

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

Schedule No. C-948

Page 1 of 10

Agency  
 Worcester County

Division/Unit  
 County Commissioner/Central Files

Item No	Description	Retention
1	Leave records	Retain for 3 years, then destroy
2	Financial/accounting statements – old ledger size boxes	Retain 3 years, then destroy
3	Insurance – land/equipment	Retain until policy is discontinued, plus 3 years, then destroy
4	Environmental condition report and proposal – Timmonstream watershed	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.
5	Studies, reports, plans – water, conservation, comprehensive plan	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.

Approved by Department, Agency or Division Representative

Date May 15, 2002

Signature Gerald T. Mason

Type Name Gerald T. Mason

Title Chief Administrative Officer

Schedule Authorized by State Archivist

Date JUN 27 2002

Signature Edward C. Paprocki

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 RECORDS MANAGEMENT DIVISION  
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**Approved by Department, Agency or Division Representative**

**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Type Name** Gerald T. Mason

**Title** Chief Administrative Officer

**Schedule Authorized by State Archivist**

**Date** JUN 27 2002

**Signature** *Edward C. [Signature]*

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

**Schedule No. C-948**

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Item No	Description	Retention
6	Civil infractions – lawsuits, civil infractions – paid and unpaid	District Court – retain for 7 years after closed, then destroy
7	Proclamations – commendations	Retain for 1 year, then destroy
8	Code home rule – county code, correspondence with state/ general code publishers	Retain until updated or superseded, then destroy
9	County and state legislation – smart growth, gambling 1999-2000, Maryland Legislature 1998, 1999, 2000, food tax – Ocean City	Retain until updated or superseded, then destroy
10	Budget officer information	Retain 3 years, then destroy
11	Law – legal documents, attorney/county 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.
12	Ethics board – general, law and procedures, actions, state opinions, disclosure of gifts, disqualifications, election reports, candidate disclosure, findings, complaints, cases	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.
13	Court cases	District court – Retain for 10 years after closed, then destroy; circuit court – retain for 50 years, then destroy

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 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No	Description	Retention
14	Closed session requirement	Retain until updated or superseded, then destroy
15	Competitive bid file	Retain unsuccessful bids for 1 year after bid decision, then destroy
16	Commissioner's background data	Retain for 4 years after term expires, then destroy
17	Financial management rules	Retain until updated or superseded, then destroy
18	Memorial information – press, program, accomplishments	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.
19	County slogan – contest	Retain for 1 year, then destroy
20	County flag, seal and 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.

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RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No	Description	Retention
21	Investment policy – resolution	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.
22	Legal advertising – notices to papers	Retain 3 years, then destroy
23	Certificate of publications – certificates for notices published	Retain for 3 years, then destroy
24	NAACP – correspondence	Retain 3 years, then destroy
25	Circuit court – grand jury, state hospital evaluation, court reporter	Retain for 50 years, then destroy
26	Orphan’s court – correspondence	Retain for 10 years after closed, then destroy
27	State’s attorney – correspondence, child support, program information, agreements, budget information, narcotics lead team	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.

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Item No.	Description	Retention
28	Elections – elections board information, contrast, vacancy information, funding, 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.
29	Other general government – audit, court house general, court house capital outlay, court house projects, telephone systems, Ross Street property, Ocean City hall, Snow Hill Elementary, Masonic Hall, Opera House, 3 <sup>rd</sup> and 4 <sup>th</sup> Street bulkhead, Borrow Pit, assessment office and equipment, farm leases, etc.	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.
30	Sheriff – state aid for police protection, mutual aid agreement, vehicles, sheriff's budget and finance, radio and equipment, FCC grant, drug program, vehicles, hot spots, cops fast	Disperse to appropriate department, then retain remainder until updated or superseded, then destroy; keep current information only.
31	Emergency services – fire marshal, civil defense, specific hurricane disasters, emergency medical services, medical examiner, emergency operations plans, various 911 files	Disperse to appropriate department, then retain remainder until updated or superseded, then destroy; keep current information only.
32	Jail – supplies and equipment, staffing policies, construction files, jail expansion, juvenile detention facility, inspection reports, population reports, work release, prisoner complaints, state prisoners, etc	Disperse to appropriate department, then retain remainder until updated or superseded, then destroy; keep current information only.

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Item No.	Description	Retention
33	Comprehensive planning – new	Disperse to appropriate department, then retain remainder until updated or superseded, then destroy; keep current information only.
34	Animal control – reports, dog study committee, humane society	Disperse to appropriate department, then retain remainder until updated or superseded, then destroy; keep current information only.
35	Personnel – assorted correspondence, policies, personnel office search, deferred compensation, public safety personnel review committee, state pensions, legal holidays, sick leave bank, department head meetings, etc.	Disperse to appropriate department, then retain remainder until updated or superseded, then destroy; keep current information only.
36	Development review and permitting – planning commission, technical review committee, Chesapeake Bay critical area, EDUs, plumbing codes, state clearing house, etc	Disperse to appropriate department, then retain remainder until updated or superseded, then destroy; keep current information only.
37	Fire marshal – forensic investigator	Disperse to appropriate department, then retain remainder until updated or superseded, then destroy; keep current information only.
38	Water and wastewater services – commission membership, shared facilities, innovative sewage systems, stockton/girdletree sewage plan, Neward sanitary district, Ocean Pines sewage plant, etc.	Disperse to appropriate department, then retain remainder until updated or superseded, then destroy; keep current information only.
39	Volunteer fire and ambulance companies – volunteer fire companies, fireman’s training center, volunteer fire companies state aid, LOSAT, membership requirements, fire chief meeting	Retain until updated or superseded, then destroy

