

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency Wicomico County 12/2/09	Division/Unit Department of Emergency Services
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ITEM NO.	DESCRIPTION	RETENTION
1.	911 Records/Recordings	180 days; then destroy
2.	Radio Equipment Documentation	One (1) year; then destroy
3.	Maintenance Documents & Service Contracts	Two (2) years; then destroy
4.	Computer Aided Dispatch Records	180 days; then destroy
5.	Grant Documentation	Five (5) years; then destroy
6.	Application Selection Documentation With Chosen Application	Two (2) years; then destroy
7.	Purchasing Requests For Proposals	90 days; then destroy
8.	Non Active Department Personnel Files	Three (3) years; then destroy
9.	Department Payroll & Leave Records	Two (2) years; then destroy
10.	Local Emergency Planning Committee Documentation	18 months; then destroy
11.	MEMA/FEMA Disaster Reimbursement	1 year; then destroy
12.	Correspondence: includes internal/external communication, incoming/outgoing ground mail.	A. Screen annually; destroy material having no further fiscal, legal or operational value B. Electronic mail 180 days; then destroy

APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>Dec. 7, 2009</u> SIGNATURE <u></u> TYPE NAME Sandy Silvia TITLE Director	SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>19 Jan 10</u> SIGNATURE <u></u>
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RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency Wicomico County		Division/Unit Department of Emergency Services
ITEM NO.	DESCRIPTION	RETENTION
13	Purchase Orders/Bills	Screen annually; destroy any material having no further fiscal, legal or operational value
14.	Emergency Plans, References & Annexes	Screen annually; destroy material having no operational value
15.	Standard Operating Procedures	Screen annually; destroy material having no operational value
16.	Administrative Files	Three (3) years; then destroy

INSTRUCTIONS – Type or print a Separate form for each new/ revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 1 of 11	
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Dept. of Emergency Services	3 UNIT Department			
DEFINITION – Record Series: A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE 911 Call Recordings				5 EARLIEST YEAR/LATEST YEAR 2006 TO 2009	
5 INPUT - Identify source of information to be entered 911 calls made to the 911 Center.			7 OUTPUT - Identify the use/s of information generated by system Civil and criminal cases/investigations, court proceedings and training.		
8 ELECTRONIC RECORD SERIES DESCRIPTION: Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Audio tape recordings of accrual 911 calls received in the 911 Center along with fire and emergency medical services dispatching and operations.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Written requests are required and reviewed by the County Department of Law to ensure compliance with PIA and other legal requirements before information is released. Court subpoenas are also issued to access the records.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information remains in the original recorded condition.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Information is recorded on CDs and is stored in a separate climate controlled location.					
12 RECOMMENDED RETENTION 180 days; then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER David Shipley		14 TELEPHONE NUMBER 410-548-4809		15 DATE Dec. 2, 2009	
16 TITLE OF PREPARER Deputy Director					
DGS 550-6					

INSTRUCTIONS – Type or print a Separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 2 of 11	
1 DEPARTMENT/AGENCY Wicomico County		2 DIVISION Dept. of Emergency Services		3 UNT Department	
DEFINITION – Record Series: A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Radio Equipment Documentation				5 EARLIEST YEAR/LATEST YEAR 1999 TO 2009	
5 INPUT - Identify source of information to be entered Equipment purchases and equipment needing repair.			7 OUTPUT - Identify the use/s of information generated by system Accountability and tracking of equipment.		
8 ELECTRONIC RECORD SERIES DESCRIPTION: Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Documentation related to radio equipment accountability, repair, maintenance, replacement and preventive maintenance.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by Radio Division staff. Documentation is used and kept in the normal course of division activities/business.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Occurs during the normal course of business. Updating records as equipment is purchased, repaired, replaced and preventive maintenance is performed.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Information is stored on hard drive of desktop computer.					
