) & Re | □ Yes x5x No egulation(s) | | 16. Audit Requirements · · · · · · · · · · · · · · · · · · · | · · · · · · · · · · · · · · · · · · · |
| | 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software Yes XIX No | | 18. Recommended Retention RETAIN FOR- 3 Yr. AND LINTLE ALL HINT FEILUICHE Three years | |
| any hadware/software | | y and describe | , | |
| any hadware/software | | y and describe | AND UNTIL, Three years Have been Destroy | |
| any hadware/software | XEX No | 20. Telephone Number | Have been DESTroy | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record ention Schedule (DGS 550-1) | RECORDS N 7275 V F | OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 | |
|---|--|---|---|
| 1, Department/Agency Charles County Government Department of Public Facilities | 2. Division Charles | 9. MARYLAND 20794 9. County 1. County | PAGE 7_ OF 10 3. Unit Administration |
| DEFINITION - RECORD SERIES - A group of related | records normally filed and | d used as a unit for reference | as well as retention and disposition purposes. |
| 4. Record Series Title Weigh Tickets - Inactive | | | 5. Earliest Year/Latest Year <u>FY94</u> to <u>FY95</u> |
| 6. Record Series Description (Briefly describe the type Weigh tickets for use of lands | | nts/forms found in the series. | Include the purpose or function of the series. |
| 7. Record Series Format(s) Letter Size Legal Size J Bound Book Audic Tape XCCOther (specify) Bundled | 8. Record Series Se Alphabetical Numerical SEX Chronologic Geographica Other (speci | al | 9. Volume 2 Øx File Drawer(s) I Microfilm Reel(s) Number Øx Other (specify) Shelf 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) |
| 11. File is Used Daily Deity | | 12. File Becomes Inactive | After] Month(s) |
| 13. Current Location(s) (Bldg., Floor Room) 12305 Billingsley Road East, V | Valdorf, MD | 14. Is Record Series Dupli (If yes, specify agency Ves D | |
| 15. Access Restrictions 	☐ Yes 	X⊠ No (If Yes, cite Law(s) & Regulation(s) | · · · · · · · · · · · · · · · · · · · | 16. Audit Requirements | te 🗆 Federal 🗇 Independent |
| 17. Is an Index System Used? (If yes, explain briefly any hadware/software □ Yes 조조 No | and describe | 18 Recommended Retenti Permanent | on |
| 19. Name and Title of Preparer 20 Tricia Byard Weigh Clerk 35 550-4 (Rev. 1/93) |). Telephone Number 301-932-9 | | 1. Date April 25, 1997 |

| | rint a separate form for eac eries, forward with Record | h RECORDS | NT OF GENERAL SERVIC MANAGEMENT DIVISION WATERLOO ROAD | | |
|---|--|---|--|---|--|
| ention Schedule (DG | is 550-1) | JESSU | P.O. BOX 275 JP, MARYLAND 20794 | PAGE <u>8</u> OF <u>10</u> | |
| • I, Department/Agency | | 2. Division | | 3. Unit | |
| Charles Count Department of | y Government Public Faciliti | | es County ary Landfill | Personnel | |
| DEFINITION - RECORD |) SERIES - A group of rela | ted records normally filed a | ind used as a unit for refer | ence as well as retention and disposition purposes. | |
| 4. Record Series Title Personnel Reco | ords | | | 5 Earliest Year/Latest Year <u>1976</u> to <u>Pres</u> ent | |
| 6. Record Series Descri | ption (Briefly describe the t | ypes of informationn/docum | ents/forms found in the sa | ries. Include the purpose or function of the series. | |
| | luations and not | | | | |
| | | | 1 5 | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | · | | | |
| 7. Record Series Format | (s) · | 8. Record Series | Sequence | 9. Volume - XXI File Drawer(s) | |
| XXLetter Size | 🗆 Microfilm | SX Alphabetic | ai | 🗆 Microfilm Reel(s) | |
| 🗆 Legal Size | Computer Tape | | | 1 □ Computer Tape(s) Number □ Other (specify) | |
| J Bound Book | Floppy Disk | SX Chronolog | lical | | |
| 🗅 Audio Tape | 🗆 Video Tape | 🗆 Geograph | ical | 10. Annual Accumulation XI File Drawer(s) | |
| Other (specify) | | Cther (spe | əcify) | ☐ Microfilm Reel(s) 1 □ Computer Tape(s) | |
| | - | | | Number Dother (specify) | |
| 11. File is Used | <u></u> | <u>_</u> | 12. File Becomes Inact | ive After | |
| 🗆 Daily | XX Weekiy | Monthly | Number | Month(s) Year(s) | |
| • • • • | · | | When employ | yment is terminated | |
| 13. Current Location(s) | (Bldg., Floor, Room) gsley Road East, | Uoldorf MD | 14. Is Record Series D (If yes, specify age | | |
| Superintende | | waldori, MD | XOX Yes □ No Main DPF Office | | |
| 15. Access Restrictions (If Yes, cite Law(s) | X⊒X Yes □ N & Regulation(s) | | 16. Audit Requirements | | |
| Confidential | | | XDZ None 🗖 | State 🗆 Federal 🔲 Independent | |
| | Jsed? (If yes, explain brief | fly and describe | 18. Recommended Retention RETAIN FSC 31/5 | | |
| any hadware/software | | 18. Recommended Retention RETAIN For 3/1- AFTER TERMINIATION, Then | | | |
| | | | DESTRY | | |
| | | | | · | |
| 19. Name and Title of Pr | eparer | 20. Telephone Number | | 21. Date | |
| Tricia Byard Weigh Clerk | | 301-932- | -9038 | April 25, 1997 | |
| , nothin oterk | · · · | | | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | RECORDS | NT OF GENERAL SERVICE MANAGEMENT DIVISION WATERLOO ROAD | | |
|---|-------------------------|---|---|--|
| tention Schedule (DGS 550-1) | | P.O. BOX 275 JP, MARYLAND 20794 | PAGE <u>9</u> OF <u>10</u> | |
| ▼I, Department/Agency | 2. Division | | 3. Unit | |
| Charles County Government Department of Public Facilities | | es County ary Landfill | Personnel | |
| DEFINITION - RECORD SERIES - A group of related re | ecords normally filed a | and used as a unit for refere | nce as well as retention and disposition purposes. | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | |
| Uniform Records/Boot Receipts | | | <u>1976</u> to <u>Pre</u> sent | |
| 6. Record Series Description (Briefly describe the types Records for uniforms and boots f | | | , | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume | |
| XXLetter Size 🛛 Microfilm | XX Alphabetic | | ⊠x File Drawer(s) □ Microfilm Reel(s) | |
| Legal Size Computer Tape | | | 1/2 Computer Tape(s) | |
| | | | Number 🗆 Other (speaty) | |
| | | - | 10. Annual Accumulation | |
| D Audio Tape D Video Tape | 🗆 Geograph | | ×⊠ File Drawer(s) □ Microfilm Reel(s) | |
| □ Other (specify) | Cther (sp | ecity) | 1/2 □ Computer Tape(s) Number □ Other (specify) | |
| 11. File is Used Daily XXI Weekly | Monthly | 12. File Becomes Inactin | ve After Month(s) | |
| | | Number When employm | ent is terminated. | |
| 13. Current Location(s) (Bldg., Floor, Room) 12305 Billingsley Road East, Wa Scalehouse | aldorf, MD | 14. Is Record Series Du (If yes, specify age □ Yes ౫ | | |
| | <u> </u> | | | |
| 15. Access Restrictions 	☐ Yes 	X⊠ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | | |
| | | x⊠t None ⊡ S | tate 🗆 Federal 🔲 Independent | |
| 17. Is an Index System Used? (If yes, explain briefly an any hadware/software | nd describe | 18. Recommended Retention REFEIRS FS- 34/3 | | |
| ⊡ Yes X⊒X No | | Three years | - hand - | |
| | | Pequitem | ents nare been | |
| · · · · · · · · · · · · · · · · · · · | | Filed: | THEN DESTROY. | |
| 19. Name and Title of Preparer 20. | Telephone Number | | 21. Date | |
| Tricia Byard Weigh Clerk | 301-932- | -9038 | April 25, 1997 | |
| GS 550-4 (Rev. 1/93) | | | | |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record | n RECORDS | NT OF GENERAL SERVIC MANAGEMENT DIVISION WATERLOO ROAD | |
|---|-----------------------------|--|---|
| ention Schedule (DGS 550-1) | JESSI | P.O. BOX 275 JP, MARYLAND 20794 | PAGE <u>10</u> CF <u>10</u> |
| • I, Department/Agency | 2. Division | _ | 3. Unit |
| Charles County Government Department of Public Faciliti | 1 | es County ary Landfill | Personnel |
| DEFINITION - RECORD SERIES - A group of relat | ed records normally filed a | nd used as a unit for refere | nce as well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year 1994 _{to} Pr <u>e</u> sent |
| Time Cards/Leave Records | | | |
| 6. Record Series Description (Briefly describe the ty | pes of informationn/docum | ients/forms found in the ser | ies. Include the purpose or function of the series. |
| Original time cards/leave sli | ps/leave records | 5. | |
| | • | | |
| | | | |
| | | | |
| · · · · · · · · · · · · · · · · · · · | | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| Letter Size Microfilm | X Alphabetic | · | - Eile Drawer(s) |
| Legal Size Computer Tape | | | 1 □ Computer Tape(s) Number ⊊ Other (specify) |
| Bound Book | | | Box |
| □ Audio Tape □ Video Tape | | | 10, Annual Accumulation |
| Souther (specify) | | | ☐ File Drawer(s) ☐ Microfilm Reel(s) |
| Time cards/box | | | L Computer Tape(s) Number X⊠ Other (specify) Box |
| 11. File is Used | | 12. File Becomes Inact | |
| Daily SDWeekly | Monthly | Number | ☐ Month(s) ⊠X Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Di (If yes, specify age | |
| 12305 Billingsley Road East, Scalehouse | Waldorf, MD | | |
| 15. Access Restrictions X⊠ Yes □ N | 0 | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulation(s) | | | State 🗆 Federal 🛛 🕰 Independent |
| Confidential Records | | | |
| Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Reta | ANTIN FER 3413 - HIL HUDIT |
| □ Yes XEX No | | Pere years | monts have bee |
| | | File, 1/01 | THEN DESTRU |
| 19. Name and Title of Preparer | 20. Telephone Number | y or prince | 21. Date |
| Tricia Byard Weigh Clerk | 301-932- | -9038 | April 25, 1997 |
| GS 550-4 (Rev. 1/93) | | | |

