

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

Schedule No. C1178

Page 1 of 1

Agency – Wicomico County, Maryland

Division/Unit – Information Technology

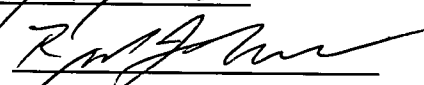
Item No.	Description	Retention
1.	Department Payroll Records (Time Sheets)	Retain copies 3 years; then destroy.
2.	Purchase Request for Proposal	Retain copies 90 days; then destroy.
3.	Purchase Card Receipts	Retain copies 3 years; then destroy.
4.	Correspondence – includes internal/external communication, incoming/outgoing	<p>Paper Correspondence: Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p> <p>Electronic Mail: Any email transmission that is an elemental part of what has been classified by this retention and disposition schedule as a record will be retained according to the time periods specified herein. All others, retain for 180 days, and then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date

2/11/12

Signature



Typed Name

Raymond J. Micciche

Title

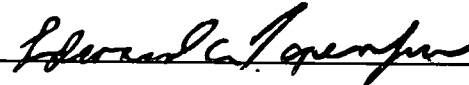
Director of I.T.

Schedule Authorized by State Archivist

Date

3/27/2012

Signature



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 2

1 DEPARTMENT/AGENCY

Wicomico County

2 DIVISION

Information Technology

3 UNIT

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
Department Payroll Records (Time Sheets)

5 EARLIEST YEAR/LATEST YEAR

__2009__ TO __2011__

6 INPUT - Identify source of information to be entered
Time sheets submitted by IT Staff.

7 OUTPUT - Identify the use/s of information generated by system
Entry of Time and attendance into Payroll system (Munis).

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.
Information Technology (IT) staff submit time card information electronically via E-mail for approval and entry into payroll system.

9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.
Timecard records are available to the Director, Deputy Director and individual who submitted the original Timesheet. The Timesheet is to be used for entry of time and attendance into the Payroll system and as a record of employee attendance.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM
Time Sheet data is submitted every 2 weeks.

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.

Data is stored in Electronic Mail Server, and on Local file of Director of Information Technology's PC, with redundant copies at Wicomico Civic Center data repository server.

12 RECOMMENDED RETENTION
Retain 3 years; then destroy.

13 TYPED OR PRINTED NAME OF PREPARER
Raymond Micciche

14 TELEPHONE NUMBER
410-430-3817

15 DATE
10-31-2011

16 TITLE OF PREPARER
Director of Information Technology



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 2

1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Information Technology	3 UNIT
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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	5 EARLIEST YEAR/LATEST YEAR __2008__ TO __2011__
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6 INPUT - Identify source of information to be entered Electronic Mail messages received and sent.	7 OUTPUT - Identify the use/s of information generated by system Correspondence with internal staff and external sources.
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8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.
Electronic Mail messages sent and received from sources internal and external to Wicomico County Government.

9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.
Wicomico County Manual of Personnel Policies and Procedures.


10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM
Information is updated daily.

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.
Data is stored in Electronic Mail Server, and on Local file of Director of Information Technology's PC, with redundant copies at Wicomico Civic Center data repository server.

12 RECOMMENDED RETENTION
Retain for 180 days then destroy.

13 TYPED OR PRINTED NAME OF PREPARER Raymond Micciche	14 TELEPHONE NUMBER 410-430-3817	15 DATE 10-31-2011
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16 TITLE OF PREPARER
Director of Information Technology



<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>1</u> OF <u>3</u></p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Information Technology</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 Purchasing- Request for Proposal</p>	<p>5. Earliest Year/Latest Year ____2010__ to ____2011__</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.) Published Request for Proposals and vendor response packages for Purchase of product or service in excess of \$5000.</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 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</p> <p>_____</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p>_____</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>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</p> <p>_____</p> <p>Number 2 Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Wicomico County Detention Center, Second Floor, IT Department</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 type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" 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>Retain 90 days: then destroy.</p>	
<p>19. Name and Title of Preparer Raymond Micciche</p>	<p>20. Telephone Number 410-430-3817</p>	<p>21. Date 10-31-2011</p>

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<p>1. Department/Agency Wicomico County</p>	<p>2. Division Information Technology</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 Purchase Card Receipts</p>	<p>5. Earliest Year/Latest Year ____2009____ to ____2011____</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.) Receipts and Documentation representing products and services acquired using county provided Visa Purchasing Card.</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 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</p> <p>_____</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p>_____</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>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</p> <p>_____</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> 3 Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Wicomico County Detention Center, Second Floor, IT Department</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 type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" 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>Retain 3 years; then destroy.</p>	
<p>19. Name and Title of Preparer Raymond Micciche</p>	<p>20. Telephone Number 410-430-3817</p>	<p>21. Date 10-31-2011</p>

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1. Department/Agency Wicomico County		2. Division Information Technology		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Correspondence			5. Earliest Year/Latest Year <u>2009</u> to <u>2011</u>		
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 in form of physical mail sent and received, internal and external.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" 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) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation _____ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> 1 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Wicomico County Detention Center, Second Floor, IT Department			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
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