

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

Schedule No. C-964

Page 1 of 3

Agency
 Worcester County

Division/Unit
 County Administration/ Grants
 Administration

Item No	Description	Retention
1	Grants 1996 – CDBG, TEFAP (Emergency Food Assistance), Rail to Trail, Victim Witness, County RIDE, Social Security, SSTAP	Retain each grant for life of grant, plus 5 years, then destroy
2	Schedule of federal financial assistance – includes audit reports	Retain for life of grant, plus 5 years, then destroy
3	Audit package – correspondence requesting information from Department of Social Services, various reports as response to above request	Screen annually. Destroy material having no further fiscal, Legal or operational value.
4	Worcester County Initiative to Preserve Families – agreement, correspondence, memo of understanding, purchase orders	Retain grant agreement for life of agreement, plus 5 years. Then screen annually remaining documents and destroy any 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 5/13/02

Signature Sandy Lyter

Type Name Sandy Lyter

Title Grants Administrator

Schedule Authorized by State Archivist

Date JUN 27 2002

Signature Edward C. Pappas

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

Schedule No. C-964

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Item No	Description	Retention
5	WCCO local management board – work papers	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.
6	Housing rehab – lien releases, correspondence, pay off information, promissory note, agreement	Retain 15 years after loan is paid, then destroy
7	Highway safety grant	Retain for life of grant, plus 5 years, then destroy
8	Volunteer fire state aid	Retain for life of grant plus 5 years, then destroy
9	Jail expansion/state reimbursement	Retain for life of grant plus 5 years, then destroy
10	U.S. Department of Justice grant – LLEBG program	Retain for life of grant plus 5 years, then destroy
11	Subordination agreement	Retain until loan is paid in full or grant expires plus 4 years, then destroy
12	Transportation grant – SSTAP	Retain for life of grant plus 5 years, then destroy
13	County Ride – correspondence, financial information '99	Retain life of grant plus 5 years and until all audit requirements have been met, then destroy

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

Schedule No. C-964

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Item No	Description	Retention
14	Department of Housing and Community Development – Special loans	Retain for life of loan/grant plus 5 years, then destroy
15	Worcester regional GIS program – FY 99 NPS final report, DNR quality report	Retain for life of loan/grant plus 5 years, then destroy
16	Coastal bay grant application – septic systems	Retain for life of grant plus 5 years, then destroy
17	CDBG – Housing	Retain for life of grant plus 5 years, then destroy
18	State of Maryland grants	Retain for life of grant plus 5 years, then destroy
19	Federal and state grants – information for various available grants	Screen annually. Destroy material having no further fiscal, legal or operational value.
20	CDBG – policies and procedures, workbook (2)	Retain until updated or superseded, then destroy
21	Worcester County transportation program (SSTAP)	Retain most recent 3 versions, then destroy
22	Office of Justice programs	Retain until updated or superseded, then destroy
23	Worcester County rating agency visit binder – overview of local economy, business and economy, financial, policies and procedures, capital improvement plan, managing growth, quality of life, county strengths	Retain until updated or superseded, then destroy

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW RECORDED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 850-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSEUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page _____ Of _____	
1. DEPARTMENT/AGENCY		2. DIVISION		3. UNIT <i>Grant - Administrator</i>	
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>Grants 1996</i>				5. EARLIEST YEAR / LATEST YEAR <i>96</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>CD/B's Social Sec.</i> <i>TEFAP (Emergency Food Assst) 55TAP</i> <i>Rail to Trail</i> <i>Victim witnesses</i> <i>County RIDE</i>					
7. RECORD SERIES FORMAT(S)		8. RECORD SERIES SEQUENCE		9. VOLUME	
<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) <i>3 ring binder</i> <i>3"</i>		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<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		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(E) (Bldg, Floor, Room)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)			
<i>Office</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 each grant for life of grant plus</i> <i>5-1/2, then destroy.</i>			
19. NAME AND TITLE OF PREPARER		20. TELEPHONE NUMBER		21. DATE	
<i>Bob Roberts</i>				<i>8/10 - 8/11/00</i>	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW RECORDED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 890-7)

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

2. DIVISION

3. UNIT

Grants Admin

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

Schedule of Federal Financial Assistance

5. EARLIEST YEAR / LATEST YEAR

93 to 94

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

Includes Audit Rpt. 6/94, 95

Sched. of all Grant monies rec'd by ag.