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Item No.	Description	Retention
40	Maintenance – general maintenance and operations, safety program, pest control, boilers, elevators, new shop	Disperse to appropriate department, then retain remainder until updated or superseded, then destroy; keep current information only.
41	Landfills – equipment, alternatives to landfilling, engineering and permits, Pocomoke landfill, Snow Hill landfill, Berlin landfill, Central landfill, Logtown site, other alternative sites, solid waste trips, recycling, road contract	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.
42	Roads – yearly file, equipment, EDA grants, Ocean Pines roads, roads employers, amendments to roads inventory, road bonds, state aid, SHA, street lighting, etc.	Disperse to appropriate department, then retain remainder until updated or superseded, then destroy; keep current information only.
43	Other public works – Pocomoke airport, Ocean City airport, safety, gas and fuel oil, cable franchise, energy conservation, central fuel facility, water and sewer plan, eastern shore gas franchise, Worcester County ride	Retain until updated or superseded, then destroy
44	Health – health officer search, health clinics – each site, environmental health, health nuisances, Berlin health center, Ford permit fee exemption, Pfisteria, Pocomoke River learning center	Retain until updated or superseded, then destroy
45	Mosquito control	Retain for 5 years, then destroy
46	Commission on aging – board membership, MAC centers – each site, SSTAP, MYAB	Retain until updated or superseded, then destroy
47	Other health and social services – PHG, AGH, Pocomoke Health Care Corporation, health needs plan, Isle of Wight Medical Center, nursing homes, Social Services Board, etc.	Retain until updated or superseded, then destroy

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Item No.	Description	Retention
48	Board of Education – school construction, capital improvements, athletics, pupil transportation, education task force, impact fee liaison committee, Stephen Decanter High School renovation	Retain 3 years after project completion, and until all audit requirements have been met, then destroy
49	Wor-Wic Tech – pupil transportation, local advisory council, pre- Wor Wic	Retain 3 years, then destroy
50	Recreation – board memberships, recreation plan, POS, county parks, grasscutting, concession privileges, Mid-Atlantic soccer, complaint, Berlin post office/Ocean Pines, Whaleyville Park, other parks	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.
51	Libraries – library board, specific libraries, archivist grant, bookmobile	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.
52	Other recreation and culture – Isle of Wight pavilion, baseball stadium, historical trusts, historical site survey, Lighthouse Sound acquisition, etc.	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.

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Item No.	Description	Retention
53	Extension service – building lease, Ag extension service	Retain for 4 years after lease expires, then destroy
54	Natural resources/other natural resources – stormwater management, released stormwater management bonds, conservation easements, Johnsongrass, gypsy moth, resource conservation and development, etc.	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.
55	Economic development – tourism, housing, EC advisory board, housing rehabilitation, private industry council, railroads, bonds, aluglass, tourist information center, Perdue fertilizer plant, Bel – Act, Rails to Trails, northern visitor center	Disperse to appropriate department, then retain remainder until updated or superseded, then destroy; keep current information only.
56	General debt service – bond rating, various bonding projects, school debts	Retain for 10 years after bond release, then destroy
57	Revenues – admissions and amusement taxes, tax differential, income tax, assessments, property tax assessment appeals board, etc.	Retain 3 years and until all audit requirements have been met, then destroy
58	Insurance – bids, NSA liability, old policies	Retain unsuccessful bids for 1 year, then destroy; retain successful bid and policy information for life of policy plus 4 years, then destroy
59	Other public safety – state police, county police force	Retain until updated or superseded, then destroy
60	Annexation/misc – municipal annexation requests, 350 <sup>th</sup> anniversary	Retain anniversary permanently. Transfer to Maryland State Archives; retain requests 5 years after action, then destroy

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
61	Boat landings – specific landings, commercial boat leases for WOC, governor’s ramp	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.
62	Other education – marine research center, OC college, medical scholarships	Retain until updated or superseded, then destroy
63	Students in government – correspondence to schools	Retain for 1 year, then destroy
64	Certification	Retain until updated or superseded, then destroy
65	County boards, general – policy, oath, pay information	Retain until updated or superseded, then destroy
66	Capital improvements – correspondence, press information	Review and return to DPW
67	Capital projects – correspondence, budget figures, remedial action plan	Review and return to DPW after project completion
68	Treasurer – tax credits and exemptions, uniform financial report, tax bill, tax sales, personal property tax, room tax	Review and return to Treasurer’s Dept at end of project

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

*Co. Commissioners*

3. UNIT

*Central Files*

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

*Leave Records*

5. EARLIEST YEAR / LATEST YEAR

*184* 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
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

Other (Specify) *5-3 ring binders*

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)

*Central File Bookcases*

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

*7/11 + 8/00*

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

*Co. Commissioners*

3. UNIT

*Central files*

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

*Accounting  
Financial Statements*

5. EARLIEST YEAR / LATEST YEAR

*60'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)

*old ledger size books*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) 16
- 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)

*Central File Producers*

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

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/00*

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  
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1. DEPARTMENT/AGENCY

*Worcester County*

2. DIVISION

*Co. Commissioners*

3. UNIT

*Central Files*

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

*Insurance*

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)

*Land / Equipment*

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)

*Central File Bookcases*

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 policy is discontinued, plus 34, then destroy.*

19. NAME AND TITLE OF PREPARER

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/10*

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

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4. RECORD SERIES TITLE

*Environmental Condition Rpt. & Proposed  
mantra. ~~Exhibit~~*

5. EARLIEST YEAR / LATEST YEAR

*'89* 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)

*Terminations Worksheet*

7. RECORD SERIES FORMAT(S)

- Letter Size       Microfilm  
 Legal Size       Computer Tape  
 Bound Book       Floppy Disk  
 Audio Tape       Video Tape  
 Other (Specify) *1 Vol.*

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)

*Central File Bookcases*

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 OPERATOR

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/00*

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

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*Worcester County*

2. DIVISION

*Co. Commissioners*

3. UNIT

*Central Files*

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

*Studies, Reports, Plans*

5. EARLIEST YEAR / LATEST YEAR

*70's* TO *'80's*

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

*Water Conservation Comprehensive Plan*

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) \_\_\_\_\_

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- 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)

*Central File 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
- 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

*7/11 + 8/1/00*

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: *Commissioner's office*  
3. UNIT: *Central files Co. Comm.*

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: *Civil Infractions*  
5. EARLIEST YEAR / LATEST YEAR: ~~1989~~ *1968* 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)

*Law Suits - 1D (1 suit)*  
*Civil Infractions - pd. + unpd. (District Ct.) (1D) if filed*

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) \_\_\_\_\_  
*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)  
*Central file Storage Rm.*

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  
*District Court - Retain for 7Y after closed, then destroy.*

19. NAME AND TITLE OF PREPARER  
*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE  
*7/11 + 8/10*

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

*Commissioners Office*

3. UNIT

*Central Files  
Co. Commissioners*

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

*Proclamations*

5. EARLIEST YEAR / LATEST YEAR

*1999* 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)

*Commendations*

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 pg.*  
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)

*Central File  
Storage 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
- Independent

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

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

*Retain 1 yr, then destroy - Screen Annually - -*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/00*

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

*Commissioner's Office*

3. UNIT

*Central Files  
Co. Commissioners*

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

*Code Home Rule*

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)

*County Code  
Corres. w/ State; General Code Publishers*

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) \_\_\_\_\_

*17 check files*  
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)

*central file  
Storage 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
- Independent

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

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

*Screen  
Annually*

**Retain until updated or  
superceded, then destroy**

19. NAME AND TITLE OF PREPARER

*RJ Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/00*

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISIONED 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

*Commissioner's Office*

3. UNIT

*Co. Central Files*

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?