| R. Shannon Admin Secretary | 301-932. | 3450 | Niey 5, 1997 |
|---|--------------------------|---|--|
| 19. Name and Title of Preparer | 20. Telephone Number | ICALLY TO T | He Md. STATE ABCHIN |
| 17. Is an Index System Used? (If yes, explain brief any hadware/software □ Yes □ ℃ No | fly and describe | 18. Recommended Reter Files should h legal deeds, e PerMANEA | be maintained as they contain |
| 15. Access Restrictions □ Yes XXNo (If Yes. cite Law(s) & Regulation(s) | | 16. Audit Requirements 전 None 	 S | tate 🗆 Federal 🔅 Independent |
| 13. Current Location(s) (Bldg., Floor, Room) Superintendent's Office, | Road's Shop | 14. Is Record Series Du (If yes, specify agen □ Yes X2 | cy or office) |
| 11. File is Used □ Daily □ Weekly | XIX Monthly | 12. File Becomes Inactiv | e After D Month(s) D Year(s) |
| ☐ Audio Tape ☐ Video Tape ☐ Other (specify) | Geographi Cther (spe | | 10. Annual Accumulation File Drawer(s) 50 Number X FUL S |
| Bound Book Generation Floppy Disk | | ical | |
| □ Letter Size □ Microfilm XXLegal Size □ Computer Tape | XIX Alphabetic | al | XIX File Drawer(s) Image: Computer Tape(s) Number |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| | | •• | |
| 6. Record Series Description (Briefly describe the t Deeds and Inspection Repo | | | |
| Charles County Roads | t : t | | <u>'86</u> to <u>'97</u> |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year |
| DEFINITION - RECORD SERIES - A group of rela | | | ace as well as retention and disposition numoses |
| I, Department/Agency | 2. Division Roads | | 3. Unit |
| ention Schedule (DGS 550-1) | JESSU | P.O. BOX 275 IP, MARYLAND 20794 | PAGE OF |
| Instructions - Type or Print a separate form for eac | h RECORDS | NT OF GENERAL SERVICE MANAGEMENT DIVISION WATERLOO ROAD | S AGENCY RECORDS INVENTORY |

| Instructions - Type or Print a separate form for each | Instructions - Type or Print a separate form for each w or revised record series, forward with Record itention Schedule (DGS 550-1) DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | S AGENCY RECORDS INVENTORY |
|---|---|--|--|
| | | | PAGE 1 OF |
| I, Department/Agency | 2. Division | | 3. Unit |
| DPF | Roads | | |
| DEFINITION - RECORD SERIES - A group of related rec | ords normally filed a | and used as a unit for referen | nce as well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year '92 to '95 |
| Road Maintenance | | | |
| 6. Record Series Description (Briefly describe the types of | f informationn/docun | nents/forms found in the serie | as. Include the purpose or function of the series. |
| FY '92-95 Overlay, Slurry Sea ('92-95) | T ('92-95), | Line Striping (' | 92-95), Shoulder Maintenance |
| 7. Record Series Format(s) | 8. Record Series | Somenco | 9. Volume |
| Letter Size Microfilm | XX Alphabeti | - | b File Drawer(s) |
| v⊟rLegal Size □ Computer Tape | | | Number Cther (specify) |
| Bound Book D Floppy Disk | | • | |
| Audio Tape 🗆 Video Tape | Geograph | • | 10. Annual Accumulation |
| Other (specify) | Cther (sp | | File Drawer(s) Microfilm Reel |
| | | | □ Computer Tape(Number □ Other (specify) |
| 1. File is Used □ Daily □ Weekly | Monthly | 12. File Becomes Inactiv | e After D Month(s) D Year(s) |
| Occasionalley | | Number | · · · · |
| 3. Current Location(s) (Bldg., Floor, Room) Superintendent's Office, Road | 's Shop | 14. Is Record Series Dur (If yes, specify agen ☐ Yes X | cy or office) |
| 5. Access Restrictions □ Yes XX No | | 16. Audit Requirements | · · · · · · · · · · · · · · · · · · · |
| (If Yes. cite Law(s) & Regulation(s) | | ⊡ None ⊡ Si | tate 🛛 Federal 🛛 Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software Yes XX No | | 18. Recommended Retention | |
| | | 3¥# | rs |
| | | | |
| R. Name and Title of Preparer 20. T | Felephone Number | | 21. Date |
| | | | May 5, 1997 |