12 RECOMMENDED RETENTION Screen annually; destroy material having no further fiscal or operational value.					
13 TYPED OR PRINTED NAME OF PREPARER David Shipley		14 TELEPHONE NUMBER 410-548-4809		15 DATE Dec. 2, 2009	
16 TITLE OF PREPARER Deputy Director					
DGS 550-6					

INSTRUCTIONS – Type or print a Separate form for each new/revise electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 3 of 11	
1 DEPARTMENT/AGENCY Wicomico County		2 DIVISION Dept. of Emergency Services		3 UNIT Department	
DEFINITION – Record Series: A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Computer Aided Dispatch Records (CAD)				5 EARLIEST YEAR/LATEST YEAR 1999 TO 2009	
5 INPUT - Identify source of information to be entered 911 Center operations involving the receiving of 911 calls for service and dispatching/operations related to fire, emergency management and emergency medical service responses.			7 OUTPUT - Identify the use/s of information generated by system Accountability, tracking, training, analysis and responses to inquiries.		
8 ELECTRONIC RECORD SERIES DESCRIPTION: Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Records of 911 calls received and operational calls made from the 911 Center along with dispatches/operational records regarding fire department, emergency medical service and emergency management calls for service.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Written requests are required and reviewed by the County Department of Law and/or the Department Administration to ensure compliance with PIA and other legal requirements before information is released. Court subpoenas are also issued to access the records.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information remains in the original recorded or data entered condition unless an update is need. CAD data records call only be updated by the department's Data Services Technician or the Chief Communications Supervisor. Mapping updates are done by the County GIS Unit.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Information is stored on 911 Center computer servers.					
12 RECOMMENDED RETENTION 180 days; then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER David Shipley		14 TELEPHONE NUMBER 410-548-4809		15 DATE Dec. 2, 2009	
16 TITLE OF PREPARER Deputy Director					
DGS 550-6					

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				Page 4 of 11	
1 DEPARTMENT/AGENCY Wicomico County		2 DIVISION Dept. of Emergency Services		3 UNIT Department	
DEFINITION – Record Series: A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Grant Documentation				5 EARLIEST YEAR/LATEST YEAR 1999 TO 2009	
5 INPUT - Identify source of information to be entered State and Federal grant applications and awards.			7 OUTPUT - Identify the use/s of information generated by system Accountability and tracking of expenditures		
8 ELECTRONIC RECORD SERIES DESCRIPTION: Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Detailed records pertaining to grant expenditures and processing.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by Emergency Management Division staff. Documentation is used and kept in the normal course of division grant administration.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Occurs during the normal course of business. Updating of records occurs as expenditures are made and processed.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Information is stored on hard drive of desktop computer.					
12 RECOMMENDED RETENTION Five (5) years; then destroy					
13 TYPED OR PRINTED NAME OF PREPARER David Shipley		14 TELEPHONE NUMBER 410-548-4809		15 DATE Dec. 2, 2009	
16 TITLE OF PREPARER Deputy Director					
DGS 550-6					

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				Page 5 of 11	
1 DEPARTMENT/AGENCY Wicomico County		2 DIVISION Dept. of Emergency Services		3 UNIT Department	
DEFINITION – Record Series: A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Purchasing Requests for Proposals				5 EARLIEST YEAR/LATEST YEAR 2007 TO 2009	
5 INPUT - Identify source of information to be entered Needed for purchases of \$5,000.00 or more.			7 OUTPUT - Identify the use/s of information generated by system Solicit pricing for specified expenditures.		
8 ELECTRONIC RECORD SERIES DESCRIPTION: Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. All documentation supporting the development and request for appropriate purchasing proposals.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by the Department Administration. Documentation is used and kept in the normal course of developing and processing proposals.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Follow County Purchasing regulations related to modifications to proposals as appropriate.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Information is stored on hard drive of desktop computer.					
12 RECOMMENDED RETENTION 90 days; then destroy					
13 TYPED OR PRINTED NAME OF PREPARER David Shipley		14 TELEPHONE NUMBER 410-548-4809		15 DATE Dec. 2, 2009	
16 TITLE OF PREPARER Deputy Director					
DGS 550-6					

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				Page 6 of 11	
1 DEPARTMENT/AGENCY Wicomico County		2 DIVISION Dept. of Emergency Services		3 UNIT Department	
DEFINITION – Record Series: A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Dept. Payroll and Leave Records				5 EARLIEST YEAR/LATEST YEAR 2000 TO 2009	
5 INPUT - Identify source of information to be entered Work schedules and leave approved.			7 OUTPUT - Identify the use/s of information generated by system Determine employee compensation and administration of Leave.		
