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

Schedule No. 1204

Page 1 of 3

Agency -	- Wicomico County Di	vision/Unit - Purchasing Departmen	asing and General Services rtments			
ltem No.	Descript	Retention				
1.	Bid Records notice to bid, bid specifications proposals, and quotations, bids re- bid tabulations, bid awards, adver	ceived, bid correspondence,	Retain 5 years and until all audit requirements have been fulfilled, then destroy.			
2.	Auction Records correspondence, check copies, a information list, advance notificat		Retain 3 years and until all audit requirements have been fulfilled, then destroy.			
3.	Payroll/Employee Records daily time sheets, leave forms, c actions (Originals to HR).	Retain 1 year, then destroy.				
4.	Vendor Records copies of all outgoing correspon W-9s, contracts and leases for eac		Retain old vendor records 3 years, then destroy. Current vendor records active as long as vendor is active.			
	oproved by Department, Agency, Representative.	Schedule Authorized by Sta Date <u>3/18/2013</u>				
Signature	Rick D. Koward		1			
Typed Name	e Rick D Konrad	Date <u>3/18/2013</u> Signature <u>Alvorn</u>	I agenfun			
Title Purch	hasing Agent					

DGS 550-1

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. 1204
	ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 2 of 3
Agency - \	Nicomico County Division/Unit - Purchasing and Departments	General Services
tem	Description	Retention
No.	Description	Retention
5.	Insurance Documents current and past policies, proof of insurance, auto insurance documents, claim forms, etc	Retain 5 years after policy expiration and until all audit requirements have been fulfilled, then destroy.
6.	Vehicle and Equipment Records all vehicle titles and ownership documents, bills of sale, etc.	Retain for life of vehicle or equipment plus three years, then destroy.
7.	General Correspondence Documents original incoming letters, email, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other material related to the administration of the agency.	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland Stat Archive for permanent retention any material that serves to document the origin development, and accomplishments of the office and has continuing administrative, fiscal. legal. o historical value.
8.	Purchase Order Records requisitions, price procurement documents and resulting purchase order.	Retain 3 years and until audi requirements have been fulfilled, then destroy.
9.	Work Orders copies of all work orders requested by the various departments and individuals.	Retain 1 year, then destroy.

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

Schedule No. 1204

Page 3 of 3

	(Continuation Sheet)	ruge o or o					
Agency - Wicomico County Division/Unit - Purchasing and General Services Departments							
ltem No.	Description	Retention					
10.	Surplus Property Inventory and Sales Records inventory listing of all surplus items (held for auct the different departments.	tion) from Retain 3 years and until all audit requirements have been fulfilled, then destroy.					
11.	Contracts for Services and Projects	Retain 5 years after expiration and until all audit requirements have been fulfilled, then destroy.					
12.	Bills of Sale Documents property, products, equipment, vehicles, etc.	Retain 3 years after disposal of property, then destroy.					
13.	Invoices and Associated Documents	Retain 3 years and until all audit requirements have been fulfilled, then destroy.					
14.	Financial Documents Purchase card receipts, receipt copies, budget docu etc.	uments, Retain 3 years and until all audit requirements have been fulfilled, then destroy.					
DGS 550	0.10						

