

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

Schedule No. C-944

Page 1 of 5

Agency
 Worcester County

Division/Unit
 Public Works/ Water and Wastewater
 Division

Item No	Description	Retention
1	Ocean Pines water/wastewater – month end, penalty register	Retain 3 years after all penalties have been satisfied, and until all audit requirements have been met, then destroy
2	Ocean Pines purchase files – legal documents regarding sale	Retain for 5 years after sale and until all audit requirements have been met, then destroy
3	Water and wastewater system/files – manages Ocean Pines and 8 other wastewater systems, correspondence, water and wastewater data/tests, agreements, operating costs, drawings/plats, engineering reports, technical data for equipment, budget	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
4	Project correspondence – inspection fee information, notification to other county agencies, recommendation to award bid	Retain 3 years after project completion and until all audit requirements have been met, then destroy
5	Minutes – supervisor meeting minutes, Ocean Pines advisory board 1994	Retain supervisor meeting minutes and copies of Worcester County commission minutes for 1 year, then destroy; retain Ocean Pines Advisory Board minutes for 3 years, then destroy

Approved by Department, Agency or Division Representative

Date May 14, 2002

Signature *John Ross*

Type Name John Ross

Title Deputy Director - Public Works

Schedule Authorized by State Archivist

Date JUN 27 2002

Signature *Edward C. Saperstein*

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (CONTINUATION SHEET)

Schedule No. C-944

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Item No	Description	Retention
6	Federal Communications Commission license for radio	Retain until updated or superseded, then destroy
7	Time/leave records	Retain for 1 year, then destroy
8	Agreements	Retain for life of agreement, plus 4 years, then destroy
9	Engineering reports	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
10	Payroll information	Retain 3 years, then destroy
11	Personnel, general – comp time, change notices, sick leave, timesheets, correspondence, benefits, employee lists, job descriptions, job postings, rules/regulations, staff meetings, training	Retain 3 years, then destroy
12	Personnel files – employee, includes termination	Retain until employee termination, send file to HR
13	Lot files – Ocean Pines – water meter readings '87, plumbing permits – copy, work order '88, correspondence	Screen annually. Destroy material having no further fiscal, legal or operational value.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (CONTINUATION SHEET)

Schedule No. C-944

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Item No	Description	Retention
14	Bond issue audit files – check requests, invoices, request to commissioners for payment	Retain until project is completed, and until all audit requirements have been met, then destroy
15	Meter conversion contractor files	Retain for 1 year, then destroy
16	Meter cards – no longer used, has been automated	Retain 3 years and until all audit requirements have been met, then destroy; retain automated version for life of equipment plus 2 years, then destroy
17	Work orders – old system	Retain 3 years, then destroy
18	MSDS sheets	Retain for 40 years, then destroy
19	PM program change – equipment changes, 400 system	Retain for 5 years, then destroy
20	Contracts	Retain for life of contract plus 4 years, then destroy
21	Road cut permit request – application to Ocean Pines to cut roads	Retain for 6 months after completion, then destroy
22	Master customer list	Retain until updated or superseded, then destroy
23	Maps, plans, as-builts	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
24	Inspection reports – paper trail of how something was built	Retain 3 years after project completion, then destroy

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Schedule No. C-944

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Item No	Description	Retention
25	Engineering projects – shop drawings, contract specs, correspondence, transmittals	Retain 3 years after project completion and until all audit requirements have been met, then destroy
26	Operations and Maintenance manuals and catalogs – valve information with part and special numbers for 40 pumping stations	Retain until updated or superseded, then destroy
27	Daily operations files – OSHA, safety, drivers license (CDL), air compressor tank inspections, emergency and hazardous chemical inventory report, bids and ads, tests, correspondence	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
28	NPDS permits – state	Retain for 5 years or until renewed, then destroy
29	Testing data – monthly reports	Retain 3 years, then destroy
30	Vendor files – purchase orders, invoices, check request	Retain 3 years, then destroy
31	WW & P upgrade – plant records, drawings, electrical, engineering report, plant history	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
32	Pumping stations – sketches, repair information, warranties	Retain until updated or superseded, then destroy

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Schedule No. C-944

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Item No.	Description	Retention
33	Accident reports	Retain for 5 years after year for which reports were written, then destroy

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 898-1)

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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY
Worcester County

2. DIVISION
Waste Water

3. UNIT
Ocean Pines

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
Project Corres.