8 ELECTRONIC RECORD SERIES DESCRIPTION: Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Records contain details regarding employee payroll calculations, and leave usage and tracking.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by the Department Administration. Documentation is used and kept in the normal course of leave administration and payroll calculations.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is updated on a real time basis as needed by the Department Administration.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Information is stored on hard drive of desktop computer.					
12 RECOMMENDED RETENTION Two (2) years; then destroy					
13 TYPED OR PRINTED NAME OF PREPARER David Shipley		14 TELEPHONE NUMBER 410-548-4809		15 DATE Dec. 2, 2009	
16 TITLE OF PREPARER Deputy Director					
DGS 550-6					

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				Page 7 of 11	
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Dept. of Emergency Services	3 UNIT Department			
DEFINITION – Record Series: A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Correspondence: Includes internal/external communication, incoming/outgoing ground mail.				5 EARLIEST YEAR/LATEST YEAR 1990s TO 2009	
5 INPUT - Identify source of information to be entered Both internal and external business/operational communications prepared by department staff. Business communication received by department staff from both external and other internal government sources.			7 OUTPUT - Identify the use/s of information generated by system Business and operational needs of the department.		
8 ELECTRONIC RECORD SERIES DESCRIPTION: Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Correspondence related to the management and operation of the three divisions of the department.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Correspondence is used and kept in the normal course department business.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information received and distributed remains in original condition.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Information is stored on hard drive of desktop computers used by department staff.					
12 RECOMMENDED RETENTION Screen annually; destroy material having no further fiscal, legal or operational value. Electronic mail 180 days, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER David Shipley		14 TELEPHONE NUMBER 410-548-4809		15 DATE Dec. 2, 2009	
16 TITLE OF PREPARER Deputy Director					
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				Page 8 of 11	
1 DEPARTMENT/AGENCY Wicomico County		2 DIVISION Dept. of Emergency Services		3 UNIT Department	
DEFINITION – Record Series: A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Purchase Orders/Bills				5 EARLIEST YEAR/LATEST YEAR 2007 TO 2009	
5 INPUT - Identify source of information to be entered Purchases being made by department staff. Vendor bills for items purchased by department staff.			7 OUTPUT - Identify the use/s of information generated by system Purchase orders for specific items and invoices provided by vendors for payment.		
8 ELECTRONIC RECORD SERIES DESCRIPTION: Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. All required documentation supporting the purchase orders and the needed paperwork to allow the payment of bills.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by the Department Administration and supervisors. Documentation is used and kept in the normal course of processing purchase orders and invoices.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Follow County Purchasing regulations related to modifications to documents.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Information is stored on hard drive of desktop computers used by department Administration and supervisors.					
12 RECOMMENDED RETENTION Screen annually, destroy any material having no further fiscal, legal or operational value.					
13 TYPED OR PRINTED NAME OF PREPARER David Shipley		14 TELEPHONE NUMBER 410-548-4809		15 DATE Dec. 2, 2009	
16 TITLE OF PREPARER Deputy Director					
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				Page 9 of 11	
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Dept. of Emergency Services	3 UNIT Department			
DEFINITION – Record Series: A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Emergency Plan, References & Annexes				5 EARLIEST YEAR/LATEST YEAR 2000 TO 2009	
5 INPUT - Identify source of information to be entered Promulgated by staff through research, staff development, and Federal and State mandates.			7 OUTPUT - Identify the use/s of information generated by system Documents contain information related to mitigation, emergency planning, emergency response and recovery efforts.		
8 ELECTRONIC RECORD SERIES DESCRIPTION: Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Records contain information related to the County's emergency response plans for disasters and extraordinary events. Documents contain information related to Mitigation, Planning, Response and Recovery efforts.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by the Department Administration and supervisors. Documentation is used and kept in the normal course of business and operations.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Reviewed and updated annually.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Information is stored on hard drive of desktop computers used by department Administration, supervisors and emergency management division staff.					
12 RECOMMENDED RETENTION Screen annually, destroy any material having no further operational value.					
13 TYPED OR PRINTED NAME OF PREPARER David Shipley		14 TELEPHONE NUMBER 410-548-4809		15 DATE Dec. 2, 2009	
16 TITLE OF PREPARER Deputy Director					
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				Page 10 of 11	
1 DEPARTMENT/AGENCY Wicomico County		2 DIVISION Dept. of Emergency Services		3 UNIT Department	
DEFINITION – Record Series: A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Standard Operating Procedures				5 EARLIEST YEAR/LATEST YEAR 2007 TO 2009	
5 INPUT - Identify source of information to be entered Department Administration, supervisor, and County rules and regulations.			7 OUTPUT - Identify the use/s of information generated by system Administrative and operational guidance for department staff in the performance of their duties and responsibilities.		