DGS 550-1A

Instructions –Type or Print a separate form for	or Print a separate form for DEPARTMENT OF GENERAL SE			AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MA	NAGEMENT DIV	SION			
with Records Retention Schedule (DGS 550-1)	7275 Waterlo	o Road, P.O. Box	275	PAGE 1 OF 14		
,	Jessup,	Maryland 20794		THUE TO TH		
	41	0-799-1930				
1. Department/Agency	2. Division			3. Unit		
WICOMICO COUNTY	PURCHASING &			n/a		
	GENERAL SERV	ICES DEPARTME	NT			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records 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		
Bid Records			2007	to Current		
6. Record Series Description (Briefly describe the t	ypes of information	documents/forms	found in th	e series. Include the purpose or function of the		
series.)						
Bid correspondence, notice to bid, requests for	bids, proposals and	quotations, bids r	eceived, s	pecifications, bid tabulations and awards		
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume			
Letter Size Microfilm	Alpha	betical	1 Number			
Legal Size Computer Tape	Num	erical	File Dr	awer(s)		
Audio Tape Floppy Disk	Chro	pological	Microfi	Im Reel(s) uter Tape(s)		
				Other (specify)		
Bound Book Video Tape	Geog	raphical	10. Annual Accumulation			
Other (specify)	C Othe	(specify)	50			
		File Dr				
				uter Tape(s)		
			Other	specify) File Folders		
11. File is Used		12. File Becon	Ines Inactive A	fter		
Daily Weekly Monthly Ann	nually	Five (5)				
		Number Month(s) Year(s)		nth(s) Xear(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Government Office Building, Second Floor, Room 205		Yes Yes	Yes No Various Departments responsible for originating the bids			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Rec	16. Audit Requirements			
Yes No						
		None None	None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe	requirements	18 Recor	18. Recommended Retention			
Yes No		Retain 5 years and until all audit requirements have been fulfilled, the				
		destroy.		an addit requirements have been runned, then		
		uestroy.				
19. Name and Title of Preparer	20. Te	ephone Number	21. Date	9		
Rick Konrad, Purchasing Agent	410-54	8-4805	11/1/20	12		
			1			

Instructions Type or Print a separate form for	DEPARTMENT OF GENERAL S			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DI			SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo			275	PAGE 2 OF 14	
		Jessup, Maryland 2079			PAGE 2 OF 14	
		410-799	9-1930			
1. Department/Agency	2. Divisio	2. Division			3. Unit	
WICOMICO COUNTY	PURCHA	ASING &			n/a	
	GENER	AL SERVICES	DEPARTME	NT		
DEFINITION: RECORD SERIES: A group of relate	ed records r	normally filed a	and used as a	unit for re	ference as well as retention and disposition	
purposes. 4. Record Series Title				5 Farlie	st Year/Latest Year	
Auction Records					to 2012	
Addion records						
6. Record Series Description (Briefly describe the	types of inf	ormation/docu	ments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Correspondence, check copies, auction list, equ	uipment info	ormation list, a	dvance notific	ation of au	uction	
7 Decord Carlos Format/a List -0		8. Record Serie	Sequence	9. Volume		
7. Record Series Format(s) List all		6. Record Sene	is Sequence	9. volume 9		
Letter Size Microfilm		Alphabetical	1			
Legal Size Computer Tape		Numerical		Number		
				File Drawer(s)		
Audio Tape Floppy Disk	п	Chronologic	al	Microfilm Reel(s)		
Bound Book Video Tape		Geographic	al	Computer Tape(s) Other (specify) File Folders		
		-				
Other (specify)		Other (spec	;ify)	10. Annual Accumulation		
				L Number		
				File Dra	nung(n)	
				Microfil		
					iter Tape(s)	
				Other (specify) File Folders	
11. File is Used			12. File Becom	les Inactive Af	fter	
🗋 Daily 🗌 Weekly 🗌 Monthly 🕅 An	nually		Three (3)			
			Number	Moi	nth(s) Xear(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Government Office Building, Second Floor, Room 205			Yes Some records are also in electronic form on Purchasian and other Department computers			
45 Accord Destrictions /// Van alte Laures 8 Destriction						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
			None None	None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	nmended F	Retention	
Yes No			Retain 3 years and until audit requirements have been fulfilled, then			
			destroy.			
	and Title of Prenarer 20 Telenh		one Number 21. Da		9	
19. Name and Title of Preparer						
19. Name and Title of Preparer Rick Konrad, Purchasing Agent		410-548-48		11/1/20	12	