7. RECORD SERIES FORMAT(S)

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

2

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

Number _____

10. ANNUAL ACCUMULATION

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

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

Number _____ Month(s) Year(s)

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

Office

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

- Yes _____
- No

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

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

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

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain Schedule until updated or superseded. No destroy. Retain included Credit Rpt. Grant file plan or then destroy.

19. NAME AND TITLE OF PREPARER

Robt. Roberts

20. TELEPHONE NUMBER

21. DATE *8/10 - 8/11/00*

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DCR 800-9)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7271 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Records Admin

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

Credit Package

5. EARLIEST YEAR / LATEST YEAR

199 TO _____

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

Covers requesting info from Dept. of Soc. Services, various reports as responses to above request

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

Number _____

10. ANNUAL ACCUMULATION

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

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

Number _____ Month(s) Year(s)

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

Office

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

- Yes _____
- No

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

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

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

- Yes _____
- No

Bob Roberts

18. RECOMMENDED RETENTION

If grant accepted, retain grant life plus 5 Y, then destroy. If used as sample, retain until updated or superseded, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE *8/10-8/11/00*

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 278 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page _____ Of _____	
1. DEPARTMENT/AGENCY		2. DIVISION		3. UNIT <i>Records Admin</i>	
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>Wor. Co. Agreement to Preserve Records</i>				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>Agreement Consent Memorandum of Understanding P.O.</i>					
7. RECORD SERIES FORMAT(S)		8. RECORD SERIES SEQUENCE		9. VOLUME	
<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) _____		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<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		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) <i>Office</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>Retention Agreement life plus 5 years, other than</i>			
19. NAME AND TITLE OF PREPARER <i>Pat Roberts</i>		20. TELEPHONE NUMBER		21. DATE <i>8/10 - 8/11/00</i>	

DISTRICTS - 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 777 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page _____ Of _____	
1. DEPARTMENT/AGENCY		2. DIVISION		3. UNIT <i>Records Admin.</i>	
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>WCCO Local Mgmt. Recd</i>				5. EARLIEST YEAR / LATEST YEAR <i>'99</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>Workpapers</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 checked="" 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 _____	
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>Office</i>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No			
15. ACCESS RESTRICTION: (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>8/10 - 8/11/01</i>	

INSTRUCTIONS: TYPE ON PINK! A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (UGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7775 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20784		AGENCY RECORDS INVENTORY Page _____ Of _____	
1. DEPARTMENT/AGENCY		2. DIVISION		3. UNIT <i>State Admin</i>	
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>Housing Rehab</i>				5. EARLIEST YEAR / LATEST YEAR <i>1996</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>Lein Releases Corresp. Reg. of info. Promissory Note Agreement</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) <i>3 ring binder</i> <i>1-1/2"</i>		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 _____	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg, Floor, Room) <i>Office</i>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No			
15. ACCESS RESTRICTION(S) (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 until paid plus 5Y and until all audit requirements have been met, then destroy</i>			
19. NAME AND TITLE OF PREPARER <i>BT Roberts</i>		20. TELEPHONE NUMBER		21. DATE <i>8/10 - 8/11/00</i>	

INSTRUCTIONS - TYPE ON PINK 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		2. DIVISION		3. UNIT <i>Health Admin</i>	
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>Highway Safety Grant</i>				5. EARLIEST YEAR / LATEST YEAR <i>'96</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)					
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 _____	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>Office</i>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No			
15. ACCESS RESTRICTION: (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 life of grant plus 5%, then destroy</i>			
19. NAME AND TITLE OF PI <i>Pat Roberts</i>		20. TELEPHONE NUMBER		21. DATE <i>8/10 - 8/11/00</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:

2. DIVISION

3. UNIT

Records Admin

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:

Volunteer Fire State List

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)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

Number _____

10. ANNUAL ACCUMULATION

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

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

Number _____ Month(s) Year(s)