8 ELECTRONIC RECORD SERIES DESCRIPTION: Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Records contain information related to operational procedures/functions performed/followed by the divisions and staff of the department.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Department staff are issued appropriate copies of Standard Operating Procedure(s).					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Reviewed and updated annually as a matter of policy. Overseen by the department Administration.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Information is stored on hard drive of desktop computers used by department Administration and supervisors.					
12 RECOMMENDED RETENTION Screen annually, destroy any material having no further operational value.					
13 TYPED OR PRINTED NAME OF PREPARER David Shipley		14 TELEPHONE NUMBER 410-548-4809		15 DATE Dec. 2, 2009	
16 TITLE OF PREPARER Deputy Director					
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				Page 11 of 11	
1 DEPARTMENT/AGENCY Wicomico County		2 DIVISION Dept. of Emergency Services		3 UNIT Department	
DEFINITION – Record Series: A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Administrative Files				5 EARLIEST YEAR/LATEST YEAR 2005 TO 2009	
5 INPUT - Identify source of information to be entered Business/administrative/operational documents prepared by department staff. Documents received needing to be maintained for reference.			7 OUTPUT - Identify the use/s of information generated by system Business and operational needs of the department.		
8 ELECTRONIC RECORD SERIES DESCRIPTION: Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Files contain data and information related to the management and operation of the department divisions.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Files are kept in the normal course of department business for staff usage.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are maintained by department staff.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Information is stored on the hard drive of desktop computers used by department staff.					
12 RECOMMENDED RETENTION Three (3) years; then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER David Shipley		14 TELEPHONE NUMBER 410-548-4809		15 DATE Dec. 2, 2009	
16 TITLE OF PREPARER Deputy Director					
DGS 550-6					

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF 16</p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Emergency Services</p>	<p>3. Unit Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 911 Records/Recordings</p>	<p>5. Earliest Year/Latest Year 2006 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Primary and backup recordings of 911 calls received and operational calls made from the 911 Center along with radio transmissions related to fire department, emergency medical service and emergency management dispatches/operations.</p>		
<p>7. Record Series Format(s) List all</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 checked="" type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <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 checked="" type="checkbox"/> Other (specify): Date</p>	<p>9. Volume</p> <p>CD Recording System Number Assigned.</p> <p>Number</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>372 Other (specify): CDs</p> <hr/> <p>10. Annual Accumulation</p> <p>93</p> <p>Number</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 checked="" type="checkbox"/> Other (specify): CDs</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After</p> <p>No affirmed schedule exists.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>411 & 401 Naylor Mill Road, Suite 200, Salisbury, MD 21801</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Dept. Standard Operation Procedures.</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>180 days; then destroy</p>	
<p>19. Name and Title of Preparer</p> <p>David Shipley Deputy Director</p>	<p>20. Telephone Number</p> <p>410-548-4809</p>	<p>21. Date</p> <p>12/2/09</p>

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<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Emergency Services</p>	<p>3. Unit Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Radio Equipment Documentation</p>	<p>5. Earliest Year/Latest Year 1999 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) All documentation related to radio equipment accountability, repair, maintenance, replacement & preventive maintenance.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify): Computer Server</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 checked="" type="checkbox"/> Other (specify): Date</p>	<p>9. Volume 50 Number</p> <p>20 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 1 Other (specify): Computer Server</p> <hr/> <p>10. Annual Accumulation 5 Number</p> <p>2 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 1 Other (specify): Computer Server</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After No affirmed schedule exists.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 411 Naylor Mill Road, Suite 200, Salisbury, MD 21801</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept. Standard Operation Procedures.</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Screen annually; destroy material having no further fiscal or operational value.</p>	
<p>19. Name and Title of Preparer David Shipley Deputy Director</p>	<p>20. Telephone Number 410-548-4809</p>	<p>21. Date 12/2/09</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 3 OF 16</p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Emergency Services</p>	<p>3. Unit Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Maintenance Documents & Service Contracts</p>	<p>5. Earliest Year/Latest Year 2007 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Documentation covering the maintenance and service contracts for the equipment used and maintained by the department divisions.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <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 checked="" type="checkbox"/> Other (specify): Date</p>	<p>9. Volume 15 Number</p> <p>1 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify):</p> <p>10. Annual Accumulation 5 Number</p> <p>1 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify):</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After No affirmed schedule exists.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 411 Naylor Mill Road, Suite 200, Salisbury, MD 21801</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept. Standard Operation Procedures.</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Two (2) years; then destroy</p>	