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Instructions – Type or Print a separate form for	DEPARTMENT OF	GENERAL SEI	ENERAL SERVICES AGENCY RECORDS IN		
each new or revised record series. Forward	RECORDS MANA	AGEMENT DIV	ISION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo F	Road, P.O. Box	275		
	aryland 20794		PAGE 3 OF 14		
		99-1930			
		33-1330			
1. Department/Agency	2. Division			3. Unit	
WICOMICO COUNTY	PURCHASING &			n/a	
	GENERAL SERVICE	S DEPARTME	NT		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally file	d and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title		-10	5 Earlio	st Year/Latest Year	
Payroll/Employee Records			2003	to 2012	
6. Record Series Description (Briefly describe the	types of information/do	cuments/forms	found in th	e series. Include the purpose or function of the	
series.)					
Daily time sheets, leave forms, comp forms, disc	ciplinary actions (Origin	als to Finance	or HR).		
7. Record Series Format(s) List all	A Deserved D	ries Sequence	9. Volume		
r. Record Series Format(s) List all	o. Record Se	nes Sequence	.25		
🛛 Letter Size 🔲 Microfilm	Alphabeti	cal	Number		
Legal Size Computer Tape	Numerica	I	File Dra	NA CONTRACTOR I	
Audio Tape Floppy Disk	Chronolo	aiaal	Microfil		
		gical	Other (ter Tape(s)	
Bound Book Video Tape	Geograph	nical			
				Accumulation	
Other (specify)	Other (sp	Other (specify) 40			
		Number			
			File Dra	awar(e)	
				m Reel(s)	
				ter Tape(s)	
			Other (specify) File Folders	
11 Ella is tland		10 51 0			
11. File is Used		12. File Becom	ies Inactive Al	ter	
Daily Weekly Monthly Ann	nually	One (1)			
	5 *			nth(s) Xear(s)	
10 Comment Location (a) (Bide Elece Dever)					
13. Current Location(s) (Bldg., Floor, Room) Government Office Building, Second Floor, Room 205		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes No Some records are also in electronic form on HR website and			
second root, not second root, not root, not root		Yes No Some records are also in electronic form on HR website and Purchasing staff and other Department computers and copies in			
		Finance and HR Departments.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
Yes No					
Confidentiality of Demonstration		None State Federal Independent			
Confidentiality of Personnel Records					
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Percempended Patentian			
☐ Yes		18. Recommended Retention			
		Retain 1 year, then destroy.			
19. Name and Title of Preparer	20. Teleph	one Number	21. Date		
Rick Konrad, Purchasing Agent	410-548-4	805	11/1/201	2	
din se un	· · · · · · · · · · · · · · · · · · ·				

Instructions –Type or Print a separate form for DEPARTMENT OF			SENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward RECORDS MAI with Records Retention Schedule (DGS 550-1) 7275 Waterloo						
			oad, P.O. Box	275	PAGE 4 OF 14	
		Jessup, Mar				
			9-1930			
1. Department/Agency	2. Divisio				3. Unit	
WICOMICO COUNTY	PURCHA			NT	n/a	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed 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	
Vendor Records			· .	2001	to 2012	
6. Record Series Description (Briefly describe the	types of inf	ormation/docu	uments/forms f	ound in the	e series. Include the purpose or function of the	
series.)						
Copies of all outgoing correspondence, vendor	application	s, W-9s, contr	acts and lease	es for each	vendor.	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
Letter Size Dicrofilm		Alphabetica	ı	1 Number		
				Michie		
Legal Size Computer Tape		Numerical		File Dr.		
Audio Tape Floppy Disk		Chronologic	al		uter Tape(s)	
Bound Book Video Tape		Geographic	al	Other (specity)	
Other (specify)		Other (spec			Accumulation	
		Department				
				File Dr	supr(e)	
				Microfi		
				Computer Tape(s) Other (specify) File Folders		
				X Other	(specify) <u>Hile Folders</u>	
11. File is Used			12. File Becom	es Inactive Al	ter	
Daily Weekly Monthly Ar	nnually		Life of asset			
			Number	Moi	nth(s) Xear(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Government Office Building, Second Floor, Room 205					ome records are also in electronic form on Department compute nd in the Munis system	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
			None 🗌 State		State Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
Yes No			Retain old	vendor rec	ords 3 years, then destroy. Current vendors	
					g as vendor is active.	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	8	
					10	
Rick Konrad, Purchasing Agent		410-548-48	410-548-4805		12	

