

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

Schedule No. C1102

Page 1 of 2

**Agency**  
Carroll County Public Schools (CCPS)

**Division/Unit**  
Purchasing Department

Item No.	Description	Retention
1	CCPS Purchase Orders – “Purchasing” copies of all purchase orders issued for Carroll County Public Schools (Purchasing Copy” on requisition and purchase order)	Retain in office 3 years, move to central warehouse for 4 additional years; then destroy.
2	Purchase orders – Departmental (purchase orders that are charged to the Purchasing cost center, i.e., “Cost Center Copy” on requisition and purchase order).	Retain in office 7 years, then destroy.
3	Formal Solicitations: Invitation to Bids Request for Proposals Request for Quotes	Retain in office 5 years, move to central warehouse for 2 additional years; then destroy.
4.	Contracts – Professional Services Contracts	Retain in office 7 years; then destroy.
5.	Master Contract Report Presented to the Board as per Board Policy. This is a master list of all professional services contracts entered into by the Board of Education, along with a summary of all other contracts for schools and central office cost centers. This is maintained by the Supervisor of Purchasing.	Retain 7 years; then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 1/29/10

Signature



Typed Name

Stephen Guthrie

Title

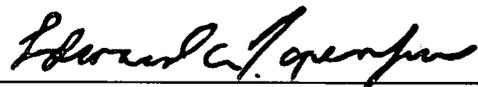
Assistant Superintendent, CCPS

Schedule Authorized by State Archivist

Date

1 MAR 10

Signature



**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No.C1102**

Page 2 of 2

**Agency**  
Carroll County Public Schools (CCPS)

**Division/Unit**  
Purchasing Department

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
6.	Postage Summary Report This is a listing of postage expenses for each central office cost center and is maintained by the Supervisor of Purchasing.	Retain in office 7 years; then destroy.
7.	Inventory Records – for system wide fixed assets.	Retain in office 7 years; then destroy.
8.	Office of Budget Information – yearly budget records for purchasing department.	Retain in office 7 years; then destroy.

<b>Instructions</b> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES          RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>8</u>	
<b>1. Department/Agency</b> Carroll County Public Schools		<b>2. Division</b> Purchasing		<b>3. Unit</b>	
<b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. Record Series Title</b> Purchase Orders				<b>5. Earliest Year/Latest Year</b> <u>2003</u> to <u>2009</u>	
<b>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</b>  Purchasing master file of all purchase orders issued for schools and cost centers.					
<b>7. Record Series Format(s) List all</b>  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____			<b>8. Record Series Sequence</b>  <input checked="" type="checkbox"/> Alphabetical  <input checked="" type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		<b>9. Volume</b> <u>15 / 28</u> Number  <input checked="" type="checkbox"/> File Drawer(s) - 15 <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Banker Boxes - 28</u> [16" (l) x 13" (w) x 10" (h)]
<b>11. File is Used</b>  <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			<b>12. File Becomes Inactive After</b> <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
<b>13. Current Location(s) (Bldg., Floor, Room)</b> First three (3) years of files are stored in file drawers in the Purchasing Office; the remaining four (4) years are stored in Banker Boxes at the Kessler Building			<b>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Purchase orders are also saved at schools and cost centers.		
<b>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<b>16. Audit Requirements</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent  <b>Records retained for 7 years.</b>		
<b>17. Is an Index System used? If yes, explain briefly and describe requirements</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Purchase orders are filed by school or cost center, then numerical.			<b>18. Recommended Retention</b> <b>7 years</b>		
<b>19. Name and Title of Preparer</b> Nancy G. Codner Supervisor of Purchasing			<b>20. Telephone Number</b> 410-751-	<b>21. Date</b> January 21, 2010	