<p>19. Name and Title of Preparer David Shipley Deputy Director</p>	<p>20. Telephone Number 410-548-4809</p>	<p>21. Date 12/2/09</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 4 OF 16</p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Emergency Services</p>	<p>3. Unit Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Computer Aided Dispatch Records (CAD)</p>	<p>5. Earliest Year/Latest Year 1999 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records of 911 calls received and operational calls made from the 911 Center along with dispatches/operational records regarding fire department, emergency medical service and emergency management calls for service.</p>		
<p>7. Record Series Format(s) List all</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"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify): Computer Server</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 checked="" type="checkbox"/> Other (specify): Date</p>	<p>9. Volume</p> <p>Approx. 1,107,900</p> <p>Number</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>2 Other (specify): Computer Servers</p> <hr/> <p>10. Annual Accumulation</p> <p>110,790</p> <p>Number</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>2 Other (specify): Computer Servers</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After</p> <p>No affirmed schedule exists.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>411 Naylor Mill Road, Suite 200, Salisbury, MD 21801</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Dept. Standard Operation Procedures.</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>180 days; then destroy</p>	
<p>19. Name and Title of Preparer</p> <p>David Shipley Deputy Director</p>	<p>20. Telephone Number</p> <p>410-548-4809</p>	<p>21. Date</p> <p>12/2/09</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 5 OF 16</p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Emergency Services</p>	<p>3. Unit Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Grant Documentation</p>	<p>5. Earliest Year/Latest Year 1999 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Detailed records pertaining to grant expenditures and processing.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify): Computer Server</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 checked="" type="checkbox"/> Other (specify): Date</p>	<p>9. Volume 40 Number</p> <p>5 File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p>1 Other (specify): Computer Server</p> <hr/> <p>10. Annual Accumulation 5 Number</p> <p>1 File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p>1 Other (specify): Computer Server</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After No affirmed schedule exists.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 411 Naylor Mill Road, Suite 200, Salisbury, MD 21801</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Dept. Standard Operation Procedures.</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Five (5) years; then destroy</p>	
<p>19. Name and Title of Preparer David Shipley Deputy Director</p>	<p>20. Telephone Number 410-548-4809</p>	<p>21. Date 12/2/09</p>

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 6 OF 16</p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Emergency Services</p>	<p>3. Unit Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Application Selection Documentation With Chosen Application</p>	<p>5. Earliest Year/Latest Year 2006 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Selection criteria and process documentation used in the hiring process along with selected applicant applications.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</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 checked="" type="checkbox"/> Other (specify): Date</p>	<p>9. Volume 300 Number</p> <p>4 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>10. Annual Accumulation 0-175 Dependent on needed hiring. Number</p> <p>2 File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After No affirmed schedule exists.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 411 Naylor Mill Road, Suite 200, Salisbury, MD 21801</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept. Standard Operation Procedures.</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Two (2) years: then destroy</p>	
<p>19. Name and Title of Preparer David Shipley Deputy Director</p>	<p>20. Telephone Number 410-548-4809</p>	<p>21. Date 12/2/09</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 7 OF 16</p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Emergency Services</p>	<p>3. Unit Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Purchasing Requests For Proposals</p>	<p>5. Earliest Year/Latest Year 2007 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) All documentation supporting the development and request for appropriate purchasing proposals.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify): Computer Server</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 checked="" type="checkbox"/> Other (specify): Date</p>	<p>9. Volume 15 Number</p> <p>1 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s)</p> <p>1 Other (specify): Computer Server</p> <hr/> <p>10. Annual Accumulation 0-5 Number</p> <p>1 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s)</p> <p>1 Other (specify): Computer Server</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After No affirmed schedule exists.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 411 Naylor Mill Road, Suite 200, Salisbury, MD 21801</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept. Standard Operation Procedures.</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention 90 days; then destroy</p>	