| | | | <u> </u> |
|--|-------------------------|--|---|
| Instructions - Type or Print a separate form for each | RECORDS | NT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD | AGENCY RECORDS INVENTORY |
| tention Schedule (DGS 550-1) | JESSU | P.O. BOX 275 JP, MARYLAND 20794 | PAGE <u>1</u> OF <u>1</u> |
| DPF | 2. Division Roads | | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related re | ecords normally filed a | and used as a unit for reference a | s well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year |
| Personnel Files | | | <u>'86</u> to <u>90</u> |
| 6. Record Series Description (Briefly describe the types | of informationn/docum | nents/torms found in the series. I | nclude the purpose or function of the series. |
| Personnel Files, Time Cards, | Leave Record | ds, etc. | |
| | | | |
| | | | |
| | | | |
| | | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| Letter Size Microfilm | X Alphabeti | cal | XX File Drawer(s) |
| | D Numerical | | Number D Computer Tape(s |
| Bound Book Floppy Disk | Chronological | | |
| 🗖 Audio Tape 🛛 Video Tape | Geographical | | 10. Annual Accumulation |
| □ Other (specify) | Cther (specify) | | Microfilm Reel(|
| | | | Number 🗆 Other (specify) |
| 11. File is Used | | 12. File Becomes Inactive Aft | er · |
| 🗆 Daily 🗆 Weekly | Monthly | Number | Month(s) |
| Seldom | | | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) | |
| Superintendent's Office, Roa | a's Snop | ⊡ Yes x∰ I | No |
| 15. Access Restrictions XX Yes INO | | 16. Audit Requirements | |
| (If Yes. cite Law(s) & Regulation(s) | | 🗆 None 🗆 State | 🗆 Federal 🔲 independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention Files should be maintained unlass otherwis | |
| □ Yes ⊏X No | | | BYTS AFTER |
| | | TERRINATIZ | N, Then Destra |
| | Telephone Number | 21. | Date |
| R. Shannon | 301.932- | 3450 3 | 5:/5/97 |
| Adnin, Secretary | | | |

| 19. Name and Title of Preparer R. Shann Admin. Secretary | 20. Telephone Number $301-932$ | | . Date Каң 5,1997 |
|---|---|---|---|
| 17. Is an Index System Used? (If yes, explain brie any hadware/software Yes X No Yes X No | | Reguirement Fulfilled | INTILAIL HILLE |
| 15. Access Restrictions XX Yes □ No (If Yes. cite Law(s) & Regulation(s) | | 16. Audit Requirements | |
| 13. Current Location(s) (Bldg., Floor, Room) Superintendent's Office, | Roads Shop | 14. Is Record Series Duplic (If yes, specify agency C Yes CXX | |
| 11. File is Used Daily Dever Never | 🗆 Monthly | 12. File Becomes Inactive / Number | After Month(s) 🗆 Year(s) |
| □ Audio Tape □ Video Tape □ Other (specify) | Geograph Geograph Groegraph Groegraph | | File Drawer(s) File Drawer(s) Microfilm Reel(s Computer Tape(s) Number Other (specify) |
| Bound Book Floppy Disk | | | 10. Annual Accumulation |
| ଂଫୁ Legal Size 🛛 Computer Tape | | I . | C □ Computer Tape(s Number □ Other (specify) |
| 7. Record Series Format(s) | 8. Record Series | - | 9. Volume X File Drawer(s) Microfilm Reel(: |
| | | | |
| Weekly time reported for | individual empl | oyees . | |
| 6. Record Series Description (Briefly describe the t | | | Include the purpose or function of the series. |
| 4. Record Series Title Weekly Employee Time Shee | ts | | 5. Earliest Year/Latest Year <u>87</u> to <u>88</u> |
| DEFINITION - RECORD SERIES - A group of rela | ted records normally filed a | and used as a unit for reference | as well as retention and disposition purposes. |
| I, Department/Agency DPF | 2. Division Roads | | 3. Unit |
| w or revised record series, forward with Record (ention Schedule (DGS 550-1) | | 5 WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794 | PAGE <u>1</u> OF <u>1</u> |
| structions - Type or Print a separate form for each RECORDS M | | NT OF GENERAL SERVICES MANAGEMENT DIVISION | AGENCY RECORDS INVENTORY |

| Instructions - Type or Print a separate form for each w or revised record series, forward with Record tention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVI RECORDS MANAGEMENT DIVISIO 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | | |
|--|---|---|--|--|
| I, Department/Agency DPF | 2. Division Roads | 3. Unit | | |
| DEFINITION - RECORD SERIES - A group of related | records normally filed and used as a unit for refe | erence as well as retention and disposition purposes. | | |
| 4. Record Series Title Signal Maintenance | | 5. Earliest Year/Latest Year 96 to present | | |
| 6. Record Series Description (Briefly describe the type Agreements on Signal Maint | | series. Include the purpose or function of the series. | | |
| 7. Record Series Format(s) XXLetter Size I Microfilm I Legal Size I Computer Tape | 8. Record Series Sequence | 9. Volume Volume V/20 Number 9. Volume Microfilm Reel(Computer Tape(s Other (specify) | | |
| Bound Book Floppy Disk Audio Tape Video Tape Other (specify) | Image: Chronological Image: Geographical Image: Cther (specify) Image: Cther (specify) | 10. Annual Accumulation File Drawer(s) Microfilm Reel(Computer Tape(s) Number Dother (specify) | | |
| I1. File is Used □ Daily □ Weekly | XX Monthly 12. File Becomes Ina | Lictive After Month(s) Year(s) | | |
| 13. Current Location(s) (Bldg., Floor, Room) Roads, Storage Room (Office | | Duplicated Elsewhere? gency or office) 닷 No | | |
| 15. Access Restrictions 	☐ Yes | | 16. Audit Requirements | | |
| 17. Is an Index System Used? (If yes, explain briefly any hadware/software Yes G No | Should retain | etention due to nature of subject. SILWA + XYR | | |
| P Sh . | 10. Telephone Number 301-932-3450 | 21. Date May 5,1997 | | |