<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 <u>2</u> OF <u>8</u></p>
<p>1. Department/Agency <b>Carroll County Public Schools</b></p>	<p>2. Division <b>Purchasing</b></p>	<p>3. Unit</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 <b>Purchase Orders - Departmental</b></p>	<p>5. Earliest Year/Latest Year <u>2003</u> to <u>2009</u></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.) <b>Copies of all Purchasing department purchase orders.</b></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 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 <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) - 1 <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation <u>2</u> Number</p> <p><input type="checkbox"/> File Drawer(s) - 5 <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folders</u></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</p>	<p>12. File Becomes Inactive After <u>7</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <b>One (1) file drawer in Purchasing Office.</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No <b>Purchase orders are also saved in Purchasing master files in the Purchasing Office and the Kessler Building..</b></p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <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><b>Records retained for 7 years.</b></p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p><b>Filed by purchase order number.</b></p>	<p>18. Recommended Retention <b>7 years</b></p>	
<p>19. Name and Title of Preparer <b>Nancy G. Codner Supervisor of Purchasing</b></p>	<p>20. Telephone Number <b>410-751-3060</b></p>	<p>21. Date <b>January 21, 2010</b></p>

<p><b>Instructions</b> -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 410-789-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>3</u> OF <u>8</u></p>	
<p>1. Department/Agency <b>Carroll County Public Schools</b></p>		<p>2. Division <b>Purchasing</b></p>		<p>3. Unit</p>	
<p><b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b></p>					
<p>4. Record Series Title <b>Invitation for Bids (IFB), Request for Proposals (RFP) and Quotes</b></p>				<p>5. Earliest Year/Latest Year <b>2003 to 2009</b></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.) <b>Copies of all solicitations and submittals for CCPS procurements.</b></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 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 <u>20 / 20</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) - 20</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Banker Boxes - 20</u> [16" (l) x 13" (w) x 10" (h)]</p> <p>10. Annual Accumulation <u>4 / 10</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) - 4</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Banker Boxes - 10</u> [16" (l) x 13" (w) x 10" (h)]</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</p>				<p>12. File Becomes Inactive After <u>7</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <b>Five (5) years of files are stored in file drawers in the Purchasing Department. The remaining two (2) years are stored in Banker Boxes at the Kessler Building</b></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) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>				<p>16. Audit Requirements <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input checked="" type="checkbox"/> Federal    <input type="checkbox"/> Independent <b>Records retained for 7 years.</b></p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No <b>IFBs, RFPs are filed together with the same numbering system of being indentified by the fiscal year and then a 3-digit sequential number with the Buyers last initial. Quotes are filed separately with a sequential number and the fiscal year.</b></p>				<p>18. Recommended Retention <b>As currently stated</b></p>	
<p>19. Name and Title of Preparer <b>Nancy G. Codner Supervisor of Purchasing</b></p>			<p>20. Telephone Number <b>410-751-3060</b></p>		<p>21. Date <b>January 21, 2010</b></p>

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<p>1. Department/Agency <b>Carroll County Public Schools</b></p>	<p>2. Division <b>Purchasing</b></p>	<p>3. Unit</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 <b>Contracts</b></p>	<p>5. Earliest Year/Latest Year <u>2003</u> to <u>2009</u></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.) <b>Contracts for Professional Services; central office cost center activities; school activities; Fine Arts – Consultants; Athletic Officiating services.</b></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 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 <u>63</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binders</u></p> <p>10. Annual Accumulation <u>9</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binders</u></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 <u>7</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <b>Purchasing Office</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No <b>Cost Center receives a fully executed copy of the contract. If a purchase order is issued, a copy of the contract is attached.</b></p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <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 checked="" type="checkbox"/> Federal    <input type="checkbox"/> Independent</p> <p><b>Records retained for 7 years.</b></p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No <b>Contracts are separated by category, with an individual sequential numbering</b></p>	<p>18. Recommended Retention <b>7 years</b></p>	
<p>19. Name and Title of Preparer <b>Nancy G. Codner Supervisor of Purchasing</b></p>	<p>20. Telephone Number <b>410-751-3060</b></p>	<p>21. Date <b>January 21, 2010</b></p>