5. EARLIEST YEAR / LATEST YEAR
'94 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)
*Inspection fee inf.
Notification to other Co. Agencies
Recommendations to award bid*

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) _____
Y2 D
Number _____

10. ANNUAL ACCUMULATION
 File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____
Number _____

11. FILE IS USED
 Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg. Floor, Room)

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 International

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 Yes _____ No

18. RECOMMENDED RETENTION
Retain 3 years, after project completion and until all audit requirements have been met, then destroy

19. NAME AND TITLE OF PREPARER
BT Roberts

20. TELEPHONE NUMBER

21. DATE
7/19/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISION RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GDS 899-1)

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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*DPW
Waste Water*

3. UNIT

Ocean Pines

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

Project Correspondence

5. EARLIEST YEAR / LATEST YEAR

196 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)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

Number _____

10. ANNUAL ACCUMULATION

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

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- Number _____
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg, Floor, Room)

Office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain until ~~it~~ after project completion, then destroy

19. NAME AND TITLE OF PREPARER

Pat Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 858-1)

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Worcester County

2. DIVISION *DPW*
wastewater

3. UNIT
Ocean Pines

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
Minutes

5. EARLIEST YEAR / LATEST YEAR
194 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)

Supervisor Meeting Minutes - 14
& Worcester Co Comm. Minutes -
Ocean Pines Advisory Board 194 - appointed

7. RECORD SERIES FORMAT(S)
 Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) *3 ring binder*
(1)

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 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)
Office

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 describe any hardware/software)
 Yes _____ No

18. RECOMMENDED RETENTION
Retain Supervisor Meeting Minutes 14, then destroy
Retain Ocean Pines Advisory Board Minutes for 34, then destroy

19. NAME AND TITLE OF PREPARER
Bob Roberts

20. TELEPHONE NUMBER

21. DATE
7/19/00

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

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1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*D P W
Waste Water*

3. UNIT

Ocean Pines

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

*Federal Communications Commission
Licensee for Radio's*

5. EARLIEST YEAR / LATEST YEAR

'92 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)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

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)

Office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

*Retain until updated or superseded,
then destroy.*

19. NAME AND TITLE OF PREPARER

BT Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GOS 858-1)

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Worcester County

2. DIVISION *OPW*
waste water

3. UNIT
Ocean Pines

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
Time / Leave Records

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)

7. RECORD SERIES FORMAT(S)
 Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) _____
CPO

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 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)
Office

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 describe any hardware/software)
 Yes _____ No

18. RECOMMENDED RETENTION
Retain 14, then destroy.

19. NAME AND TITLE OF PREPARER
RJ Roberts

20. TELEPHONE NUMBER

21. DATE
7/19/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GOS 850-1)

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*DPW
Waste Water*

3. UNIT

Ocean Pines

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

Agreements

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)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *3-Ring Binders*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

(3)

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 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)

Office

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 describe any hardware/software)

- Yes
- No

Bob Roberts

18. RECOMMENDED RETENTION

*Retain Agreement file, plus 4 Y,
then destroy.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

7/19/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 898-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 278 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*DPW
Waste Water*

3. UNIT

Ocean Pines

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

Engineering Reports

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)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

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)

Office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETEN

Review Ann

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. NAME AND TITLE OF PREPARER

BT Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GOS 830-1)

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*DPW
Waste Water*

3. UNIT

Ocean Pines

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

Payroll Information

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)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

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)