Instructions—Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 Junit n/a 1. Department/Agency 2. Division 3. Unit n/a WICOMICO COUNTY 2. Division 3. Unit n/a DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 2007 to 2012 6. Record Series Title Insurance documents 5. Earliest Year/Latest Year 2007 to 2012 5. Earliest Year/Latest Year 2007 to 2012 7. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.) 1 Current and past policies, proof of insurance, auto insurance documents, claim forms, etc 1 1 7. Record Series Fermat(s) Later Size Moreflin Gaster Size Moreflin 0 Aphabotical 1 I appl Size Computer Tape 0 Number 1 I appl Size Computer Tape() 0 0 0 0 I appl Size Generative After 1 1 1 I appl Size	jer						
with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1 PAGE 5-0F:14 1. Department/Agency 2. Division 3. Unit PURCHASING & GENERAL SERVICES DEPARTMENT 3. Unit n/a DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition 5. Earliest Year/Latest Year A. Record Series Title Insurance documents 5. Earliest Year/Latest Year 2007 to 2012 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 9. Vaune Current and past policies, proof of insurance, auto insurance documents, claim forms, etc 9. Vaune 7. Record Series Computer Tape B. Record Series Begreance 9. Vaune 1. Lagat Size Computer Tape 0 ware/oil 0 drift (specify) 0 drift (specify) 0 drift (specify) 0 other (specify) 0 drift (specify) 0 drift (specify) 1. Record Series Isolation 0 drift (specify) 0 drift (specify) 2. Division 0 drift (specify) 0 drift (specify) 1. Audio Tape 0 drift (specify) 0 drift (specify) 0 drift (specify) Morethin Res(s) 0 drift (specify) <t< td=""><td>Instructions – Type or Print a separate form for</td><td>DEPART</td><td>MENT OF G</td><td>SENERAL SEI</td><td>RVICES</td><td>AGENCY RECORDS INVENTORY</td></t<>	Instructions – Type or Print a separate form for	DEPART	MENT OF G	SENERAL SEI	RVICES	AGENCY RECORDS INVENTORY	
Access Pearline Processor Proce	each new or revised record series. Forward	RECO	RDS MANAG	GEMENT DIV	ISION		
Jessup, Maryland 20794 410-799-1930 Jessup, Maryland 20794 410-799-1930 Jessup, Maryland 20794 410-799-1930 Jessup Adapted Series 1930 Jessup Adapted Series Series Council for reference as well as retention and disposition purcertasing as a unit for reference as well as retention and disposition purposes. Jessura Councer Series Title Insurance documents Jessura Councer Series Title Insurance documents Second Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Current and past policies, proof of insurance, auto insurance documents, claim forms, etc T. Record Series Computer Tape Audo Tape Genord Series Sequence Genord Series Sequence Genord Series Sequence Genord Series Computer Tape Goregater Tape Goregate	with Records Retention Schedule (DGS 550-1)	7275	Waterloo Ro	oad, P.O. Box	275		
1. Department/Agency 2. Division 9. URCHASING & 3. Unit WICOMICO COUNTY 2. Division 9. URCHASING & 1. Unit DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition 9. URCHASING & 1. Unit A. Record Series Title 5. Eartifest Year/Latest Year 2007 to 2012 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Current and past policies, proof of Insurance, auto insurance documents, claim forms, etc 9. Volume 7. Record Series Format(s) Lat at @ Legal Size Computer Tape @ Legal Size Computer Tape @ Legal Size Computer Tape @ Down (weekly) Other (specify) I 0. Audio Tape Other (specify) I 0. Other (specify) 10. Annual/ I 1. File is Used I 1. File Grawer(s) I 1. File is Used I 12. File Becomes Inschere After File One I 10. Annual/ Commution() I 1. Annual Accountificion I 14. Is Record Series Diplated Elsewhere? (files, specify agency or offica.) I 1. Annual Accountificion I 14. Is Record S		Jessup, Ma				FAGE 5 OF 14	
WICOMICO COUNTY PURCHASING & GENERAL SERVICES DEPARTMENT n/a DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition 5. Earliest Year/Latest Year 4. Record Series Title Insurance documents 5. Earliest Year/Latest Year 2007 to 2012 6. Record Series Description (Briefly describe the types of information/documents/forms tour of the series.) 5. Earliest Year/Latest Year Current and past policies, proof of insurance, auto insurance documents, claim forms, etc 1.each 7. Record Series Permit(s) List all 6. Record Series Sequence 9. Volume 1. Legal Size Computer Tape Numerical 1.each 1. Legal Size Computer Tape 0. Numerical 0. Geographical 0. Geographical 0 other (specify) 0. Other (specify) 10. Annual Accumulation 10. Number 1. Legal Size Computer Tape 0. Other (specify) 10. Annual Accumulation 0 other (specify) 0. Other (specify) 10. Annual Accumulation 10. Number 1. Legal Size Computer Tape 0. Other (specify) 10. Number 0 other (specify) 0. Other (specify) 10. Number 10. Number 1. Legal Size	5		410-79	9-1930			