*County & State Legislation*

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)

*Smart Growth  
Gambling 1999-2000  
Md Leg. 1998, 1999, 2000  
Food Yrd - D.C.*

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

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

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

*Central File  
Storage 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       Independent

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

- Yes \_\_\_\_\_       No

18. RECOMMENDED RETENTION

*Until update* **Retain until updated or superceded, then destroy**

19. NAME AND TITLE OF PREPARER

*BJ Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/00*

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

*Commissioner's Office*

3. UNIT

*Co. Comm. Central file*

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~~ *Budget*

5. EARLIEST YEAR / LATEST YEAR

*1995 TO 96*  
*1976*

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

*Budget officer info*

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 *Storage*

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)

*Central file*  
*Storage rm. 176*

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 RE

*Retain 3 years, then destroy*

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/14 + 8/00*

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

*Commissioner's Office*

3. UNIT

*Central files  
Co. Comm.*

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

*Law*

5. EARLIEST YEAR / LATEST YEAR

*1960 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)

*Legal Doc's  
Attny / Co. Corresp.*

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)

*central file  
Storage 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
- 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

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/00*

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  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

*Worcester County*

2. DIVISION

*Commissioner's Office*

3. UNIT

*Central files  
Comm*

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

*Ethics Board*

5. EARLIEST YEAR / LATEST YEAR

*1980 to pres.*

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

*General  
Law and Procedures  
Actions  
State Opinions  
Disclosure of Gifts  
Disqualifications*

*Election Rpts.  
Candidate Disclosure  
Findings  
Complaints  
Cases*

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) \_\_\_\_\_
- 1/2 Dr*  
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)

*Central File  
Storage 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
- 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

*7/11 + 8/00*

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

*Commissioner's Office*

3. UNIT

*Co. Central files*

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

*Court Cases*

5. EARLIEST YEAR / LATEST YEAR

*1992* 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)

*Central File Storage 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
- Independent

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

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

*District Court - Retain for 10 Y after closed, then destroy.*  
*Circuit Court - Retain for 50 Y, then destroy*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 & 8/10*

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  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

*Worcester County*

2. DIVISION

*Commissioner's Office*

3. UNIT

*Central Files*

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

*Closed Session Requirement*

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)

*Central File Storage 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
- Independent

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

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

*Until updated or superceded, then destroy*

**Retain until updated or superceded, then destroy**

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/10*

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

*Commissioner's Office*

3. UNIT

*Central files*

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

*Competitive Bid File*

5. EARLIEST YEAR / LATEST YEAR

*1999 to 2000*

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)

*central file  
Storage 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
- Independent

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

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

*retain 1 yr after Bid Decision, then destroy.*

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11/00*

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

*Commissioner's Office*

3. UNIT

*Central Files  
Co-Comm*

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

*Commissioner's Background Data*

5. EARLIEST YEAR / LATEST YEAR

*1985  
1988* 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) \_\_\_\_\_  
*1 folder*  
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)

*Central File  
Storage 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       Independent

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

- Yes \_\_\_\_\_       No

18. RECOMMENDED RETENTION

*Retain 44 after term expires, then destroy.  
Screen annually.*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/10*

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

*Commissioner's Office*

3. UNIT

*Central Files Co. Comm.*

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

*Financial Mgmt. Rules*

5. EARLIEST YEAR / LATEST YEAR

*90 TO 91*

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)

*central file  
2 storage 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       Independent

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

- Yes \_\_\_\_\_       No

18. RECOMMENDED RETENTION

*Until updates* **Retain until updated or superceded, then destroy**

19. NAME AND TITLE OF PREPARER

*BH Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/100*

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

*Commissioners of  
Fire Marshal*

3. UNIT

*Central Files  
Comm.*

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

*Memorial Info.*

5. EARLIEST YEAR / LATEST YEAR

*1994  
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)

*Press  
Program  
Accomp.*

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)

*central file  
storage 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
- Independent

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

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION PERIOD

*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

*7/11 + 8/60*

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  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

*Worcester County*

2. DIVISION

*Commissioners of  
Fire Marshal*

3. UNIT

*Central files  
Co. Comm.*

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

*County Slogan*

5. EARLIEST YEAR / LATEST YEAR

*1996*  
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)

*Contest*

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)

*Central File  
Storage 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
- Independent

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

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

*Retain 4, then destroy*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/00*

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  
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1. DEPARTMENT/AGENCY

*Worcester County*

2. DIVISION

*Commissioners office*

3. UNIT

*Co-Comm Central files*

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

*County Flag, Seal and history*

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) \_\_\_\_\_

*1 folder*  
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)

*central file storage 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
- 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

*B. Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/00*

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  
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1. DEPARTMENT/AGENCY

*Worcester County*

2. DIVISION

*Commissioner's Office*

3. UNIT

*Central files  
Co Comm.*

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

*Investment 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)

*Resolution*

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)

*Central File  
Storage 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
- 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

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/00*

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  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

*Worcester County*

2. DIVISION

*Commissioners Office*

3. UNIT

*Central files Co-Comm.*

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

*Legal Advertising*

5. EARLIEST YEAR / LATEST YEAR

*1997* 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)

*Notices to Papers*

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

Number \_\_\_\_\_

- Month(s)       Year(s)

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

*Central File Storage 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       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

*BJ Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/12*

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  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

*Worcester County*

2. DIVISION

*Commissioners Office*

3. UNIT

*Co. Central files Comm.*

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

*Certificates of Publications*

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)

*Certif. for notices published*

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)