Office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETEN1 Retain 3 years, then destroy

19. NAME AND TITLE OF PREPARER

Bob Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GOS 950-1)

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Worcester County

2. DIVISION
*D P W
Waste-water*

3. UNIT
Ocean Pines

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
Personnel - General

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)

*Comp Time
Change Notices
Sick Leave
Time Sheets
Cones*

*Benefits
Employee List
Job Descrip.
Job Postings*

*Rules/Regs.
Staff Mtgs.
Training*

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 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)
office

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 describe any hardware/software)

Yes _____ No

18. RECOMMENDED RETENTION
Retain 3 Y, then destroy.

19. NAME AND TITLE OF PREPARER
R. Roberts

20. TELEPHONE NUMBER

21. DATE
7/19/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)

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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY
Worcester County

2. DIVISION
Open water/water

3. UNIT
Ocean Pines

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
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)
Employees - includes Term.

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 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)
Office

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 describe any hardware/software)
 Yes _____ No

18. RECOMMENDED RETENTION
Retain until employee terminates, then transfer immediately to A.R.

19. NAME AND TITLE OF PREPARER
Pat Roberts

20. TELEPHONE NUMBER

21. DATE
7/19/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GOS 898-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 279 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY
Worcester County

2. DIVISION *DPW*
Waste Water

3. UNIT
Ocean Pines

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
Lot Files

5. EARLIEST YEAR / LATEST YEAR
180's 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)
Ocean Pines
Water Meter Readings '87
Plumbing Permit - Copy
Work Order '88
Covers

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) *Lot #*

9. VOLUME
 File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____
321
Number

10. ANNUAL ACCUMULATION
 File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____
Number

11. FILE IS USED
 Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg. Floor, Room)
Office

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 describe any hardware/software)
 Yes _____ No

18. RECOMMENDED RETENTION
Review Ann
Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. NAME AND TITLE OF PREPARER
Bob Roberts

20. TELEPHONE NUMBER

21. DATE
7/19/00

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GOS 99-1)

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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*DPW
Wastewater*

3. UNIT

Ocean Pines

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

Bond Issue Audit Files

5. EARLIEST YEAR / LATEST YEAR

199 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)

*Ch. requests
Invoices
Request to Commissioners for Pymt.*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

Number

10. ANNUAL ACCUMULATION

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

10
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)

offices

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain until project is completed. ^{then} req. have been met, destroy

19. NAME AND TITLE OF PREPARER

BT Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

full audit

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GGS 898-1)

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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*DPW
Water/Water*

3. UNIT

Ocean Pines

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

*Meter Commission
Contractor Files*

5. EARLIEST YEAR / LATEST YEAR

'99 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)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

1 D
Number *None*

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)

Office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain 1 Y, then destroy.

19. NAME AND TITLE OF PREPARER

Bob Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

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 _____ Of _____

1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*Opw
Water Water*

3. UNIT

Ocean Pines

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

Meter Cards

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)

*No longer used
has been automated*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

10
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)

office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain 3 Y and until all audit requirements have been met; then destroy. Retain automated version file of equipment plus 2 Y, then destroy.

19. NAME AND TITLE OF PREPARER

BA Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

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

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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*WPN
Waste Water*

3. UNIT

Ocean Pines

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

Work Orders

5. EARLIEST YEAR / LATEST YEAR

'87 TO '96

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

Old system

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) *by location*

9. VOLUME

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

420
Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg, Floor, Room)

Office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain 3 Y, then destroy.