| Instructions - Type or Print a separate form for each w or revised record series, forward with Record | RECORDS | NT OF GENERAL SERVICES MANAGEMENT DIVISION 5 WATERLOO ROAD | AGENCY RECORDS INVENTORY | |
|---|--------------------------|--|--|--|
| tention Schedule (DGS 550-1) | JESS | P.O. BOX 275 UP, MARYLAND 20794 | PAGE 1 OF 1 | |
| ▼ 1, D epartment/Agency | 2. Division | ······ | 3. Unit | |
| DPF | Roads | | | |
| DEFINITION - RECORD SERIES - A group of related | records normally filed a | and used as a unit for reference a | as well as retention and disposition purposes. | |
| 4. Record Series Title Board of Education | | | 5. Earliest Year/Latest Year <u>'96</u> to <u>'96</u> | |
| 6. Record Series Description (Briefly describe the type | s of informationn/docun | nents/forms found in the series. | include the purpose or function of the series. | |
| Road repairs for schools an | | | | |
| | | | | |
| | | • | | |
| | | | | |
| | | | | |
| 7. Record Series Format(s) | 8. Record Series | Soguence | 9. Volume | |
| | Alphabeti | • | File Drawer(s) | |
| | | | Computer Tape(s) | |
| GyLegal Size □ Computer Tape | | - | Number | |
| Bound Book Floppy Disk | | | 10. Annual Accumulation | |
| 🗅 Audio Tape 🔲 Video Tape | 🗆 Geograph | | ☐ File Drawer(s) | |
| Other (specify) | Cother (specify) | | Number D Computer Tape(s) | |
| | | | | |
| 11. File is Used | | 12. File Becomes Inactive Af | ter | |
| 🗆 Daily 🗖 Weekly | | | Month(s) □ Year(s) | |
| Never | | | <u></u> | |
| 13. Current Location(s) (Bldg., Floor, Room) Superintendent's Office, Ro | | 14. Is Record Series Duplicat (If yes, specify agency o | | |
| Superintendent's Office, Ro | ad's Shop | ⊡ Yes XXX | No | |
| 15. Access Restrictions □ Yes ☑XNo | | 16. Audit Requirements | | |
| (If Yes. cite Law(s) & Regulation(s) | | D None D State | 🗆 Federal 🛛 Independent | |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention RETAINFER 3/15 AVID UNTIL AIL FURDIT REGUITEMENTS DAVE LOCAL | | |
| □ Yes XX No | | AND UNTIL AIL FINDIT, | | |
| | | Reguireme | NTS have beer | |
| | | | | |
| 19. Name and Title of Preparer 20 | . Telephone Number | | Date | |
| R shannm) | 301-932-3 | | | |
| admir Secretary | JAI 022 - | | iy 5,1997 | |

| Instructions - Type or Print a separate form for each w or revised record series, forward with Record | revised record series, forward with Record 7275 WATERLOO R | | AGENCY RECORDS INVENTORY |
|---|--|--|--|
| rention Schedule (DGS 550-1) | JESS | P.O. BOX 275 UP, MARYLAND 20794 | PAGE OF |
| J, Department/Agency | 2. Division | | 3. Unit |
| DPF | Roads | | |
| DEFINITION - RECORD SERIES - A group of relate | d records normally filed | and used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year <u>95</u> to <u>pre</u> sent |
| Blanket Permits | <u></u> | <u> </u> | <u> </u> |
| 6. Record Series Description (Briefly describe the typ | | | idude the purpose or function of the series. |
| Copies of all utility perm | its issued for | County Roads. | |
| · | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 7. Record Series Format(s) | 8. Record Series | · · · · · | 9. Volume |
| ALetter Size D Microfilm | 🗆 Alphabeti | cal | III Microfilm Ree |
| Legal Size Computer Tape | 🗆 Numerica | LI L | Number Cther (specify) |
| Bound Book G Floppy Disk | | gical | |
| 🗅 Audio Tape 🛛 Video Tape | Geograph | nical . | 10. Annual Accumulation |
| □ Other (specify) | Cther (sp | ecify) | Microfilm Reel |
| | | | □ Computer Tape(s Number □ Other (specify) |
| 11. File is Used | | 12. File Becomes Inactive After | / |
| Daily Deekly | Monthly | | Month(s) 🖸 Year(s) |
| | | | |
| Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate | |
| Road's Office, Storage Roo | m | (If yes, specify agency or Yes XA N | omce) Io |
| 5. Access Restrictions | · · · · · · · · · · · · · · · · · | 16. Audit Requirements | |
| (If Yes. cite Law(s) & Regulation(s) | | | |
| | | 🗆 None 🖸 State | Federal Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software Yes XX No | | 18. Recommended Retention | |
| | | Retention recomme | nded due to nature of |
| ***** | | aubioat | |
| | | 3yrs | (Phm HASORICINAL) |
| | | Щ | Date |
| 7. Name and Title of Preparer | 20. Telephone Number | | |

| | | | . <u></u> | |
|--|-------------------------|--|--|--|
| Instructions - Type or Print a separate form for each w or revised record series, forward with Record | RECORDS | NT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO RCAD | AGENCY RECORDS INVENTORY | |
| stention Schedule (DGS 550-1) | | P.O. BOX 275 JP, MARYLAND 20794 | PAGE _1 OF | |
| I. Department/Agency | 2. Division | | 3. Unit | |
| DPF | Roads | | | |
| DEFINITION - RECORD SERIES - A group of related r | ecords normally filed a | and used as a unit for reference as | well as retention and disposition purposes. | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year topresent | |
| Correspondence | | | | |
| 6. Record Series Description (Briefly describe the types | of informationn/docum | nents/forms found in the series. In | idude the purpose or function of the series. | |
| All major correspondence rec | ceived by Road | ls/M. Mudd | | |
| | | | | |
| | | | | |
| | | | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume X File Drawer(s) | |
| A Letter Size □ Microfilm | C Alphabetic | cal | ズ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) | |
| 🗆 Legal Size 🛛 Computer Tape | | I | Number D Other (specify) | |
| 🛛 Bound Book 🛛 Floppy Disk | 🗴 Chronolog | jical . | 10. Annual Accumulation | |
| 🗅 Audio Tape 🛛 Video Tape | 🗆 Geograph | ical | File Drawer(s) | |
| Other (specify) | Cther (spe | əcify) | □ Computer Tape(s) Number □ Other (specify) X Full | |
| 11. File is Used IX Daily ☐ Weekly | Monthly | 12. File Becomes Inactive Afte | ər Month(s) 🛛 Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) | <u></u> | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) □ Yes 및 No | | |
| Road's Office, Storage Room | | | | |
| 15. Access Restrictions | | 16. Audit Requirements | | |
| (If Yes. cite Law(s) & Regulation(s) | | 🗆 None 🗖 State | D Federal D Independent | |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention | | |
| 🗆 Yes 🖾 No | | Retention-recommended | | |
| | | Use Treve Retention | mL hile | |
| 19. Name and Title of Preparer 20. R. Shanno 20. | Telephone Number | | · · · · | |
| admin. Secretary | | | | |
| S 550-4 (Rev. 1/93) | | <i>P</i> A | | |

| Instructions - Type or Print a separate form for each w or revised record series, forward with Record cention Schedule (DGS 550-1) | RECORDS 7275 | NT OF GENERAL SERVICES 5 MANAGEMENT DIVISION 5 WATERLOO ROAD P.O. BOX 275 UP, MARYLAND 20794 | AGENCY RECORDS INVENTORY |
|--|----------------------------|--|--|
| , Department/Agency | 2. Division | UP, MARTLAND 20194 | 3. Unit |
| DPF | | | S. Om |
| | Roads | <u></u> | |
| DEFINITION - RECORD SERIES - A group of relate | d records normally filed a | and used as a unit for reference a | as well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year topresent |
| Sign Requests | <u></u> | | |
| 6. Record Series Description (Briefly describe the typ | bes of informationn/docum | nents/forms found in the series. | Include the purpose or function of the series. |
| Requests/work done on sign | ns from other d | epartments throughout | ut the County government. |
| · | | | |
| · | | | |
| | | | |
| | | | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| ∰ Auter Size □ Microfilm | 🗆 Alphabeti | cal | A File Drawer(s) |
| □ Legal Size □ Computer Tape | Numerica | 4 | <u>///</u> □ Computer Tape(: Number □ Other (specify) |
| 🗆 Bound Book 🛛 Floppy Disk | | nical | |
| □ Audio Tape □ Video Tape | | - | 10. Annual Accumulation |
| Other (specify) | □ Cther (sp | | File Drawer(s) Microfilm Reel |
| | | | Number Computer Tape(s Number Other (specify) |
| | | | |
| 11. File is Used Daily XXWeekly | Monthly | 12. File Becomes Inactive Al | iter Month(s) 🖸 Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplica | ted Elsewhere? |
| Roads Office, Storage Room | 1 | (If yes, specify agency o | |
| | | | |
| 15. Access Restrictions 	☐ Yes XX No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | |
| | | XXX None 🗆 State | D Federal D Independent |
| 7. Is an Index System Used? (If yes, explain briefly | and describe | 18. Recommended Retention | ······································ |
| any hadware/software | | | |
| □ Yes XX No | | NEITIN DI | 3 JRS, Ther |
| | | Pasiroy | • |
| | 20. Telephone Number | 21. | Date |
| 9. Name and Title of Preparer |). Telephone Number 21. D | | |
| 9. Name and Title of Preparer R. Sharron admin Sicretary | 301-932-34 | 150 M | ay 5,1997 |

