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

Schedule No. C1178

Page

of

## Agency – Wicomico County, Maryland

## Division/Unit - Information Technology

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ltem No.	Description	Retention
1.	Department Payroll Records (Tir	e 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 inter communication, incoming/outgoin	
Schedule A	pproved by Department, Agency,	Schedule Authorized by State Archivist
	Representative.	•
	_	- / /

Schedule Approved	by Department, Agency
or Division Represen	ntative.

Date

Signature

Date 3/27/2012
Signature Ifered Japanfur

DGS 550-1

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS N	OF GENERAL SERVICES IANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY			
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP	, MARYLAND 20794 110) 799-1930	Page 1 of 2			
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT			
Wicomico County	Information Te	chnology				
DEFINITION - Record Series - A group of rel and disposition	ated records store	d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE Department Payroll Records (Time SI		5 EARLIEST YEAR/LATEST YEAR				
Department Payroll Necolds (Time Si	ilee(s)		2009 TO2011			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system			
Time sheets submitted by IT Staff.	Entry of Time and attenda	ance into Payroll system (Munis).				
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Brie	fly describe the information	/documents/forms			
Information Technology (IT) staff submit time	cont	ained in a series. Include i	ourpose and function of the system			
Information Technology (IT) staff submit time	card information	i electronically via E-mail to	or approval and entry into payroll system.			
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.				
Timecard records are available to the Directo	r, Deputy Directo	or and individual who subm	itted 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.						
<u> </u>						
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM			
Time Sheet data is submitted every 2 weeks.						
11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN E	LECTRONIC DATA FILE.	Explain the progression established to			
ensure the record's retention and usability	throughout the	record's authorized life cyc	le.			
Data is stored in Electronic Mail Server, and o	on Local file of D	irector of Information Techi	nology's PC with redundant copies at			
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	14 TELEPHOI	NE NUMBER	15 DATE			
PREPARER Raymond Micciche	410-430-3817		10-31-2011			
Traymond Miccicile						
16 TITLE OF PREPARER						
Director of Information Technology		1/2/11	2-2			
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	RECORDS M 7275 WATERL JESSUP,	OF GENERAL SERVICES IANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page 2 of 2					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT					
Wicomico County	Information Te	chnology						
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 5 EARLIEST YEAR/LATEST YEAR								
Correspondence – includes inte	rnal /external	communication,						
incoming/outgoing2008 TO2011								
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system					
Electronic Mail messages received and sent.		Correspondence with inte	ernal staff and external sources.					
0.5150700110.550								
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Brief	fly describe the information	/documents/forms ourpose and function of the system.					
Electronic Mail messages sent and received	form sources inte	ernal and external to Wicor	nico County Government.					
			•					
	<u> </u>							
9 POLICY ON ACCESS AND USE - Explain	in or attach copy	if established in writing.						
Wicomico County Manual of Personnel Policies and Procedures.								
,								
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM					
Information is updated daily.								
11 SPECIEV THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA THE TAXABLE PROPERTY.								
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.								
and the second of the second o								
12 RECOMMENDED RETENTION								
Retain for 180 days then destroy.								
13 TYPED OR PRINTED NAME OF 14 TELEPHONE NUMBER 15 DATE								
PREPARER	410-430-3817	NE NOWIBER	15 DATE 10-31-2011					
Raymond Micciche								
16 TITLE OF PREPARER								
Director of Information Technology		Shot	m					
		/ /						
DGS 550-6								