*Central File  
Storage 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
- 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

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/10*

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  
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1. DEPARTMENT/AGENCY

*Worcester County*

2. DIVISION

*Commissioner's Off.*

3. UNIT

*Co-Comm Central files*

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

*NAACP*

5. EARLIEST YEAR / LATEST YEAR

*X TO 2000*

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

*Cores.*

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)

*Central File Storage 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
- 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

*7/11 + 8/00*

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISIED 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 *County Commissioners*

3. UNIT  
*Central Files*

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  
*Circuit Court*

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)  
*Grand Jury  
State Hospital Evaluation  
Court Reporter*

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) \_\_\_\_\_  
*3 serial files*  
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)  
*central file storage 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       Independent

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

18. RECOMMENDED RETENTION  
*Retain 50 Y, then destroy*

19. NAME AND TITLE OF PREPARER  
*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE  
*7/11 + 8/10*

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISIED 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 *County Commissioners*

3. UNIT  
*Central files*

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  
*Duphons Court*

5. EARLIEST YEAR / LATEST YEAR  
*1990* 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)  
*Corresp.*

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)  
*Central File Storage 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  Independent

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

18. RECOMMENDED RETENTION  
*Retain for 104 after closed, then destroy.*

19. NAME AND TITLE OF PREPARER  
*BJ Roberts*

20. TELEPHONE NUMBER

21. DATE  
*7/11 + 8/10*

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  
*Co. Commissioners*

3. UNIT  
*Central files*

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  
*State's Attorney*

5. EARLIEST YEAR / LATEST YEAR  
*1986* 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)  
*Corres.  
Child Support  
Prog. Info., Agreements, budget info.  
The Narcotics Lead Team*

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
*Central File  
Storage 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       Independent  
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

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

18. RECOMMENDED RETENTION

19. NAME AND TITLE OF PREPARER  
*BT Roberts*

20. TELEPHONE NUMBER

21. DATE  
*7/11 + 8/00*

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

*Co. Commissioners*

3. UNIT

*Central files*

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

*Elections*

5. EARLIEST YEAR / LATEST YEAR

*1995* 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)

*Elections Board info.  
Contests  
Vacancy info.  
Funding  
Concess.*

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)

*central file  
storage 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
- Independent

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

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENT

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

*7/11 + 8/00*

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISIONED 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 <i>Worcester County</i>	2. DIVISION <i>Co. Comm.</i>	3. UNIT <i>Central Files</i>
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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 <i>Other General Government</i> <span style="margin-left: 200px;">DK</span>	5. EARLIEST YEAR / LATEST YEAR <i>'60</i> 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><i>Audit</i> <i>Courthouse General</i> <i>Court House Capital Outlay</i> <i>" " Projects</i> <i>Telephone Systems</i> <i>Ross Street Property</i> <i>Ocean City Hall</i></p>	<p><i>Snow Hill Elementary</i> <i>Masonic Hall</i> <i>Opera House</i> <i>3rd &amp; 4th Street Bulkhead</i> <i>Borrow Pit</i> <i>assessment office &amp; equipment</i> <i>Farm Leases</i> →</p>
---	--

<p>7. RECORD SERIES FORMAT(S)</p> <p><input type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size      <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book      <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape      <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (Specify) _____</p>	<p>8. RECORD SERIES SEQUENCE</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (Specify) _____</p>	<p>9. VOLUME</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape (s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p>Number _____</p> <hr/> <p>10. ANNUAL ACCUMULATION</p> <p><input type="checkbox"/> File Drawer (s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p>Number _____</p>
---	--	---

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	_____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
<i>Central File</i> <i>Storage Rm.</i>	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))	16. AUDIT REQUIREMENTS
<input type="checkbox"/> Yes _____ <input type="checkbox"/> No	<input 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)	18. RECOMMENDED RETENTION
<input type="checkbox"/> Yes _____ <input type="checkbox"/> No	<i>Retain</i> - - - 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	20. TELEPHONE NUMBER	21. DATE
<i>BA Roberts</i>		<i>7/11 &amp; 8/100</i>

~~Hunting Leases~~

Fixed Assets - Equipment

Display/inter Equipment

Computer Equipment

MACo

NACo

~~Franklin St. Howell Property &  
will Co. P.~~

Economic Devel. Property - 1999

Community Foundation

Co. Office Bldg. Proposal

Land Offer for Sale 2000

Hunting & Trapping Leases

Commission ~~for~~ Women

Surplus Property Auction

Record Retention & Disposal Program

Courthouse Seizure

Other Counties Building & Property

Court Ron. Audio System

Computerized Accounting System

Wooster Zoo

Vehicle Policy

Vehicles 1993, 1994, 1996, 1997, 1998

Police Force Study

Photographs of Court House 1963

Court House Addition 1964

" " " 1968

" " Furnishing 1968

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISIED 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: *Co. Commissioners*  
3. UNIT: *Central Files*

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: *Sheriff Sheriff*  
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 Aid for Police Protection*      *Drug Programs*  
*Mutual Aid Agreements*              *Vehicles*  
*Vehicles*                                      *Hot Spots*  
*Sheriff's Budget & Finance*              *Cops List*  
*Radio & Equipment*  
*FCC Grant*

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
*Central File*  
*Storage 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       Independent

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

18. RECOMMENDED RETENTION: Disperse to appropriate department, then retain reminder until updated or superceded, then destroy. Keep current information only.  
*Department, then*  
*Retain Rem*      *Superceded*

19. NAME AND TITLE OF PREPARER  
*BJ Roberts*

20. TELEPHONE NUMBER

21. DATE  
*7/01 + 8/10*

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISIONED 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

Co. Comm.

3. UNIT

Central files

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

Emergency Services

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)

~~Fire Marshal~~  
Civil Defense  
Specific Hurricane Disasters  
Emergency Medical Services  
Medical Examiner

Emergency Operations Plan  
Various 911 Files

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)

central office  
Storage 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
- Independent

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

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

Disperse to appropriate department, then retain remainder until updated or superceded, then destroy. Keep current information only.

