

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

Schedule No. *C878*

Page 1 of 1

Agency
 Washington County

Division/Unit
 Construction

Item No	Description	Retention
1	Field office files -contains but not limited to: accident reports, alarm status system, agreements, change orders - Copies	Retain for life of project, then destroy.
2	Daily reminder books: date book listing hours worked by date, personal notes, notes pertaining to construction projects	Retain for life of project plus five (5) years, then destroy
3	Lietz Books: bound books containing handwritten notes pertaining to SD contracts, shows angles, degrees, averages, horizontal angles, describes steps that are completed by project	Retain for life of project plus five (5) years, then destroy.

Approved by Department, Agency or Division Representative

Date June 21, 1999

Signature *Joni L. Bittner*

Type Name Joni L. Bittner

Title County Clerk

Schedule Authorized by State Archivist

Date JUL 20 1999

Signature *Edward C. Papenfuss*

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

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

AGENCY RECORDS INVENTORY

Page 1 Of _____

1. DEPARTMENT/AGENCY

WASH. CO.

2. DIVISION

3. UNIT

CONSTRUCTION

DEFINITION - Records 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

*Field Office Files
(Project Listed on Reverse)*

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)

*CONTAINS, BUT NOT LIMITED TO: SEE
ATTACHED.*

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) _____

Number _____

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tapes(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)

*File Room
Williamsport*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- Yes _____ No

18. RECOMMENDED RETENTION

use General File Retention

19. NAME AND TITLE OF PREPARER

W Taylor

20. TELEPHONE NUMBER

21. DATE

Field Office Files

SMALL PROJECTS

SD 4-1 SHARPSBURG/Keedysville

SD 1-1K Keedysville

SD 1-2S

SD 4-1-5CF

SD 4-1-3A

SD 4-1-5IK

SD 1-4

SD 4-1-1K

SD 4-1-2S Video Tapes

SD 5-1-88S

SD 5-1-3P

SD 5-1-89TP

SD 15-1-W

SD 18-90-ED

SD 18-100

SD 150-557

SD 18-90-T

CONSTRUCTION

BOX #9

Field Office Files ~~For SD4-1-25.~~

Accident Reports
Alarm Status System
Vericom Telemetry Equipment
Agreements
Agreement (Property Owner/Hetzer)
~~Covern Avenue "O" Release Form~~
Concrete Soils Lab. Information
Change Orders (1-10)
Change Orders C & P Cable Location
Change Order ~~Covern Avenue "O"~~
Complaints
Concrete Test Reports
Conference Notes
Confirmation Telephone Conversation
Connection Permit
Correspondence In/Out
Construction Trailer Information
Cut Sheets
D.O.E. Sediment Erosion Inspection
Proposed Pump Station
Employee Vacation & Education Request
Employee Assigned Equipment
Engineering Agreement
Fax Machine Forms & Information
Field Work Orders
Field Office Trailer
Field Investigation Report
Grinder Pump Information
Grinder Pump Inspection Reports
Hydrostatic Test Reports
Service Lateral Borings
Lease Field Office
Memorandums
Manhole Vacuum Test Machine
Monthly Progress Reports
Monthly Working Files
National Park Service Extension
Notice to Proceed
Nuclear Density Guage

CONSTRUCTION

BOX #10

Field Office Files ~~For SD4-1-5 (Con't):~~

MBE Requirements from Hetzer
Original Forms
Original Resumes
Original Service Location Sheets
Paid Estimates
Paper Copier Proposals
Permits
Pre-Construction Meeting
Plan of Operation
Property Owners Release
Proctor Results
Project Schedules
Progress Charts
~~Sharpsburg Pump Station Site Acquisition~~
~~Sharpsburg Pump Station Progress Chart~~
Reference Sheets
~~S/K~~ Pump Station Agreements
Service Customer Listings
Subcontractors
Swartz Proposed Service
Telephone Hardware Proposal
Trailer Rent Agreement - C. W. Hetzer
Transmittals PSC & Hetzer
Transmittals In/Out
Insurance & Credit Union Forms
Weekly Mileage Reports 1990
Water Standards
Equipment

VIDEO TAPES

Field Office Files ~~For SD4-1-5CP:~~

Bid Tabulation
Budget
Complaints
Correspondence Out
Lease Agreement
Memorandums
Original Forms
Original Resumes
Permits
Proctor Curve
Public Information Meeting
In-House Transmittals
Transmittals In
Trans. Stor. & Use of Explosive Materials
Weekly Time Cards
Weekly Mileage Charts
Sewer Service Site Sheets

1. DEPARTMENT/AGENCY

WASH CO.

2. DIVISION

3. UNIT

CONSTRUCTION

DEFINITION - Records 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

DAILY REMINDER BOOKS

5. EARLIEST YEAR / LATEST YEAR

1974 TO 1989

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

DATE BOOK LISTING: Hours Worked by DATE; PERSONAL NOTES; NOTES PERTAINING TO CONSTRUCTION PROJECTS

~~Many are blank.~~

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

DATE

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) BDX

Number

1 CU. FT.

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tapes(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)

File Room
WILLIAMSPORT

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION Retain for life of project plus 5 years, then DESTROY

19. NAME AND TITLE OF PREPARER

W. E. Aylo

20. TELEPHONE NUMBER

21. DATE

CDN-BOX #25

1. DEPARTMENT/AGENCY

WASH Co.

2. DIVISION

3. UNIT

CONSTRUCTION

DEFINITION - Records 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

LETZ BOOKS

5. EARLIEST YEAR / LATEST YEAR

1972

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

BOUND BOOKS CONTAINING: HAND WRITTEN NOTES PERTAINING TO SD CONTRACTS. SHOWS - ANGLES - DEGREES, AVERAGES - HORIZONTAL ANGLES. DESCRIBES STEPS THAT ARE COMPLETED BY PROJECT

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

PROJECT/DATE

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) *BOXES*

8
2
Number

CU. FT.

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)

*File Room
WILLIAMSPORT*

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and indicate any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER

W. Taylor

20. TELEPHONE NUMBER

21. DATE

CON. - BOX # 26-27