| Instructions - Type or Print a separate form for each v or revised record series, forward with Record | RECORDS | NT OF GENERAL SERVICES MANAGEMENT DIVISION 5 WATERLOO ROAD | AGENCY R | ECORDS INVENTORY |
|---|--|---|---|--|
| cention Schedule (DGS 550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE | <u> 1 of 1 </u> |
| I, Department/Agency | 2. Division | | 3. Unit | |
| DPF | Roads | | | |
| DEFINITION - RECORD SERIES - A group of related rec | ords normally filed a | and used as a unit for reference as | well as retention a | nd disposition purposas. |
| 4. Record Series Title Vehicle/Equipment Information | 1 | | 5. Earliest Year/ <u>'96</u> to <u>r</u> | Latest Year <u>Dres</u> ent |
| 6 Record Series Description (Briefly describe the types o Serial #s, locations, etc., f | | | | |
| 7. Record Series Format(s) | 8. Record Series | cal | 9. Volume <u> 1/20</u> Number | A File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) |
| Bound Book | I Geograph I Geograph I Other (spa | ical . | 10. Annual Accu | mulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) |
| 11. File is Used Daily XXWeekly | Monthly | 12. File Becomes Inactive Afte | n Nonth(s) | □ Year(s) |
| 13. Current Location(s) (Bldg., Floor, Room) Roads Office, Storage Room | | 14. Is Record Series Duplicate (If yes, specify agency or □ Yes \$\$\$X N | office) | |
| 15. Access Restrictions □ Yes KX No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | D Federal | Independent |
| 17. Is an Index System Used? (If yes, explain briefly and any hadware/software □ Yes XX No | describe | 18. Recommended Retention Life of e Vehicle plus Destroy | / | For THO menst/ Ther |
| 19. Name and Title of Preparer 20. 1 | Felephone Number | 21. [| Date | |

| Instructions - Type or Print a separate form for each raw or revised record series, forward with Record stention Schedule (DGS 550-1) | RECORDS 7275 | IT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 IP, MARYLAND 20794 | AGENCY RECORDS INVENTORY |
|--|--|--|--|
| I, Department/Agency DPF | 2. Division Roads | | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related reco | l ords normaily filed a | nd used as a unit for reference as | well as retention and disposition purposes. |
| 4. Record Series Title Department of Natural Resource | s | | 5. Earliest Year/Latest Year <u>'94</u> to <u>pre</u> sent |
| 6. Record Series Description (Briefly describe the types of | informationn/docum | ents/forms found in the series. In | iclude the purpose or function of the series. |
| Information on wetlands, wildl | ife & tree | permits | -WhATZ |
| | | DNR | - - |
| | | DNR Regs - | · |
| 7. Record Series Format(s) XX Letter Size I Microfilm I Legal Size I Computer Tape Bound Book I Floppy Disk Audio Tape I Video Tape Other (specify) | 8. Record Series 3 Alphabetic Numerical XX Chronolog Geographi Cther (spe | al ical cal | 9. Volume A File Drawer(s) Microfilm Reel(s) Number 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Computer Tape(s) Computer Tape(s) Computer Tape(s) Computer Tape(s) |
| 11. File is Used Daily Deekly | 疑XMonthly | 12. File Becomes Inactive After | I or Month(s) |
| 13. Current Location(s) (Bldg., Floor, Room) Roads Office, Storage Room | | 14. Is Record Series Duplicate (If yes, specify agency or □ Yes 챔X N | office) |
| I5. Access Restrictions 	☐ Yes XX No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | D Federal D Independent |
| 7. Is an Index System Used? (If yes, explain briefly and a any hadware/software □ Yes XX No | describe | 18. Recommended Retention | NPIKED |
| 1 Shannon | elephone Number - 932 - 345 | 21. 1 50 Ma | Date Date 5,1997 |

| | ····· | | |
|--|---|---|---|
| Instructions - Type or Print a separate form for each w or revised record series, forward with Record | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD | | AGENCY RECORDS INVENTORY |
| Jention Schedule (DGS 550-1) | | P.O. BOX 275 IP. MARYLAND 20794 | PAGE OF |
| , Department/Agency DPF | 2. Division Roads | | 3. Unit |
| DEFINITION - RECORD SERIES - A group of related reco | ords normally filed a | nd used as a unit for reference a | s well as retention and disposition purposes. |
| 4. Record Series Title Athletic Field Information | | | 5. Earliest Year/Latest Year 94_ to _present |
| 6. Record Series Description (Briefly describe the types of | informationn/docum | ents/forms found in the series. I | Include the purpose or function of the series. |
| Copies of bills, overtime, et | c., for athl | etic field projects | done by Roads. |
| | | | |
| | | | |
| | | | |
| | T | | · · · · · · · · · · · · · · · · · · · |
| 7. Record Series Format(s) | 8. Record Series | - | 9. Volume |
| XXLetter Size □ Microfilm | | | <u> </u> |
| Legal Size Computer Tape | D Numerical | | Number Other (specify) |
| Bound Book G Floppy Disk | | ical . | 10. Annual Accumulation |
| 🗅 Audio Tape 🛛 Video Tape | 🗆 Geographi | cal | File Drawer(s) Microfilm Reel(s |
| □ Other (specify) | Cther (spe | city) | Number D Computer Tape(s) |
| 11. File is Used Daily Deekly | TX Monthly | 12. File Becomes Inactive At | ter Month(s) |
| | | | |
| Current Location(s) (Bldg., Floor, Room) Roads Office, Storage Room | | 14. Is Record Series Duplicat (If yes, specify agency o □ Yes DXX | r office) |
| 15. Access Restrictions | · | 16. Audit Requirements | |
| (If Yes, cite Law(s) & Regulation(s) | | None State | Federal Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention | RETAIN FOR 3413 All Hudit |
| D Yes 🕂 No | | - | NTS have been |
| | | tultillas Th | ter Destrayed. |
| | | <u> </u> | |
| 19. Name and Title of Preparer 20. T R. Shanon | Felephone Number | 21. | Date |