<p>19. Name and Title of Preparer David Shipley Deputy Director</p>	<p>20. Telephone Number 410-548-4809</p>	<p>21. Date 12/2/09</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 8 OF 16</p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Emergency Services</p>	<p>3. Unit Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Non Active Department Personnel Files</p>	<p>5. Earliest Year/Latest Year 2000 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Department personnel records associated with individuals no longer employed by the department or County.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</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 checked="" type="checkbox"/> Other (specify): Date</p>	<p>9. Volume 60 Number</p> <p>4 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>10. Annual Accumulation 0-3 Number</p> <p>1 File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After No affirmed schedule exists.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 411 Naylor Mill Road, suite 200, Salisbury, MD 21801</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept. Standard Operation Procedures.</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Three (3) Years; then destroy</p>	
<p>19. Name and Title of Preparer David Shipley Deputy Director</p>	<p>20. Telephone Number 410-548-4809</p>	<p>21. Date 12/2/09</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 9 OF 16</p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Emergency Services</p>	<p>3. Unit Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Department Payroll & Leave Records</p>	<p>5. Earliest Year/Latest Year 2000 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records contain details regarding employee payroll calculations, and leave usage and tracking.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify): Computer Server</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 checked="" type="checkbox"/> Other (specify): Date</p>	<p>9. Volume 76 Number</p> <p>2 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 1 Other (specify): Computer Server</p> <p>10. Annual Accumulation 12-26 Number</p> <p>1 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 1 Other (specify): Computer Server</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After No affirmed schedule exists.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 411 Naylor Mill Road, Suite 200, Salisbury, MD 21801</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept. Standard Operation Procedures.</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Two (2) years; then destroy</p>	
<p>19. Name and Title of Preparer David Shipley Deputy Director</p>	<p>20. Telephone Number 410-548-4809</p>	<p>21. Date 12/2/09</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 10 OF 16</p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Emergency Services</p>	<p>3. Unit Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Local Emergency Planning Committee Documentation</p>	<p>5. Earliest Year/Latest Year 2007 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records regarding the management, fiscal expenditures and operation of the committee.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</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 checked="" type="checkbox"/> Other (specify): Date</p>	<p>9. Volume 3 Number</p> <p>1 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s)</p> <hr/> <p>10. Annual Accumulation 0-4 Number</p> <p>1 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After No affirmed schedule exists.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 411 Naylor Mill Road, Suite 200, Salisbury, MD 21801</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention 18 months; then destroy</p>	
<p>19. Name and Title of Preparer David Shipley Deputy Director</p>	<p>20. Telephone Number 410-548-4809</p>	<p>21. Date 12/2/09</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 11 OF 16</p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Emergency Services</p>	<p>3. Unit Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title MEMA/FEMA Disaster Reimbursement</p>	<p>5. Earliest Year/Latest Year 2002 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records pertaining to requests for disaster/extraordinary events reimbursements along with documented expenditures and procurements.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</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 checked="" type="checkbox"/> Other (specify): Date</p>	<p>9. Volume</p> <p>1</p> <p>Number</p> <p>1 File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <hr/> <p>10. Annual Accumulation</p> <p>0-2</p> <p>Number</p> <p>1 File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After</p> <p>No affirmed schedule exists.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>411 Naylor Mill Road, Suite 200, Salisbury, MD 21801</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Dept. Standard Operation Procedures.</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>365 days; then destroy</p>	
<p>19. Name and Title of Preparer</p> <p>David Shipley Deputy Director</p>	<p>20. Telephone Number</p> <p>410-548-4809</p>	<p>21. Date</p> <p>12/2/09</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 12 OF 16</p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Emergency Services</p>	<p>3. Unit Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Correspondence: Includes internal/external communication, incoming/outgoing ground mail.</p>	<p>5. Earliest Year/Latest Year 1990s to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Correspondence related to the management and operation of the three divisions of the department.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify): Computer Server</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 checked="" type="checkbox"/> Other (specify): Date</p>	<p>9. Volume 1,800+ Number</p> <p>20 File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p>1 Other (specify): Computer Server</p> <hr/> <p>10. Annual Accumulation Approx. 360+ Number</p> <p>7 File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p>1 Other (specify): Computer Server</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After No affirmed schedule exists.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 411 Naylor Mill Road, Suite 200, Salisbury, MD 21801</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>A. Screen annually; destroy material having no further fiscal, legal or operational value.</p> <p>B. Electronic mail 180 days, then destroy</p>	