Sept. then

19. NAME AND TITLE OF PREPARER

BT Roberts

20. TELEPHONE NUMBER

21. DATE

7/11 & 8/100

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISIONED 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

*Warrenton County*

2. DIVISION

*Co. Commissioners*

3. UNIT

*Central Files*

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

*Gail*

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)

<i>Supplies &amp; Equipment</i>	<i>Inspection Reports</i>
<i>Staffing Policies</i>	<i>Population Reports</i>
<i>Construction Files</i>	<i>Work Release</i>
<i>Gail Expansion</i>	<i>Prisoner Complaints</i>
<i>Juvenile Detention Facility</i>	<i>State Prisoners</i>
	<i>Prisoners from Other Counties</i> →

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)

*Central file storage rm.*

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 RE: *Disperse to appropriate department, then retain reminder until updated or superseded, then destroy. Keep current information only.* *in file dept. not on*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11/81*

Community Service  
Prisoner Commutator  
Medical Expenses  
Work Release Prog.

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

*Co. Commissioners*

3. UNIT

*Central files*

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

*Comprehensive Planning*

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)

*New*

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 Drawers(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)

*Central File  
Storage 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
- Independent

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

- Yes *BT Roberts*
- No

18. RECOMMENDED RETENTION Disperse to appropriate department, then retain reminder until updated or superceded, then destroy. Keep current information only.

*Retain - 6*

*Approved  
dtd.*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE *7/11 + 8/1/80*

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISIONED 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

Co. Commissioners

3. UNIT

Central files

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

Animal Control

5. EARLIEST YEAR / LATEST YEAR

187 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)

Reports  
Dog Study Committee  
Humane Society

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)

Central file  
Animal Control

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

Don Belain rem.  
then de...

Disperse to appropriate department, then retain reminder until updated or superseded, then destroy. Keep current information only.

dept,  
spec...

19. NAME AND TITLE OF PREPARER

Pat Roberts

20. TELEPHONE NUMBER

21. DATE

7/11 & 8/20

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISIONED 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  
*Co. Commissioners*

3. UNIT  
*Central files*

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*

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)

*Assorted - Codes.  
- Policies  
Personnel Office Search  
Deferred Compensation  
Public Safety Personnel Review Committee  
State Pensions*

*Legal Holidays  
Sick Leave Bank  
Dept. Head Mts.  
County Picnic  
Promotions / Transfers*

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) \_\_\_\_\_

*4"*  
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)  
*Central File  
Storage 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       Independent

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

Yes \_\_\_\_\_  No

18. RECOMMENDED RETENTION  
*Disperse & retain rem.*

Disperse to appropriate department, then retain remainder until updated or superseded, then destroy. Keep current information only.

19. NAME AND TITLE OF PREPARER  
*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE  
*7/11 + 8/00*

Health Benefits Study Committee  
Exit / Resignations  
Sick Leave Award Dinner  
Criminal Background Investigations  
Employee Classifications  
Drug Testing Results  
Disciplinary Actions  
Longevity Bonus  
Rules & Regulations

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

*Co. Commissioners*

3. UNIT

*Central files  
Development Review & Permitting*

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

*Development Review & Permitting*

5. EARLIEST YEAR / LATEST YEAR

*1975 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)

*Planning Commission  
Technical Review Committee  
Chesapeake Bay Critical Area  
E D U's (Equivalent Dwelling Units)  
Plumbing (Codes)  
State Cleaning House  
Zoning & Permits  
U.S. Rte. 50 Corridor Plan  
Electrical & Electronics  
BZA (Brd. of Zoning Appeals)  
Waste Water  
Agricultural Preservation Board*

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)

*Central file  
Storage Rm.*

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  
*Disperse to appropriate department, then retain remainder until updated or superseded, then destroy. Keep current information only.*

19. NAME AND TITLE OF PREPARER  
*BJ Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/10*

Rural Legacy Program  
Agricultural Board info.  
State Planning Act of 1992  
Building Permits Conces.  
Environmental Planning ~~Staff~~  
Liquor License Commissioners, includes Permits  
Forest Conservation Service  
Sectional rezoning  
FEMA Flood Plain  
Raffle Permits  
Trail Park Permits  
Maryland 20 / 20 Plan  
Hauler's License  
Newspaper Vending Permits

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7273 WATERLOO ROAD  
P.O. BOX 275 - JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
*Warcester County*

2. DIVISION  
*Co. Commiss.*

3. UNIT  
*Central Files*

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  
*Fire Marshall*

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)  
*Forensic Investigator*

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 Drawers(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)  
*central file storage 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       Independent

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

18. RECOMMEND  
*Beta* Disperse to appropriate department, then retain reminder until updated or superceded, then destroy. Keep current information only.

19. NAME AND TITLE OF CREATOR  
*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE *7/11 + 8/02*

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

*Co. Commissioners*

3. UNIT

*Central files*

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 & Wastewater Services*

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)

*Commission Membership  
Shared Facilities  
Innovative Sewage Systems  
Stockton Hindle tree Sewage Plan  
Neward Sanitary District  
Ocean Pines Sewage Plant*

*West Ocean City Sanitary District  
Ocean City Sanitary District  
NOC Sewer Interceptor  
Edgewater Acres  
Mystic Harbor  
Nantucket Point  
Bridgetown*

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)

*Central file  
Storage 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
- Independent

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

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION *Disperse to appropriate department, then retain remainder until updated or superceded, then destroy. Keep current information only.*  
*Retain*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 & 8/00*

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISIONED 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

*Co. Commissioners*

3. UNIT

*Central Files*

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

*Volunteer Fire & Ambulance Companies*

5. EARLIEST YEAR / LATEST YEAR

*'93* 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)

*Volunteer Fire Companies  
Fireman's Training Center  
Volunteer Fire Companies State Aide  
LOSAT (Length of service award Prog.)  
Membership Requirements  
Fire Chief Mtg.*

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)

*central file  
Storage 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
- Independent

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

- Yes \_\_\_\_\_
- No

18. RECOMMENDED R/

*Retain* Retain until updated or superceded, then destroy

19. NAME AND TITLE OF PREPARER

*BJ Roberts*

20. TELEPHONE NUMBL.

21. DATE

*7/11 + 8/10*

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  
*Co. Commissioners*

3. UNIT  
*Central Files*

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  
*Maintenance*

5. EARLIEST YEAR / LATEST YEAR  
*'95* 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)

*General Maintenance & Operations  
Safety Program  
Rest Control  
Boilers  
Elevators  
New Shop*