| Instructions - Type or Print a separate form for each | RECORDS | NT OF GENERAL SERVICES S MANAGEMENT DIVISION 5 WATERLOO ROAD | AGENCY RECORDS INVENTORY | |
|---|-----------------------|--|---|--|
| stention Schedule (DGS 550-1) | JESS | P.O. BOX 275 UP, MARYLAND 20794 | PAGE <u>1</u> OF <u>1</u> | |
| I, Department/Agency | 2. Division | | 3. Unit | |
| DPF | Roads | | | |
| DEFINITION - RECORD SERIES - A group of related re- | | and used as a unit for reference a | s well as retention and disposition purposes. | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | |
| Personnel Files | | | <u>90</u> to <u>pre</u> sent | |
| 6. Record Series Description (Briefly describe the types of | of informationn/docum | nents/forms found in the series. I | nclude the purpose or function of the series. | |
| Personnel Files, Time Cards, | Pavroll Sum | mary Records Driver | Safety Information | |
| Uniform information, Accident | | | Safety Information, | |
| onitorm information, acciden | cynnjury for | | | |
| | | | | |
| | | | | |
| | | · | · · · · · · · · · · · · · · · · · · · | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume | |
| ₩Letter Size ☐ Microfilm | XX Alphabetical | | ☐ Microfilm Reel(| |
| 🗆 Legal Size 🛛 Computer Tape | Numerical | | Number Other (specify) | |
| Bound Book D Floppy Disk | | gical | 2 Complete File Drawers | |
| 🗅 Audio Tape 🛛 Video Tape | 🗆 Geograph | ical . | 10. Annual Accumulation | |
| Cther (specify) | Cther (sp | ecify) | ☐ Microfilm Reel(☐ Computer Tape(s | |
| | | | Number D Other (specify) | |
| 11. File is Used | - <u>.</u> | 12. File Becomes Inactive Aft | | |
| 🔀 Daily 🖸 Weekly | Monthly | D Month(s) D Year(s) | | |
| | | | | |
| 13. Current Location(s) (Bidg. Floor, Room) Roads Office, Storage Room | | 14. Is Record Series Duplicate (If yes, specify agency or | | |
| | | | No | |
| 15. Access Restrictions XX Yes D No | | 16. Audit Requirements | | |
| (If Yes. cite Law(s) & Regulation(s) | | □ None □ State | 🗇 Federal 🛛 Independent | |
| | | | · _ · _ · · | |
| | | 18. Recommended Retention RETAIN FOR 3413 | | |
| Is an Index System Used? (If yes, explain briefly and any hadware/software | 1 describe | 18. Recommended Retention | RETAIN FOR 3413 | |
| any hadware/software | • | 18. Recommended Retention | RETAIN FOR 3413 | |
| | Lotus | 18. Recommended Retention | RETAIN FOR 3413 110 ATION, THEN | |
| any hadware/software XXXX Yes 🗆 No Some is on | Lotus | 18. Recommended Retention | RETAIN For 3/13 110 ATION, THEN DESTROY | |
| any hadware/software XXXX Yes D No Some is on Application 9. Name and Title of Preparer 20 | Lotus | Should be retain | RETAIN FOR 3/13 110 ATION, THEN and DESTIBLY. | |
| XXXX Yes 🗆 No Some is on Application 9. Name and Title of Preparer 20. | Lotus | 21. | J. 1107. | |

| Instructions - Type or Print a separate form for each | | NT OF GENERAL SERVICES 5 MANAGEMENT DIVISION | AGENCY RECORDS INVENTOR | |
|---|---|---|---|--|
| w or revised record series, forward with Record stention Schedule (DGS 550-1) | | 5 WATERLOO ROAD P.O. BOX 275 UP, MARYLAND 20794 | PAGE OF | |
| 1, Department/Agency | 2. Division | ··· <u>·</u> ································ | 3. Unit | |
| DPF | Roads | | | |
| DEFINITION - RECORD SERIES - A group of related re- | cords normally filed a | and used as a unit for reference as | well as retention and disposition purpose | |
| 4. Record Series Title Driveway Access Permits | | | 5. Earliest Year/Latest Year 96 topresent | |
| 6. Record Series Description (Briefly describe the types of | of informationn/docum | nents/forms found in the series. In | L | |
| | | · . | | |
| Copies of all driveway permit | ts issued for | r Charles County from | 96-present. | |
| · · · | | | - | |
| | | | | |
| · | | | · | |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume | |
| XX Letter Size □ Microfilm | Alphabetical Numerical | | A File Drawer(s Microfilm Rev | |
| 🗆 Legal Size 🛛 Computer Tape | | | <u>//U</u> □ Computer Tape Number □ Cther (specify | |
| Bound Book D Floppy Disk | X Chronolog | gical | | |
| 🗅 Audio Tape 🛛 Video Tape | 🗆 Geograph | ical . | 10. Annual Accumulation | |
| Other (specify) | Cther (sp | ecify) | Microfilm Red D Computer Tape | |
| | | | Number 🛛 Other (specify Full | |
| 11. File is Used | | 12. File Becomes Inactive After | | |
| x Daily . □ Weekly | Monthly | Number | Aonth(s) 🗆 Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplicate | d Elsewhere? | |
| Roads Division, Storage Room | | (If yes, specify agency or □ Yes ਯ N | | |
| 15. Access Restrictions | • | 16. Audit Requirements | <u></u> | |
| (If Yes, cite Law(s) & Regulation(s) | | 🗆 None 🗆 State | 🗆 Federal 🔅 🗆 Independent | |
| 17. Is an Index System Used? (If yes, explain briefly and describe | | 18. Recommended Retention | | |
| | | | ZVPS | |
| any hadware/software | | SVRS | | |
| | | 3 yrs | | |
| any hadware/software | | 3 yrs | : | |
| any hadware/software □ Yes t͡ <u>Q</u> No | Telephone Number | 3 YRS 21. [| Date | |

| Instructions - Type or Print a separate form for each aw or revised record series, forward with Record atention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY |
|--|---|---|--|
| I, Department/Agency | 2. Division | | 3. Unit |
| DPF | Roads | | |
| DEFINITION - RECORD SERIES - A group of related rec | ords normally filed a | and used as a unit for reference a | s well as retention and disposition purposes. |
| 4. Record Series Title Bridges/CIP Projects | | | 5. Earliest Year/Latest Year <u>'96</u> to <u>pre</u> sent |
| 6. Record Series Description (Briefly describe the types of All information - supplies us Pine Grove Road Poor House Road Popes Creek Road Woodville Road Smallwood Drainage | | , | nclude the purpose or function of the series. |
| Record Series Format(s) 8. Record Series | | Sequence | 9. Volume |
| Ŋ Letter Size □ Microfilm | XX Alphabetical | | ☐ Microfilm Reel(s |
| 🗆 Legal Size 🛛 Computer Tape | | | Number Other (specify) |
| 🛛 Bound Book 🛛 Floppy Disk | | gical | |
| Audio Tape D Video Tape Other (specify) | Geograph | | 10. Annual Accumulation File Drawer(s) According Reel(s) Computer Tape(s) Number File Drawer(s) Computer Tape(s) File Drawer(s) Difference File Drawer(s) |
| 11. File is Used □ Daily ☑ Monthly 13. Current Location(s) (Bldg., Floor, Room) Roads Division, Storage Room 15. Access Restrictions □ Yes ↓ No (If Yes, cite Law(s) & Regulation(s) | | 12. File Becomes Inactive After I Month(s) I Year(s) Number | |
| | | 14. Is Record Series Duplicate (If yes, specify agency of □ Yes D | |
| | | 16. Audit Requirements | |
| 17. Is an Index System Used? (If yes, explain briefly and any hadware/software | describe | 18. Recommended Retention | |
| □ Yes XX No | | Due to nature, sh | nould be maintained |
| 9. Name and Title of Preparer 20. | Telephone Number | 21. | Date |
| 19. Name and Title of Preparer20. Telephone NumberR Shannon301-932-345 | | - | ay 5,1997 |