<p>19. Name and Title of Preparer David Shipley Deputy Director</p>	<p>20. Telephone Number 410-548-4809</p>	<p>21. Date 12/2/09</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 13 OF 16</p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Emergency Services</p>	<p>3. Unit Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Purchase Orders/Bills</p>	<p>5. Earliest Year/Latest Year 2007 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) All required documentation supporting the issuance of purchase orders and the needed paperwork to allow the payment of bills.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify): Computer Server</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 checked="" type="checkbox"/> Other (specify): Date</p>	<p>9. Volume 4,320 Number</p> <p>3 File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p>1 Other (specify): Computer Server</p> <hr/> <p>10. Annual Accumulation 1,440 Number</p> <p>1 File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p>1 Other (specify): Computer Server</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After No affirmed schedule exists.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 411 Naylor Mill Road, Suite 200, Salisbury, MD 21801</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Dept. Standard Operation Procedures.</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Screen annually, destroy any material having no further fiscal, legal or operational value.</p>	
<p>19. Name and Title of Preparer David Shipley Deputy Director</p>	<p>20. Telephone Number 410-548-4809</p>	<p>21. Date 12/2/09</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 14 OF 16</p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Emergency Services</p>	<p>3. Unit Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Emergency Plans, References & Annexes</p>	<p>5. Earliest Year/Latest Year 2000 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records contain information related to the County's emergency response plans for disasters and extraordinary events. Documents contain information related to Mitigation, Planning, Response and Recovery efforts.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify): Computer Server</p> <p><input checked="" type="checkbox"/> Other (specify): Binders</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" 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 45 Number</p> <p>1 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 1 Other (specify): Computer Server</p> <p>45 Other (specify): Binders</p> <p>10. Annual Accumulation 0-3 Number</p> <p>1 File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 1 Other (specify): Computer Server</p> <p>3 Other (specify): Binders</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After No affirmed schedule exists.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 411 Naylor Mill Road, Suite 200, Salisbury, MD 21801</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Dept. Standard Operation Procedures.</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Screen annually; destroy material having no operational value</p>	
<p>19. Name and Title of Preparer David Shipley Deputy Director</p>	<p>20. Telephone Number 410-548-4809</p>	<p>21. Date 12/2/09</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 15 OF 16</p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Emergency Services</p>	<p>3. Unit Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Standard Operating Procedures</p>	<p>5. Earliest Year/Latest Year 2007 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records contain information related to operational procedures/functions performed/followed by the divisions of the department.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify): Computer Server</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 checked="" type="checkbox"/> Other (specify): Date</p>	<p>9. Volume 2 Number</p> <p>1 File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p>1 Other (specify): Computer Server</p> <hr/> <p>10. Annual Accumulation 0-1 Number</p> <p>1 File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p>1 Other (specify): Computer Server</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After No affirmed schedule exists.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 411 Naylor Mill Road, suite 200, Salisbury, MD 21801</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Screen annually; destroy material having no operational value.</p>	
<p>19. Name and Title of Preparer David Shipley Deputy Director</p>	<p>20. Telephone Number 410-548-4809</p>	<p>21. Date 12/2/09</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 16 OF 16</p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Emergency Services</p>	<p>3. Unit Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Administrative Files</p>	<p>5. Earliest Year/Latest Year 2005 to 2009</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files contain data and information related to the management and operation of the department divisions.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify): Computer Server</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 checked="" type="checkbox"/> Other (specify): Date</p>	<p>9. Volume</p> <p>Numerous</p> <p>Number</p> <p>7+ File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p>1 Other (specify):</p> <hr/> <p>10. Annual Accumulation</p> <p>Numerous</p> <p>Number</p> <p>7 File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p>1 Other (specify): Computer Server</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed</p>	<p>12. File Becomes Inactive After</p> <p>No affirmed schedule exists.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>411 Naylor Mill Road, Suite 200, Salisbury, MD 21801</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Three (3) years; then destroy</p>	
<p>19. Name and Title of Preparer</p> <p>David Shipley Deputy Director</p>	<p>20. Telephone Number</p> <p>410-548-4809</p>	<p>21. Date</p> <p>12/2/09</p>