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

office

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

- Yes _____
- No

15. ACCESS RESTRICTION: (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 9 years life plus 5 y, then destroy.

19. NAME AND TITLE OF PREPARER

Pat Roberts

20. TELEPHONE NUMBER

21. DATE

8/10 - 8/11/00

INSTRUCTIONS -- TYPE ON 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		2. DIVISION		3. UNIT <i>State Admin</i>	
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>Jail Expansion / State Reimburs</i>				5. EARLIEST YEAR / LATEST YEAR <i>88 to 2000</i>	
8. 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)		E. RECORD SERIES SEQUENCE		9. VOLUME	
<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) _____		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<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		12. FILE BECOMES INACTIVE AFTER			
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		_____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number _____			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>office</i>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input type="checkbox"/> No			
15. ACCESS RESTRICTION: (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input type="checkbox"/> No		18. 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		19. RECOMMENDED RETENTION <i>Retain life of grant, plus 5 Y, then destroy.</i>			
19. NAME AND ADDRESS OF PREPARER <i>Pat Roberts</i>		20. TELEPHONE NUMBER		21. DATE <i>8/10-8/11/00</i>	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (NCS 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		2. DIVISION		3. UNIT <i>Records Admin</i>	
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>U.S. Dept. of Justice Grant</i>				5. EARLIEST YEAR / LATEST YEAR <i>PH TO 2000</i>	
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>LL FBC Program</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 _____	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg, Floor, Room) <i>office</i>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input type="checkbox"/> No			
15. ACCESS RESTRICTION (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 grant files 5 Y, then destroy</i>			
19. NAME AND TITLE OF PREPARER <i>Bob Roberts</i>		20. TELEPHONE NUMBER		21. DATE <i>11-27-00</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 276 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page _____ Of _____	
1. DEPARTMENT/AGENCY		2. DIVISION		3. UNIT <i>Records Admin</i>	
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>Subordination Agreement</i>				5. EARLIEST YEAR / LATEST YEAR <i>1982 TO 2000</i>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)					
RECORD SERIES FORMAT(S)		8. RECORD SERIES SEQUENCE		9. VOLUME	
<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) _____		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<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		12. FILE BECOMES INACTIVE AFTER		10. ANNUAL ACCUMULATION	
<input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		_____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		<input type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ Number _____	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>Office</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 life of agreement plus 4 Y, then destroy.</i>			
19. NAME AND TITLE OF PREPARED BY <i>Pat Roberts</i>		20. TELEPHONE NUMBER		21. DATE <i>8/10 - 8/10/00</i>	

INSTRUCTIONS - TYPE ON THIS A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GCS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20714		AGENCY RECORDS INVENTORY Page _____ Of _____	
1. DEPARTMENT/AGENCY		2. DIVISION		3. UNIT <i>Grants Admin</i>	
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>Transportation Grant</i>				5. EARLIEST YEAR / LATEST YEAR <i>1997 TO 2001</i>	
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>SS TRIP</i>					
7. RECORD SERIES FORM(S)		8. RECORD SERIES SEQUENCE		9. VOLUME	
<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) _____		<input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ Number <i>6</i>	
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		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) <i>Office</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 grant life plus 5%, then destroy.</i>			
19. NAME AND TITLE OF PREPARER <i>BT Roberts</i>		20. TELEPHONE NUMBER		21. DATE <i>8/10 - 8/11/02</i>	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (UGS 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		2. DIVISION		3. UNIT <i>County Records</i>	
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>County Records</i>				5. EARLIEST YEAR / LATEST YEAR <i>98</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>Copies. financial info. '99</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"/> Sound 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) _____ <i>1 folder</i> Number	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>Office</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 RETENTIC Retain 3 years, and until all audit requirements have been met, then destroy			
19. NAME AND TITLE OF PERSON <i>Bob Roberts</i>		20. TELEPHONE NUMBER		21. DATE <i>5/10 - 8/11/00</i>	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (UGS 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
2. DIVISION
3. UNIT
Human Admin

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
DNCD Special Loans (DNCD)

5. EARLIEST YEAR / LATEST YEAR
97 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)
Dep't. of Housing & Community Development

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)
office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
 Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))
 Yes _____ No

16. AUDIT REQUIREMENTS
 None State Federal Independent

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

18. RECOMMENDED RETENTION
*Retain in an 1 year life plan 5 Y,
then destroy.*

19. NAME AND TITLE OF FILED BY
Pat Roberts

20. TELEPHONE NUMBER

21. DATE
8/10-8/11/00

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (RCS 22-7)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7375 WINTERLICO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ of _____

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Records Admin

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:

Worcester Regional GIS Program

5. EARLIEST YEAR / LATEST YEAR

99 TO _____

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

*FY 99 - NPS Final Report
DNR July Rpt.*

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 Tapes(s)
- Other (Specify) _____

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

- _____ Month(s) Year(s)

