

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

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

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Department/Agency

2. Division

3. Unit

DCA/Public Information

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

BUDGET RECORDS

5. Earliest Year/Latest Year

1997 to 1999

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

File Folders containing:

- 1). Pre-determined budget figures and related correspondence
- 2). Budget submissions
- 3). Final budget

7. Record Series Format(s)

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

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify) _____

9. Volume

20
Number

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

10. Annual Accumulation

Number

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

11. File is Used

- Daily Weekly Monthly

12. File Becomes Inactive After

- _____
Number Month(s) Year(s)

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

Carroll Building, 1st floor

14. Is Record Series Duplicated Elsewhere?

- (If yes, specify agency or office)
- Yes No Budget Office & Dept. of Finance

15. Access Restrictions

- Yes No
- (If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

- None State Federal Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- Yes No

18. Recommended Retention

2 years then destroy

Name and Title of Preparer

Linda Brown
Admin. Supp. Tech. III

20. Telephone Number

410-313-2022

21. Date

March 8, 1999

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Department/Agency DCA/Public Information	2. Division	3. Unit
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title NEWS CLIP FILES	5. Earliest Year/Latest Year _____ to _____	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.) File Folders containing newspaper articles pertaining to Howard County		
7. Record Series Format(s) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _____ Subject	9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Cabinet 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Number
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg., Floor, Room) Carroll Building, 1st floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention 2 years then transfer to CD's	
Name and Title of Preparer Linda Brown Admin. Supp. Tech. III	20. Telephone Number 410-313-2022	21. Date March 8, 1999

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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title <p style="text-align: center;">FINANCES</p>	5. Earliest Year/Latest Year <p style="text-align: center;">FY97 to FY99</p>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <p style="text-align: center;">Binders containing records of purchases and payments</p>		
7. Record Series Format(s) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <p style="text-align: center;">Cabinet</p> <hr/> 10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Number _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. File Becomes Inactive After _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg., Floor, Room) Carroll Building, 1st Floor	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept. of Finance	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention <p style="text-align: center;">2 years then destroy</p>	
Name and Title of Preparer Linda Brown Admin. Supp. Tech. III	20. Telephone Number <p style="text-align: center;">410-313-2022</p>	21. Date <p style="text-align: center;">March 8, 1999</p>

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DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
 PERSONNEL FILES

5. Earliest Year/Latest Year
 _____ to _____

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.
 File Folders containing:
 Public Information Office copies of individual personnel files
 and time and attendance reports

7. Record Series Format(s)

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

8. Record Series Sequence

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

9. Volume

20
 Number

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

10. Annual Accumulation

 Number

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

11. File is Used
 Daily Weekly Monthly

12. File Becomes Inactive After

 Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)
 Carroll Building, 1st Floor

14. Is Record Series Duplicated Elsewhere?
 (If yes, specify agency or office) Individual personnel
 Yes No files - Human Resources

15. Access Restrictions Yes No
 (If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
 None State Federal Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)
 Yes No

18. Recommended Retention
 Individual personnel files:
 Destroy 2years following termination
 Originals on file with Human Resources
 Time and attendance reports:
 Retain 2 years then destroy

Name and Title of Preparer
 Linda Brown
 Admin. Supp. Tech. III

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4. Record Series Title

PROCLAMATIONS

5. Earliest Year/Latest Year

_____ to _____

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

Binders containing County Executive Proclamations, Letters of Commendation and Certificates of Appreciation

7. Record Series Format(s)

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

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify)

9. Volume

1.0
Number

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

File Shelf

10. Annual Accumulation

Number

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

11. File is Used

Daily Weekly Monthly

12. File Becomes Inactive After

_____ Number Month's Year(s)

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

Carroll Building, 1st floor

14. Is Record Series Duplicated Elsewhere?

(If yes, specify agency or office)
 Yes No

15. Access Restrictions

Yes No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

None State Federal Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

Yes No

Numerical system with
Log in and Log out dates

18. Recommended Retention

4 years (duration of County Executive's term).

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4. Record Series Title

PRESS RELEASES, PRESS ADVISORIES, PRESS TIPSHEETS

5. Earliest Year/Latest Year

_____ to _____

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

Binders containing press releases, press advisories and press tipsheets written by and distributed by the Public Information Office to multiple media outlets

7. Record Series Format(s)

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

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

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

1.00
Number

File Shelf

10. Annual Accumulation

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

Number _____

11. File is Used

Daily Weekly Monthly

12. File Becomes Inactive After

Number _____ Month(s) Year(s)

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

Carroll Building, 1st floor

14. Is Record Series Duplicated Elsewhere?

(If yes, specify agency or office)
 Yes No

15. Access Restrictions

Yes No

(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

None State Federal Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

Yes No

18. Recommended Retention

2 years then copy to CD's

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4. Record Series Title

PUBLICATION POLICY

5. Earliest Year/Latest Year

_____ to _____

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

File Folder containing Howard County Government's Publication Policy

7. Record Series Format(s)

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

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

2.0
Number

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

Cabinet

10. Annual Accumulation

Number

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

11. File is Used

- Daily Weekly Monthly

12. File Becomes Inactive After

- _____
Number Month(s) Year(s)

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

Carroll Building, 1st Floor

14. Is Record Series Duplicated Elsewhere?

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

Departmental Distribution

15. Access Restrictions

- Yes No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

- None State Federal Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- Yes No

18. Recommended Retention

Permanent

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4. Record Series Title

SIGNATURE AUTHORIZATION

5. Earliest Year/Latest Year

_____ to _____

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

File Folder containing copies of authorized signatures for PIO documents

7. Record Series Format(s)

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

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

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

2.0
Number

10. Annual Accumulation

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

Number

11. File is Used

- Daily Weekly Monthly

12. File Becomes Inactive After

- _____ Month(s) Year(s)
Number

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

Carroll Building
1st Floor

14. Is Record Series Duplicated Elsewhere?

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

15. Access Restrictions

- Yes No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

- None State Federal Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)

- Yes No

18. Recommended Retention

1 year then destroy.

Name and Title of Preparer

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March 8, 1999