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

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
*central file  
Storage rm.*

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 *Disperse to appropriate department, then retain remainder until updated or superceded, then destroy. Keep current information only.*

*Retain*

19. NAME AND TITLE OF PREPARER  
*BSA Roberts*

20. TELEPHONE NUMBER

21. DATE  
*7/11 + 8/10*

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

*Co. Commissioners*

3. UNIT

*Central files*

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

*Landfills*

5. EARLIEST YEAR / LATEST YEAR

*190* 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  
Alternatives to Landfilling  
Engineering & Permits  
Pocomoke Landfill  
Snow Hill Landfill  
Berlin Landfill*

*Central Landfill  
Logtown Site  
Other ~~at~~ Alternative Sites  
Solid Waste Traps  
Recycling  
Road Contract*

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)

*Central file  
Storage rm.*

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

*Retain*

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

*7/11 + 8/00*

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

*Co. Commissioners*

3. UNIT

*Central files*

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

*Roads*

5. EARLIEST YEAR / LATEST YEAR

*174* 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)

*yearly files  
Equipment  
& DA Grants  
Ocean Pines Roads  
Roads Employees  
Amendments to Roads Inventory  
Road Bonds  
States Aid  
SNA  
Street Lighting  
Qualization of Rte. 113  
589 Corridor Plan*

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)

*Central files  
Storage rm.*

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 RETENT

*Retain*

Disperse to appropriate department, then retain remainder until updated or superceded, then destroy. Keep current information only.

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 & 8/10*

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: *Co. Commissioners*  
3. UNIT: *Central files*

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: *Other Public Works*  
5. EARLIEST YEAR / LATEST YEAR: *187* 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)

*Pokomoke Airport  
Ocean City Airport  
Safety  
Gas & Fuel Oil  
Cable Franchise  
Energy Conservation  
Central Fuel Facility  
Water & Sewer Plans  
Eastern Shore Gas Franchise  
Worcester Co. Ride*

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)  
*Central file  
Storage rm.*

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*  
*Retain*

19. NAME AND TITLE OF PREPARER  
*BJT Roberts*

20. TELEPHONE NUMBER

21. DATE  
*7/11/82*

<b>1. DEPARTMENT/AGENCY</b> <i>Worcester County</i>	<b>2. DIVISION</b> <i>Co. Commissioners</i>	<b>3. UNIT</b> <i>Central files</i>
--	--	--

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

<b>4. RECORD SERIES TITLE</b> <i>Health</i>	<b>5. EARLIEST YEAR / LATEST YEAR</b> <i>195</i> 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)

<i>Health officer/records          Health Clinics - <del>Each</del> site          Environmental Health          Health Nuisances          Berlin Health Center</i>	<i>Food Permit Fee Exemption          Distena          Pocomoc River Learning Ctr.</i>
--	--

<b>7. RECORD SERIES FORMAT(S)</b> <input 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) _____	<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	<b>9. VOLUME</b> <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ Number _____  <b>10. ANNUAL ACCUMULATION</b> <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____
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<b>11. FILE IS USED</b> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<b>12. FILE BECOMES INACTIVE AFTER</b> _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
--	--

<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) <i>Central file storage rm.</i>	<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No
--	--

<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No	<b>16. AUDIT REQUIREMENTS</b> <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
--	---

<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No	<b>18. RECOMMENDED RETENTION</b> <i>Retain --</i> <b>Retain until updated or superceded, then destroy</b>
--	--

<b>19. NAME AND TITLE OF PREPARER</b> <i>BA Roberts</i>	<b>20. TELEPHONE NUMBER</b>	<b>21. DATE</b> <i>7/11 &amp; 8/10</i>
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GGS 890-1)

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  
*Co. Commissioners*

3. UNIT  
*Central files*

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  
*Mosquito Control*

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)

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)  
*central file storage 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       Independent

17. IS AN INDEX SYSTEM USED? (if yes, explain briefly and describe any hardware/software)  
 Yes *Not Roberts*  No

18. RECOMMENDED RETENTION  
*Retain 5, then destroy*

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE *7/11 4 8/00*

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 <i>Worcester County</i>	2. DIVISION <i>Co. Commissioner</i>	3. UNIT <i>Central files</i>
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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 <i>Commission on Aging</i>	5. EARLIEST YEAR / LATEST YEAR <i>194</i> 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)

*Board Memberships  
MAC Centers - each site  
SSVAP  
MYAB*

7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input 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 type="checkbox"/> Other (Specify) _____ Number _____
		10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____

11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number _____
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>central file storage room</i>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No
--	---

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No	16. AUDIT REQUIREMENTS <input 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 type="checkbox"/> No	18. RECOMMENDED RETENTION <i>Retain -</i> <b>Retain until updated or superceded, then destroy</b>
---	--

19. NAME AND TITLE OF PREPARER <i>BJ Roberts</i>	20. TELEPHONE NUMBER	21. DATE <i>7/11 + 8/00</i>
---	----------------------	--------------------------------

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 <i>Worcester County</i>	2. DIVISION <i>Co. Commissioners</i>	3. UNIT <i>Central files</i>
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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 <i>Other Health + Social Services</i>	5. EARLIEST YEAR / LATEST YEAR <i>191</i> 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)

<i>PNG</i> <i>AGH</i> <i>Pocomoke Health Care Corporation</i> <i>Health Needs Plan</i> <i>Isle of Wight Medical Center</i> <i>Nursing Homes</i> <i>Social Services Board</i>	<i>Food Program</i> <i>Prave</i> <i>Homeless/Shelter Program</i> <i>Rental Allowance</i> <i>Children's Council</i> <i>Shore up</i> <i>Save the youth</i> <i>Lower Shore Enterprises</i> →
--	--

7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input 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 type="checkbox"/> Other (Specify) _____ Number _____
		10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____

11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number _____
---	---

13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>Central File Storage Room</i>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No
--	---

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No	16. AUDIT REQUIREMENTS <input 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 type="checkbox"/> No	18. RECOMMENDED RETEN <i>Retain - - Retain until updated or superceded, then destroy</i>
---	---

19. NAME AND TITLE OF PREPARER <i>BT Roberts</i>	20. TELEPHONE NUMBER	21. DATE <i>7/11 + 8/10</i>
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Mass Transportation Study