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<p>1. Department/Agency  <b>Carroll County Public Schools</b></p>	<p>2. Division  <b>Purchasing</b></p>	<p>3. Unit</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  <b>Master Contract Report</b></p>	<p>5. Earliest Year/Latest Year  <u>2003</u> to <u>2009</u></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.)  <b>A master listing of all contracts entered into by the Board of Education.</b></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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>7</u>  Number</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <u>1.5" Binders</u></p> <hr/> <p>10. Annual Accumulation  <u>1</u>  Number</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <u>1.5" Binders</u></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</p>	<p>12. File Becomes Inactive After  <u>7</u>  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  <b>Supervisor of Purchasing - office</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No  A copy of this monthly report is submitted to the Assistant Superintendent of Administration and the Director of Administrative Services.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <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 checked="" type="checkbox"/> Federal    <input type="checkbox"/> Independent</p> <p>Records retained for 7 years.</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No  Monthly reporting</p>	<p>18. Recommended Retention  <b>7 years</b></p>	
<p>19. Name and Title of Preparer  <b>Nancy G. Codner</b>  <b>Supervisor of Purchasing</b></p>	<p>20. Telephone Number  <b>410-751-3060</b></p>	<p>21. Date  <b>January 21, 2010</b></p>

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<p>1. Department/Agency <b>Carroll County Public Schools</b></p>	<p>2. Division <b>Purchasing</b></p>	<p>3. Unit</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 <b>Postage Summary Report</b></p>	<p>5. Earliest Year/Latest Year <u>2003</u> to <u>2009</u></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.) <b>A monthly accounting by cost center of postage usage.</b></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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> 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) <u>Binder – 3"</u></p> <hr/> <p>10. Annual Accumulation <u>1</u> 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) <u>section of 3" Binder</u></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</p>	<p>12. File Becomes Inactive After <u>7</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <b>Supervisor of Purchasing - office</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No <b>Building Services Manager submits the monthly report and retains a copy.</b></p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <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><b>Records retained for 7 years.</b></p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No <b>Monthly</b></p>	<p>18. Recommended Retention <b>7 years</b></p>	
<p>19. Name and Title of Preparer <b>Nancy G. Codner</b> <b>Supervisor of Purchasing</b></p>	<p>20. Telephone Number <b>410-751-3060</b></p>	<p>21. Date <b>January 21, 2010</b></p>

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<p>1. Department/Agency  <b>Carroll County Public Schools</b></p>	<p>2. Division  <b>Purchasing</b></p>	<p>3. Unit</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  <b>Inventory Records</b>  (Procedures are currently being revised to ensure accountability and accuracy of inventory records. Once implemented, Purchasing will retain confirmations from all cost centers verifying integrity of inventory.)</p>		<p>5. Earliest Year/Latest Year  <u>2003</u> to <u>2009</u></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.)  <b>Inventory reports for schools and central office cost centers.</b></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 checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _____  Number _____</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) <u>Computer - Financial System - Pentamation</u></p> <p>10. Annual Accumulation _____  Number _____</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) <u>Computer - Financial System - Pentamation</u></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  <u>7</u>  Number                      <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  <b>Technology Services server</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No  <b>System back-up.</b></p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <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  <b>Records retained for 7 years.</b></p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No  <b>Items can be tracked by Asset ID numbers, and by cost centers.</b></p>	<p>18. Recommended Retention  <b>7 years</b></p>	
<p>19. Name and Title of Preparer  <b>Nancy G. Codner</b>  <b>Supervisor of Purchasing</b></p>	<p>20. Telephone Number  <b>410-751-3060</b></p>	<p>21. Date  <b>January 21, 2010</b></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 <u>8</u> OF <u>8</u></p>
<p>1. Department/Agency <b>Carroll County Public Schools</b></p>	<p>2. Division <b>Purchasing</b></p>	<p>3. Unit</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 <b>Office Budget Information</b></p>	<p>5. Earliest Year/Latest Year <u>2003</u> to <u>2009</u></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.) <b>Yearly budget records for Purchasing Department.</b></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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> 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) <u>Binder - 2"</u></p> <hr/> <p>10. Annual Accumulation <u>1</u> 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) <u>1 section of 2" binder</u> <u>[16" (l) x 13" (w) x 10" (h)]</u></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</p>	<p>12. File Becomes Inactive After <u>7</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <b>Supervisor of Purchasing - office</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No <b>Budget Office.</b></p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</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 <b>7 years</b></p>	
<p>19. Name and Title of Preparer <b>Nancy G. Codner</b> <b>Supervisor of Purchasing</b></p>	<p>20. Telephone Number <b>410-751-3060</b></p>	<p>21. Date <b>January 21, 2010</b></p>