19. NAME AND TITLE OF PREPARER

Bob Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

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 _____ Of _____

1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*WPN
Waste Water*

3. UNIT

Ocean Pines

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

MSDS sheets

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)

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *5 - 3 ring binders*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

44 D
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)

Office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain 404, then destroy

19. NAME AND TITLE OF PREPARER

BT Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

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 _____ Of _____

1. DEPARTMENT/AGENCY
Worcester County

2. DIVISION
*D.P.W.
Waste Center*

3. UNIT
Ocean Pines

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
P.M. Program Change

5. EARLIEST YEAR / LATEST YEAR
Early 90's 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)

*Equipment Changes
400 serial*

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) _____
6"
Number _____

10. ANNUAL ACCUMULATION
 File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____
Number _____

11. FILE IS USED
 Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
Office

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 describe any hardware/software)
 Yes _____ No

18. RECOMMENDED RETENTION
Retain 5 y, then destroy

19. NAME AND TITLE OF PREPARER
Bob Roberts

20. TELEPHONE NUMBER

21. DATE
7/19/00

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 _____ Of _____

1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*DPW
wastewater*

3. UNIT

Ocean Pines

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

Contracts

5. EARLIEST YEAR / LATEST YEAR

'88 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)

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 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)

Office

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 describe any hardware/software)

- Yes _____ No

18. RECOMMENDED RETENTION

*Retain contract file plus 4 Y, then
destroy.*

19. NAME AND TITLE OF PREPARER

BT Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*DPW
wastewater*

3. UNIT

Ocean Pines

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

Road Cut Permit Request

5. EARLIEST YEAR / LATEST YEAR

'96 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)

Applica. to O. Pines to cut roads

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

1 file
Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain 6 mo. after completion, then destroy

19. NAME AND TITLE OF PREPARER

B. Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

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

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1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*DPW
Waste Water*

3. UNIT

Ocean Pines

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

Master Property List

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)

7. RECORD SERIES FORMAT(S)

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

(CPO)

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

6"
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)

Office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Until updated Retain until updated or superseded, then destroy

19. NAME AND TITLE OF PREPARER

Bob Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

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

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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*DPW
waste water*

3. UNIT

Ocean Pines

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

*Maps, Plans, As-Builts
Plans*

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)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

*V²
Room*
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)

Office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. NAME AND TITLE OF PREPARER

Pat Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

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

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1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*DPW
wastewater*

3. UNIT

Ocean Pines

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

Inspection Reports

5. EARLIEST YEAR / LATEST YEAR

'80's 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)

Paper trail of how something was built

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

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)

Office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain 34 after project completion, then destroy.

19. NAME AND TITLE OF PREPARER

Bob Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

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

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1. DEPARTMENT/AGENCY

Warcester County

2. DIVISION

*DPW
wastewater*

3. UNIT

Ocean Pines

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

Engineering Projects

5. EARLIEST YEAR / LATEST YEAR

'80'S 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)

*Shop drawings
Contract Specs
Cores.
Instruments*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

- File Drawer(s)
 - Microfilm Reel (s)
 - Computer Tape (s)
 - Other (Specify) _____
- 19*
Number

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg, Floor, Room)

Office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retention 34 after project completion, then destroy. + all audit requirements have been met

19. NAME AND TITLE OF PREPARER

Ret Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

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

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1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*OPW
Waste-Water*

3. UNIT

Ocean Lines

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

O. & M. Manuals & Catalog

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)

*Operation & Maintenance
Value info. w/ part & serial #'s
for 40 pumping stations*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *3-ring binders*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

4 shelves
Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain until updated or superceded, then destroy

19. NAME AND TITLE OF PREPARER

Pat Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

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

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1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*DPW
wastewater*

3. UNIT

Ocean Pines

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 Operations Files

5. EARLIEST YEAR / LATEST YEAR

90's TO present

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

*OSHA
Safety
Drivers Lic. (CDL)
Air Compressor Tank Inspectors
Emergency & Hazardous Chemical Inventory Rpt.*

*Bids & Advertisements
Tests
Cones.*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

3D

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)

Office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. NAME AND TITLE OF PREPARER

Bob Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

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

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1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*DPW
Waste Water*

3. UNIT

Ocean Parks

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

N.P.D.S. Permits

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)

State

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

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)

Office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain 5 Y or until Renewed.