Developmental Center

Group Home for the Retarded

Drug Counselor

Drug & Alcohol Task Force

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 <i>Worcester County</i>	2. DIVISION <i>Co. Commissioners</i>	3. UNIT <i>Central Files</i>
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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 <i>Board of Education</i>	5. EARLIEST YEAR / LATEST YEAR <i>194</i> 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)

<i>School Construction</i>	<i>Education Task Force</i>
<i>Capital Improvements</i>	<i>Impact Fee Liaison Committee</i>
<i>Athletics</i>	<i>Stephen Decatur H. S. Renova.</i>
<i>Pupil Transportation</i>	

7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input 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 type="checkbox"/> Other (Specify) _____ Number _____
		10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____

11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number _____
---	---

13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>Central Files Storage Room</i>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No
---	---

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No	16. AUDIT REQUIREMENTS <input 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 type="checkbox"/> No	18. RECOMMENDED F <i>after project completion</i> Retain 3 years, and until all audit requirements have been met, then destroy
---	--

19. NAME AND TITLE OF PREPARER <i>BT Roberts</i>	20. TELEPHONE NUMBER _____	21. DATE <i>7/11 &amp; 8/00</i>
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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

*Co. Commissioners*

3. UNIT

*Central Files*

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

*Wor - Wic Tech*

5. EARLIEST YEAR / LATEST YEAR

*'72* 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)

*Pupil Transpota.  
Local Advisory Council  
Pre - Wor-wic*

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)

*Central File  
Storage 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
- Independent

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

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

**Retain 3 years, then destroy**

*Retain ---*

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/100*

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

Co. Commissioners

3. UNIT

Central Files

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

Recreation

5. EARLIEST YEAR / LATEST YEAR

'83 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)

Board Memberships	Concession Privileges
Recreation Plan	Mid-Atlantic Soccer
PO 5	Complaint
County Parks	Berlin Post office / Ocean Pines
Masscutting	Whaleyville Park
	Other Parks

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)

Central file storage rm.

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 -

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

7/11 + 8/00

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

*Co. Commissioners*

3. UNIT

*Central files*

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

*Libraries*

5. EARLIEST YEAR / LATEST YEAR

*'68* 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)

*Library Board  
Specific Libraries  
Archivist Grant  
Bookmobile*

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)

*Central File  
Storage 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                       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

*Pat Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 or 8/10*

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 <i>Worcester County</i>	2. DIVISION <i>Co. Commissioners</i>	3. UNIT <i>Central Files</i>
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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 <i>Other Recreation &amp; Culture</i>	5. EARLIEST YEAR / LATEST YEAR <i>76</i> TO _____
---	--

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

<i>Isle of Wight Pavilion</i>	<i>Human Burial Site Protection Committee</i>
<i>Baseball Stadium</i>	<i>Stungis School Preservation</i>
<i>Historical Tracts</i>	<i>Andle Tree Historical Preserva.</i>
<i>Historical Site Survey</i>	
<i>Light House Sound Acquisition</i>	

7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input 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 type="checkbox"/> Other (Specify) _____ Number _____
		10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____

11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number _____
---	---

13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>Central File Storage Room</i>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No
--	---

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No	16. AUDIT REQUIREMENTS <input 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 type="checkbox"/> No	18. RECOMMENDED <i>P</i> 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 <i>BA Roberts</i>	20. TELEPHONE NUMBER	21. DATE <i>7/11 + 8/10</i>
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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  
*Co. Commissioners*

3. UNIT  
*Central files*

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  
*Extension Service*

5. EARLIEST YEAR / LATEST YEAR  
*168* 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)  
*Bldg. Lease  
Ag. Ext. Ser.*

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)  
*Central File  
Storage 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       Independent

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

18. RECOMMENDED RETENTION  
*Retain 44 after Lease Expires, then destroy.*

19. NAME AND TITLE OF PERSON  
*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE  
*7/11 & 8/12*

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

Co. Commissioners

3. UNIT

Central files

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

Natural Resources / Other Natural Resources

5. EARLIEST YEAR / LATEST YEAR

'66 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)

Stormwater Management  
Released Stormwater Management Bonds  
Conservation Easements  
Johnsonglass  
Hypsoboth  
Resource Conservation & Development

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)

Central files  
Storage Rm.

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 PERIOD

Retain

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

7/11 & 8/1/00

Sediment Control - Forest Operations

Sediment Control

Surface Mining

Drainage Ditches

Specific Public Drainage Associations or Watershed  
Associations

WOC Drainage Project

Shelby Commission

OC Beach Protection Plan

Oil Exploration

Coastal Zone Management / CZM-CRAC

Ocean Dumping

Wetlands

Groundwater Protection (and Plan)

Water Quality

Air Quality

Pocomoke Basin

Ocean Coastal Basin

Non-Tidal Wetlands

Assateague

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

*Co. Commissioners*

3. UNIT

*Central files*

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

*Economic Development*

5. EARLIEST YEAR / LATEST YEAR

*176* 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)

*Tourism  
Housing  
E.C. Advisory Board  
Housing Rehabilitation  
Private Industry Council  
Railroads*

*Bands  
Bluglass  
Tourist Information Center  
Perdue Fertilizer Plant  
Bel-Art  
Rails to Trails  
Northern Visitors Center*

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)

*Central file  
Storage rm.*

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 **Disperse to appropriate department, then retain remainder until updated or superceded, then destroy. Keep current information only.**  
*Retain*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/1/80*

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 <i>Worcester County</i>	2. DIVISION <i>Co. Commissioners</i>	3. UNIT <i>Central Files</i>
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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 <i>General Debt Service</i>	5. EARLIEST YEAR / LATEST YEAR <i>174</i> 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)

*Bond Rating  
Various Bonding Projects  
School Debts*

7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input 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 type="checkbox"/> Other (Specify) _____ Number _____
		10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____

11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number _____
---	---

13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>Central Files Storage Room</i>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No
---	---

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No	16. AUDIT REQUIREMENTS <input 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 type="checkbox"/> No	18. RECOMMENDED RETENTION <i>Retain 10Y after bond release, then destroy.</i>
---	--