Number _____

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

Office

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

- Yes _____
- No

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

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

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

- Yes *BT Polaris*
- 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

20. TELEPHONE NUMBER

21. DATE *8/10 - 8/11/00*

REVISIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DCS 506-9)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 276 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ of _____

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Health Services

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

*Coastal Bay Grant Application -
Septic Systems*

5. EARLIEST YEAR / LATEST YEAR

198 TO _____

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

loose papers

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- Month(s)
- Year(s)

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

Office

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

- Yes _____
- No

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

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

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

- Yes *Bob Roberts*
- No

18. RECOMMENDED RETENTION

Retain life of grant plus 5 Y, then destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE *8/10 - 8/11/00*

REVISOR RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GOS 280-2)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7271 RIVERBROOK ROAD
P.O. BOX 375 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ of _____

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Health Admin

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

CDBL - Housing

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) *1 3-ring binder*
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

Number _____

10. ANNUAL ACCUMULATION

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

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

Number _____ Month(s) Year(s)

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

Office

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

- Yes _____
- No

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

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

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

Yes *BA Roberts* No

18. RECOMMENDED RETENTION

Retain until plus 54, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE *8/10 - 5/11/00*

FD-503 (REV. 10-1996) - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISION RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (FOLIO 530-1)

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

AGENCY RECORDS INVENTORY

Page _____ of _____

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Records Division

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

State of Maryland Grants

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) 1-3 ring binder
- Microfilm
- Computer tape
- Floppy Disk
- Video Tape

6"

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 Tapes(s)
- Other (Specify) _____

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Month(s) Year(s)

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

Office

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

- Yes _____
- No

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

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

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

Yes *BT Roberts*

18. RECOMMENDED RETENTION

Retain Grant file plus 5%, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE *8/10-8/11/00*

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DCS 100-9)

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

AGENCY RECORDS INVENTORY

Page _____ of _____

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Grants Admin

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:

Federal + State Grants

5. EARLIEST YEAR / LATEST YEAR

'97 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)

Info for various available grants

7. RECORD SERIES FORMAT(S)

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

(1) 4" thick 1" high

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

Number

- Month(s)
- Year(s)

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

Office

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

- Yes _____
- No

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

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

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

- Yes *Bot Roberts*
- No

18. RECOMMENDED RETENTION

Retain grant info plus 5y, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE *8/10 - 8/11/00*

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 808-1)

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

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT
State Admin.

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

CDGB

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)

*Policies & Procedures
Workbook (2)*

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) *3 ring binder*
- 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 Tapes(s)
- Other (Specify) _____

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

Number _____ Month(s) Year(s)

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

Office

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

- Yes _____
- No

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

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

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

- Yes *Roberts*
- No

18. RECOMMENDED RETENTION

Retain until updated or superseded, then destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE *8/10 - 2/1/02*

REVISED RECORD SERIES: FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 200-9)

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

AGENCY RECORDS INVENTORY

Page _____ of _____

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Trail's Administration

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

4. RECORD SERIES TITLE

*Wor Co. Transportation Program
(SS TAP)*

5. EARLIEST YEAR / LATEST YEAR

*97 - 98
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 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)

office

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

- Yes _____
- No

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

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

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

- Yes *Pat Roberts*

18. RECOMMENDED RETENTION

Retain until updated or superceded, then destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE *8/10 - 8/11/00*

REVISOR: 01/15/01 - THIS FORM IS A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 500-1)

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

2. DIVISION

3. UNIT

Grants Administration

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

4. RECORD SERIES TITLE

Office of Justice Programs

5. EARLIEST YEAR / LATEST YEAR

_____ TO _____

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

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

Number _____

10. ANNUAL ACCUMULATION

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

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

Number _____

- Month(s)
- Year(s)

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

office

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

- Yes _____
- No

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

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

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

- Yes *Bob Roberts*

18. RECOMMENDED RETENTION?

Retain until updated or superceded, then destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE *8/10 - 8/11/01*

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DCS 885-9)

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

2. DIVISION

3. UNIT

County Admin.

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. Co. Manual

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)

Contents:

*Overview of Local Economy
Business & Economy
Financial
Pub. & Recreid.*

*Cap. Imp. Plan
Managing Growth
Quality of Life
County Strengths*

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

- File Drawers
- 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)

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

Office

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

- Yes _____
- No

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

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

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

- Yes *BT Roberts*
- No

18. RECOMMENDED RETENT:

Retain until updated or superceded, then destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE *8/10 - 8/11/00*