| | - | | |
|---|-----------------------------|--|---|
| Instructions - Type or Print a separate form for each w or revised record series, forward with Record tention Schedule (DGS 550-1) | n RECORDS 7275 | NT OF GENERAL SERVICES S MANAGEMENT DIVISION 5 WATERLOO ROAD P.O. BOX 275 UP, MARYLAND 20794 | AGENCY RECORDS INVENTORY |
| I, Department/Agency | 2. Division | | 3. Unit |
| DPF | Roads | | |
| DEFINITION - RECORD SERIES - A group of relat | ed records normally filed a | and used as a unit for reference | as well as retention and disposition purposes. |
| 4. Record Series Title Budget Justifications | | | 5. Earliest Year/Latest Year to |
| 6. Record Series Description (Briefly describe the ty Copies of budget justific. | | nents/forms found in the series. | Include the purpose or function of the series. |
| 7. Record Series Format(s) | 8. Record Series | Sequence | 9. Volume |
| XXLetter Size | 🗆 Alphabeti | cal | ∠ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) |
| Legal Size Computer Tape | | 1 | Number Other (specify) |
| 🗆 Bound Book 🛛 🗆 Floppy Disk | | gical | |
| 🗅 Audio Tape 🛛 Video Tape | 🗆 Geograph | ical | 10. Annual Accumulation |
| □ Other (specify) | Cther (sp | ecify) | Number I Other (specify) |
| 11. File is Used | XX Monthly | 12. File Becomes Inactive J | After Month(s) |
| 13. Current Location(s) (Bldg., Floor, Room) Roads Division, Storage Room 15. Access Restrictions XX Yes □ No (If Yes, cite Law(s) & Regulation(s) | | 14. Is Record Series Duplic (If yes, specify agency XDX Yes D | |
| | | 16. Audit Requirements | e 🗆 Federal 🗅 Independent |
| 17. Is an Index System Used? (If yes, explain brief any hadware/software Yes འྲོརྲོས০ | ly and describe | 18. Recommended Retention HNA INTIL Due to nature, e Regulteme Hallon- | n BETAIN FST 3415 All And T hould be maintained MTS MALE GEEN THEN DESTON |
| | | 11/1/100 | |
| 19. Name and Title of Preparer R. Sharrow | 20. Telephone Number | 21 | . Date |

| Instructions - Type or Print a separate form for each | RECORDS | T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD | AGENCY RECORDS INVENTORY | |
|---|-----------------------------|---|--|--|
| Intion Schedule (DGS 550-1) | | P.O. BOX 275 P. MARYLAND 20794 | PAGE 1 OF 5 | |
| I, Department/Agency Charles County Government | 2. Division | | 3. Unit | |
| Department of Public Faciliti | .es Vehicle M | aintenance | Administration | |
| DEFINITION - RECORD SERIES - A group of relate | d records normally filed ar | nd used as a unit for reference a | as well as retention and disposition purposes. | |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year | |
| Repair Manual Library | | | <u>1982</u> to <u>Pre</u> sent | |
| 6. Record Series Description (Briefly describe the typ | oes of informationn/docume | ents/forms found in the series. | Include the purpose or function of the series. | |
| Equipment & Vehicle Manuals Equipment Specialty Manuals | | | | |
| | | | | |
| | | | | |
| 7. Record Series Format(s) | 8. Record Series S | Sequence | 9. Volume | |
| Letter Size Microfilm | | al | 95 Computer Tape(s | |
| 🗆 Legal Size 🛛 Computer Tape | £tx Numerical | • | Number XC Other (specify) | |
| ∡Bound Book □ Floppy Disk | 🗆 Chronologi | cal | Books on Shelves | |
| 🗆 Audio Tape 🛛 Video Tape | 🗆 Geographic | al | 10. Annual Accumulation | |
| □ Other (specity) | C Other (spec | cify) | □ Microfilm Reel(□ Computer Tape(s Number □ Other (specify) | |
| I1. File is Used XOX Daily □ Weekly □ Monthly | | 12. File Becomes Inactive After — | | |
| 13. Current Location(s) (Bldg., Floor, Room) 1001 Radio Station Rd., La Pl Shop Supervisor's Office | ata, MD | 14. Is Record Series Duplica (If yes, specify agency of Ves XII | ated Elsewhere? | |
| 15. Access Restrictions | | 16. Audit Requirements | | |
| 17. Is an Index System Used? (If yes, explain brief) any hadware/software | y and describe | 18. Recommended Retention Mipdifited of Life of equipme Then destr | | |
| 9. Name and Title of Preparer Stephen B. Quade | 20. Telephone Number | 21 | Date | |
| Shop Supervisor | 301-932- | 3/81 | April 30, 1997 | |

| Name and Title of Pr Stephen B. Q Shop Supervi S 550-4 (Rev. 1/93) | uade | 20. Telephone Number 301-932- | 3481 | 21. Date April 30, 1997 |
|--|---|----------------------------------|--|---|
| any hadware/softwa □ Yes | ¥⊒X No | | 18. Recommended Reta LIFE OF Resmanent MUS IYR. | equipment for The equipment fool Then Destroy. |
| 15. Access Restrictions | | | 16. Audit Requirements None II State II Federal XII Independent County | |
| | (Bldg., Floor, Room) Station Road, La I Stenance Shop | ?lata, MD | 14. Is Record Series Di (If yes, specify age C Yes X: | ncy or office) |
| 11. File is Used □ Daily | X23 Weekly | 🗆 Monthly | 12. File Becomes Inact Number Disposal of | equipment or tools. |
| □ Audio Tape □ Other (specify) | □ Video Tape | □ Geographi □ Other (spe | | 10. Annual Accumulation X Tile Drawer(s) Microfilm Reel(s) <u>1</u> Computer Tape(s) Number Cther (specify) |
| □ Legal Size J Bound Book | □ Computer Tape □ Floppy Disk | XCK Numerical | | <u> 1 </u> |
| 7. Record Series Forma | l(s) | 8. Record Series Sequence | | 9. Volume Str. File Drawer(s) Microfilm Reel(s |
| | | | | |
| Files on equ | ption (Briefly describe the ty ipment serial num shop tools and e | bers over \$500. | | ies. Include the purpose or function of the series. |
| 4. Record Series Title Shop Equipme: | nt and Tool Inven | tory File | | 5. Earliest Year/Latest Year <u>1986</u> to <u>Pre</u> sent |
| DEFINITION - RECORD | SERIES - A group of relate | ed records normally filed a | nd used as a unit for refere | ance as well as retention and disposition purposes. |
| | ty Government f Public Faciliti | es Vehicl | e Maintenance | 3. Unit Administration |
| ention Schedule (DC | eries, forward with Record S 550-1) | JESSU | WATERLOO ROAD P.O. BOX 275 IP, MARYLAND 20794 | PAGE _2_ OF _5_ |
| Instructions - Type or P | rint a separate form for each | | IT OF GENERAL SERVIC | |