19. NAME AND TITLE OF PREPARER <i>BT Roberts</i>	20. TELEPHONE NUMBER	21. DATE <i>7/11 + 8/00</i>
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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 <i>Worcester County</i>	2. DIVISION <i>Co. Commissioners</i>	3. UNIT <i>Central files</i>
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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 <i>Revenues</i>	5. EARLIEST YEAR / LATEST YEAR <i>174</i> TO _____
---	---

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

<i>Admissions &amp; Amusement Taxes</i> <i>Tax Differential</i> <i>Income Tax</i> <i>Assessments</i> <i>Property Tax Assessment Appeals Board</i>	<i>Legisive Control Board</i> <i>County Dispensary</i> <i>Study Committee</i> <i>Carrier Service</i>
---	---

7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input 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 type="checkbox"/> Other (Specify) _____ Number _____
		10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____

11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number
---	---

13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>Central file</i> <i>Storage rm.</i>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No
---	---

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No	16. AUDIT REQUIREMENTS <input 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 type="checkbox"/> No	18. RECOMMENDED RETENTI <b>Retain 3 years, and until all audit requirements have been met, then destroy</b>
---	--

19. NAME AND TITLE OF PREPARER <i>BT Roberts</i>	20. TELEPHONE NUMBER	21. DATE <i>7/11 + 8/20</i>
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GGS 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

Co. Commissioners

3. UNIT

Central Files

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

Insurance

5. EARLIEST YEAR / LATEST YEAR

78 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)

(to Change #'s)

Beds  
NSA Liability  
old Policies

Case this may be attached

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 Drawers(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)

Files in floor

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 unsuccessful bids for 14, then destroy.  
Retain successful bid and policy information for life of policy plus 44, then destroy.

19. NAME AND TITLE OF PREPARER

Bob Roberts

20. TELEPHONE NUMBER

21. DATE

7/11 + 8/100

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISIONED 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

*Co. Commissioners*

3. UNIT

*Central files*

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

*Other Public Safety*

5. EARLIEST YEAR / LATEST YEAR

*179* 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 Police  
County Police Force*

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)

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 superceded, then destroy

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 & 8/00*

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  
*Co-Commissioners*

3. UNIT  
*Central files*

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  
*Annexation / Miscellaneous*

5. EARLIEST YEAR / LATEST YEAR  
*180* 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)

*Municipal Annexation Requests  
350<sup>th</sup> Anniv. — P*

*X*

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)

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 350<sup>th</sup> Anniversary Perm. -*  
*Retain 5Y After Action, then destroy.*  
*Requests*

19. NAME AND TITLE OF PREPARER  
*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE  
*7/11 + 8/10*

*Transfer to MA State Archives.*

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 <i>Worcester County</i>	2. DIVISION <i>Co. Commissioners</i>	3. UNIT <i>Central files</i>
---	---	---------------------------------

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 <i>Boat Landings</i>	5. EARLIEST YEAR / LATEST YEAR <i>'78</i> 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)

*Specific Landings  
Commercial Boat Leased for WOC - most recent 54  
Governor's Ramp  
~~file of Landings~~*

\*

7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input 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 type="checkbox"/> Other (Specify) _____ Number _____
		10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____

11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number
---	---

13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No
--	---

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No	16. AUDIT REQUIREMENTS <input 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 type="checkbox"/> 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 <i>Bob Roberts</i>	20. TELEPHONE NUMBER	21. DATE <i>7/11/80</i>
--	----------------------	----------------------------

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

*Co. Commissioners*

3. UNIT

*Central files*

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

*Other Education*

5. EARLIEST YEAR / LATEST YEAR

*'73* 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)

*Maine Research Center  
O C College  
Medical Scholarships*

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)

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* Retain until updated or superceded, then destroy

19. NAME AND TITLE OF RESEARCHER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/100*

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISIONED 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

*Warrenter County*

2. DIVISION

*Co. Commissioners*

3. UNIT

*Central files  
Co. Comm.*

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

*Students in Govt*

5. EARLIEST YEAR / LATEST YEAR

*1997* 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)

~~Not located~~  
*Corresp. to schools*

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)

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. Screen Annually - -*

19. NAME AND TITLE OF PREPARER

*B. Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/00*

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

*Co. Commissioners*

3. UNIT

*Co. Central files Comm.*

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

*Codification*

5. EARLIEST YEAR / LATEST YEAR

*195* 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)

*Not located*

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 stack*  
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
- Independent

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

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

*Until update*

*Retain until updated or superceded, then destroy*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 & 8/00*

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

*Co Commissioners  
Fire Marshal*

3. UNIT

*Central Files*

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

*County Boards, 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)

*Policy  
Data  
Pay info*

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 folder*  
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
- Independent

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

- Yes \_\_\_\_\_
- No

18. RECOMMENDED RETENTION

*Kelly Retain - Retain until updated or superceded, then destroy*

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/00*

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISSED 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

*Co. Commissioners*

3. UNIT

*Co. Comm. Central files*

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

*Capital Improvements*

5. EARLIEST YEAR / LATEST YEAR

*1994 TO 2000*

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

*Covers  
press info.*

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)

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 + return to DPW*

19. NAME AND TITLE OF PREPARER

*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/10*

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISSED 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 *Co. Commissioners*

3. UNIT *Central Files Co. Comm.*

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

*Capital Projects*

5. EARLIEST YEAR / LATEST YEAR

*1991 to 1994*

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

*Corresp.  
Budget figures  
Remedial Action Plan*

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

\_\_\_\_\_ 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       Independent

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

- Yes \_\_\_\_\_       No

18. RECOMMENDED RETENTION *Jerry/Kathy*

*Review & return to DPW after project completion.*

19. NAME AND TITLE OF PREPARER

*BT Roberts*

20. TELEPHONE NUMBER

21. DATE

*7/11 + 8/12*

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  
*Co. Commissioners*

3. UNIT  
*Central Files*

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  
*Treasurer*

5. EARLIEST YEAR / LATEST YEAR  
*1991* 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)

*Tax Credits & Exemptions 1991 - Room Tax*  
*Uniform Fin. Rpt. Financial*  
*Tax Bill*  
*Tax Sales*  
*Res. Property Tax*

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)

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

*Yearly Review & return to Treasurer's Dept. at end of project*

19. NAME AND TITLE OF PREPARER  
*Bob Roberts*

20. TELEPHONE NUMBER

21. DATE  
*7/11 & 8/10*