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)  1. Department/Agency Wicomico County  DEFINITION: RECORD SERIES: A group of relate purposes.  4. Record Series Title Purchasing- Request for Proposal  6. Record Series Description (Briefly describe the taseries.)			sunit for re  5. Earlie  20	st Year/Latest Year 10 to2011			
Published Request for Proposals and vendor response	onse packa	ages for Purch	nase of produ	ct or servic	e in excess of \$5000.		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
x Letter Size		Alphabetica	il	Number			
x Legal Size Computer Tape	☐ Numerical		:	l <u> </u>	ile Drawer(s) dicrofilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk		x Chronologica	1	Compu	ter Tape(s) specify)		
☐ Bound Book ☐ Video Tape ☐ Geographic ☐ Other (specify) ☐ Other			10. Annual  Number  x File Dra  Microfil  Compu	m Reel(s) ter Tape(s)			
11. File is Used			12. File Becomes Inactive After				
☐ Daily ☐ Weekly ☐ Monthly x Annually			Number 2 Month(s) Year(s)				
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.)  Yes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes x No			16. Audit Requirements  ☐ None ☐ State ☐ Federal x Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes x No			18. Recommended Retention Retain 90 days: then destroy.				
					·		
19. Name and Title of Preparer 20. Telepho Raymond Micciche 410-430-38			Number 21. Date 10-31-2011				

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERA		ZENEDAL SE	PVICES	AGENCY RECORDS INVENTORY		
		RECORDS MANAGEMENT DIV					
		'5 Waterloo R	Vaterloo Road, P.O. Box 275		PAGE2 OF3		
	Jessup, Maryland 20794				PAGE UF3		
Department/Agency	410-799-1930 2. Division				3. Unit		
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Wicomico County	Informat	ormation Technology			,		
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				5. Earlie	st Year/Latest Year		
Purchase Card Receipts				20	2009 to2011		
6. Record Series Description (Briefly describe the t	ypes of inf	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Receipts and Documentation representing product	s and serv	rices acquired	using county	provided V	isa Purchasing Card.		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
x Letter Size		☐ Alphabetica	al				
x Legal Size					43		
		Numerical		x File Drawer(s)  Microfilm Reel(s)			
Audio Tape Floppy Disk		x Chronologica	ıl .	Compu			
☐ Bound Book ☐ Video Tape		Geographic	cal				
Other (specify)		Other (spec	10. Annual Accumulation		Accumulation		
				Number			
			x File Dra		· ·		
			Other (specify)				
11. File is Used	<u>.                                  </u>	·	12. File Becomes Inactive After				
☐ Daily ☐ Weekly x Monthly ☐ Annually			Number Month(s) 3 Year(s)				
13. Current Location(s) (Bldg., Floor, Room)			14 to Beneral Carine Qualitated Flamburg (III)				
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.)  Tes x No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Yes x No			None ☐ State ☐ Federal x Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
☐ Yes x No			Retain 3 years; then destroy.				
19. Name and Title of Preparer 20. Telepho			ne Number	21. Date			
Raymond Micciche 410-430-38			10-31-2011				

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Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SER			VICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE3 OF3	
	Jessup, Maryland 20794				PAGE3 UF5	
Department/Agency	410-799-1930				3. Unit	
1. Department/Agency	2. Division				3. Offic	
Wicomico County	Informati	ion Technolog	)y			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Correspondence			2009 to2011			
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Correspondence in form of physical mail sent and	received, ir	nternal and ex	ternal.			
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
x Letter Size  Microfilm		Alphabetica	ai	Number		
x Legal Size Computer Tape		☐ Numerical		x File Drawer(s)  Microfilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk		x Chronologica	4	Compu	ter Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographic	cal	Other (	specify)	
Other (specify)		Other (spec	-15.0	10. Annual Accumulation		
Gotter (specify)		Cities (spec	y)	Number		
				x File Dra	nwar(c)	
			Microfi		• •	
			Computer Tape(s)		· · · ·	
			Other (specify)			
11. File is Used			12. File Becomes Inactive After			
x Daily ☐ Weekly ☐ Monthly ☐ Annually			Number Month(s) 1 Year(s)			
			14 Is Decord Series Duplicated Elegabers? (If use specify agrees or office)			
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.)  ☐ Yes x No			
,						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes x No			16. Audit Requirements			
			☐ None ☐ State ☐ Federal x Independent			
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recommended Retention			
☐ Yes x No			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.			
			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			
40 Name and Title of Days			others, reta	in for 180	days, and then destroy.	
19. Name and Title of Preparer 20. Telepho Raymond Micciche 410-430-38				21. Date 10-31-2		
410-430-30			,,,,	10-31-2		