| Instructions - Type or Print a separate form for each | RECORDS | T OF GENERAL SERVICES MANAGEMENT DIVISION | AGENCY RECORDS INVENTORY | |
|--|-----------------------------|--|--|--|
| new or revised record series, forward with Record ention Schedule (DGS 550-1) | | WATERLOO ROAD P.O. BOX 275 P, MARYLAND 20794 | PAGE <u>3</u> OF <u>5</u> | |
| I, Department/Agency | 2. Division | | 3. Unit | |
| Charles County Government Department of Public Faciliti | es Vehicle | Maintenance | Personnel | |
| DEFINITION - RECORD SERIES - A group of related | d records normally filed ar | nd used as a unit for reference | as well as retention and disposition purposes. | |
| 4. Record Series Title | , <u>.</u> | | 5. Earliest Year/Latest Year | |
| Personnel Records | | | <u>1982</u> to <u>Pre</u> sent | |
| 6. Record Series Description (Briefly describe the typ | es of informationn/docume | ants/forms found in the series. | Include the purpose or function of the series. | |
| Copies of employee evaluation | s. training cer | tificates | | |
| | s, training cer | ciricates. | | |
| | | | | |
| | | | | |
| | | | | |
| 7. Record Series Format(s) | 8 Record Series S | | 9. Volume | |
| IX Ketter Size ☐ Microfilm | 8. Record Series Sequence | | Strawer(s) ☐ Microfilm Reel(| |
| | | | □ Computer Tape(s | |
| Legal Size Computer Tape | | | Number 🛛 Other (specify) | |
| ☐ Bound Book | 🗆 Chronologi | cal | 10. Annual Accumulation | |
| 🗅 Audio Tape 🛛 Video Tape | Geographic | cal | SX File Drawer(s) | |
| □ Other (specify) ————— | Cther (spe | cify) | <u>1/2</u> □ Computer Tap Number □ Other (specify | |
| | | | | |
| 11. File is Used Daily Deekly | X🛛 Monthiy | | Month(s) | |
| | | Number When employmer | nt is terminated. | |
| 13. Current Location(s) (Bldg., Floor, Room) | | 14. Is Record Series Duplic | | |
| 1001 Radio Station Rd., La Pla Vehicle Maintenance Shop/Super | | (If yes, specify agency X23 Yes | No | |
| | | Main DPF Offi | ice | |
| 15. Access Restrictions x⊠ Yes □ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | _ <u></u> | |
| Confidential Records | | XDK None □ State | e 🗆 Federal 🗆 Independent | |
| Is an index System Used? (If yes, explain briefly any hadware/software | and describe | 18. Recommended Relention HEIKAIN For 34/5 | | |
| □ Yes ⊠x No | | AFTER JER | METHIN FOR 3413. | |
| | | Destroy. | | |
| 9. Name and Title of Preparer | 20. Telephone Number | | Date | |
| Stephen B. Quade | en noomna unmage | | | |
| | | | | |

| | | | | · |
|--|--|--|--|--|
| | | | | |
| new or revised record series, I | tructions - Type or Print a separate form for each RECORDS M w or revised record series, forward with Record 7275 M 'ention Schedule (DGS 550-1) N | | IT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 | |
| | | JESSU | P, MARYLAND 20794 | PAGE 4_ OF 5_ |
| I, Department/Agency | | 2. Division | | 3. Unit |
| Charles County G Department of Pu | | Vehicl Les | e Maintenance | Personnel |
| DEFINITION - RECORD SER | IES - A group of relat | ed records normally filed a | nd used as a unit for reference | ce as well as retention and disposition purposes. |
| 4. Record Series Title | | | | 5. Earliest Year/Latest Year |
| Personnel Record | s | | | <u>1984</u> to <u>Pre</u> sent |
| 6. Record Series Description (| Briefly describe the ty | pes of informationn/docum | ents/forms found in the serie | s. Include the purpose or function of the series. |
| | | | ce, emergency con or individual emp | tacts, evaluations, accident/ loyees. |
| 7. Record Series Format(s) | | 8. Record Series | Sequence | 9. Volume |
| x⊠ Letter Size □ N | licrofilm | XIX Alphabetical | | ☐ Microfilm Reel(|
| X전 Legal Size 다 C | omputer Tape | | | <u> </u> |
| □ Bound Book □ Fig | oppy Disk | | ical | |
| | deo Tape | | | 10. Annual Accumulation |
| C Other (specify) | | Geographical Other (specify) | | □ File Drawer(s) □ Microfilm Reel(s 1/2 □ Computer Tape(s) Number □ Other (specify) |
| 11. File is Used Daily | X⊠ Weekly | D Monthly | 12. File Becomes Inactive Number Termination | e After □ Month(s) □ Year(s) |
| 1001 Radio Statio | ildg., Floor, Room) on Road 646 | | 14. Is Record Series Dup (If yes, specify agenu X회 Yes C Supervisor's | cy or office) No |
| 15. Access Restrictions x Yes □ No (If Yes. cite Law(s) & Regulation(s) Confidential Records 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 16. Audit Requirements □ None □ State □ Federal xy Independent 18. Recommended Retention | | |
| | | | | □ Yes : |
| | | | | |
| 19. Name and Title of Prepare Lowry S. Phelps | r | 20. Telephone Number | ····· | 21. Date |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record 'ention Schedule (DGS 550-1) | RECORDS 7275 | VT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 | PAGE 5 OF 5 |
|--|----------------------------|---|---|
| | JESSU 2. Division | JP, MARYLAND 20794 | 3. Unit |
| 1, Department/Agency Charles County Government | 2. Division | | S. Onit |
| Department of Public Facility | es Vehicle | e Maintenance | Personnel |
| DEFINITION - RECORD SERIES - A group of relate | d records normally filed a | nd used as a unit for reference | ce as well as retention and disposition purposes. |
| 4. Record Series Title | | | 5. Earliest Year/Latest Year |
| Time Cards | | | 1 <u>/97</u> to <u>Pre</u> sent |
| 6. Record Series Description (Briefly describe the typ Time cards reflecting Vehicle | | | |
| | ····· | | |
| 7. Record Series Format(s) | 8. Record Series Sequence | | 9. Volume File Drawer(s) |
| Letter Size Microfilm | XX Alphabetical | | ☐ Microfilm Reel(1/4 	☐ Computer Tape(s |
| Legal Size Computer Tape | Numerical | | Number x Other (specify) |
| J Bound Book | x12 Chronological | | Time Card Box |
| 🗆 Audio Tape 🛛 Video Tape | Geographical | | 10. Annual Accumulation |
| G⊱Other (specify) | □ Other (specify) | | ☐ Microfilm Reel(Computer Tape(s |
| Time Cards | | | Number xIX Other (specify) |
| | | | Time Card Box |
| 11. File is Used Daily 제조 Weekly | 🗆 Monthiy | 12. File Becomes Inactive | a After □ Month(s) |
| 13. Current Location(s) (Bldg., Floor, Room) 1001 Radio Station Road La Plata, MD 20646 Main DPF Office | | 14. Is Record Series Dup (If yes, specify agend □ Yes X⊠ | cy or office) |
| 5. Access Restrictions X⊠ Yes □ No (If Yes, cite Law(s) & Regulation(s) | | 16. Audit Requirements | ate 🗆 Federal ₋ X🛛 Independent |
| 17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software | | 18. Recommended Retention RETAIN FOR 3/15 HND UNTIL ALL HUDIT Permanent ALL HUDIT | |
| | | Requireme | ENTS have been Then Destroy. |
| 9. Name and Title of Preparer | 20. Telephone Number | | 21. Date |
| Lowry S. Phelps | 301-932 | | • |