19. NAME AND TITLE OF PREPARER

Pat Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

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

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1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*Opw
waste water*

3. UNIT

Ocean Pines

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

Testing Data

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)

Mo. Rpts.

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) *by district, by year*

9. VOLUME

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

2D
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)

Larg's office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Updated or superseded ^{After} 3 y then destroy

19. NAME AND TITLE OF PREPARER

Bob Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*DPW
Waste-water*

3. UNIT

Ocean Pines

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

Shipping & Receiving Vendor files

5. EARLIEST YEAR / LATEST YEAR

FY 96 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)

*P.O.
Invoices - ² Copy
Ch. Request*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

9 D
Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

*office
storage*

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain 3 years, then destroy

19. NAME AND TITLE OF PREPARER

Bob Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

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

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1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*D.P.W.
Waste Water*

3. UNIT

Ocean Lines

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

WW TP Upgrade

5. EARLIEST YEAR / LATEST YEAR

90's 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)

*plant records
drawings
electrical
Eng. Rpt.*

(Unresolved Court Case)

Dan Heston

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

8 Boxes
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)

Store Room 201

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 describe any hardware/software)

- Yes _____
- No

Bob Roberts

18. RECOMMENDED RETENTION

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

P

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

7/19/00

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

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1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*DPW
wastewater*

3. UNIT

Ocean Pines

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

Pumping Stations

5. EARLIEST YEAR / LATEST YEAR

? TO
Not dated

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

*Sketches
repair info
warranties*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

1 D
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)

office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Printed updated w/ superseded, then destroy

19. NAME AND TITLE PREPARED

PA Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

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

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1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

*DPW
water/water*

3. UNIT

Ocean Pines

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

Accident Rpts

5. EARLIEST YEAR / LATEST YEAR

'88 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)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

Number _____

10. ANNUAL ACCUMULATION

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

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- Number _____
- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for 5Y after year for which reports were written, then destroy.

19. NAME AND TITLE OF PREPARER

BA Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00

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 _____ Of _____

1. DEPARTMENT/AGENCY

Worcester Co.

2. DIVISION

DPW

3. UNIT

Waste Water -
Ocean Pines

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

Water/Waste Water
Ocean Pines

5. EARLIEST YEAR / LATEST YEAR

95 TO 96

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

Month End
Penalty Register

7. RECORD SERIES FORMAT(S)

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

1 Box

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 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)

Roads Barn

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain 3Y after all Penalties have been satisfied and all audit requirements have been met then destroy

19. NAME AND TITLE OF PREPARER

BJ Roberts

20. TELEPHONE NUMBER

21. DATE

7/13/00

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 _____ Of _____

1. DEPARTMENT/AGENCY
Worcester Co.

2. DIVISION
DPW

3. UNIT
*Waste Water -
Ocean Pines*

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
Ocean Pines Purchase Files

5. EARLIEST YEAR / LATEST YEAR
'82 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)
Legal documents regarding sale

7. RECORD SERIES FORMAT(S)
 Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) _____
1 box

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 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)
Roads Barn

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 describe any hardware/software)
 Yes _____ No

18. RECOMMENDED RETENTION
Retain 5Y after sale and until all audit requirements have been met, then destroy

19. NAME AND TITLE OF PREPARER
Pat Roberts

20. TELEPHONE NUMBER

21. DATE
7/13/10

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 830-1)

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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

Worcester County

2. DIVISION

DPW
Waste Water Master

3. UNIT

Ocean Pines

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

Water & Waste Water Systems Files

5. EARLIEST YEAR / LATEST YEAR

170's 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)

Manages Ocean Pines & other Waste Water Systems

Cores.
Water Tests & waste water Data / Tests
Agreements
Operating Costs

Drawings / Plans
Engineering Reports
Technical Data for Equip.
Budget

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

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)

office

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 describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

P

Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives

19. NAME AND TITLE OF PREPARER

BJ Roberts

20. TELEPHONE NUMBER

21. DATE

7/19/00