GENERAL SERVICES DEPARTMENT DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition 4. Record Series Title Insurance documents 5. Earliest Year_Latest Year 2007 to 2012 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. current and past policies, proof of insurance, auto insurance documents, claim forms, etc 7. Record Series Fermati(s) Lat all 0. Letter Size Microfilm 0. Letter Size Microfilm 0. Letter Size Microfilm 0. Judio Tape Picppy Disk 0. Other (specify) 10. Annual Accumulation 10. Other (specify) 10. Annual Accumulation 10. Other (specify) 10. Annual Accumulation 10. Other (specify) 12. File Bacomes inactive After Pice (5) Number 11. File is Used 12. File Bacomes inactive After 12. Number 14. In Record Series DupterTape() 13. Current Loadion(i) (Microfilm Real(s)) 13. Current Loadion(i) (Microfilm Real(s)) 14. In Record Series Duplicated Eleveleers? 14. In Record Series DupterTap(1. Department/Agency	2. Divisio	n			3. Unit	
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purposes. 4. Record Series Title 5. Earliest Year/Latest Year Insurance documents 2007 to 2012 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Current and past policies, proof of insurance, auto insurance documents, claim forms, etc 7. Record Series Format(s) Lst at 8. Record Series Sequence 8. Volume 1 Logal Size Computer Tape 1 Logal Size Computer Tape Audio Tape Fib Drawer(s) Bound Book Video Tape 0 Other (specify) 10. Accumulation 10 Other (specify) 10. Accumulation 11. File is Used 12. File Becomes fractive After I'lee is Used 12. File Becomes fractive After I'lee file Date 12. File Becomes fractive After I'lee Building, Second Floor, Room (205 14. Is Record Series Daplicated Elsewhere?' (fryet, specify agency or office.) 13. Current Location(i) (Bdgs, Roor, Room) 14. Is Record Series Daplicated Elsewhere?' (fryet, specify agency or office.) 13. Access Restifications (If Yes, cite Law(s) & Regulation(s) 16. Acut Requirements 16. Acut Requirements		GENERA	L SERVICES	S DEPARTME	NT		
4. Record Series Title Insurance documents 5. Earliest Year/Latest Year 2007 to 2012 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Current and past policies, proof of insurance, auto insurance documents, daim forms, etc 7. Record Series Format(s) List all @ Letter Size Microfilm @ Letter Size Microfilm @ Letter Size Microfilm @ Letter Size Computer Tape @ Bound Book Other (specify) @ Other (specify) IO Entores(s) @ Dother (specify) IO Other (specify) 11. File is Used 12. File Bocomes fractive After [Five (5) Number 13. Current Location(s) (Bdsg., Floor, Room) Government Office Building. Second Floor, Room 205 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Si Yes No Some records are also in electoric form on Department computers 13. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audt Requirements		d records n	ormally filed	and used as a	a unit for re	ference as well as retention and disposition	
Insurance documents 2007 to 2012 6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series.) Current and past policies, proof of insurance, auto insurance documents, claim forms, etc 7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume 1< Letter Size					5 Earlie	st Year/Latest Year	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Current and past policies, proof of insurance, auto insurance documents, claim forms, etc 7. Record Series Format(s) List all Ø. Letter Size Microfilm Ø. Letter Size Microfilm Ø. Letter Size Computer Tape Outget Tape Numerical Ø. Audio Tape Computer Tape(s) Ø. Other (specify) Other (specify) Ø. Other (specify) Other (specify) 11. File is Used 12. File Becomes Inactive After Plugit) Weekly Monthity 13. Ourment Location(s) (Bkdg, Floor, Room) Covernment Office Building, Second Floor, Room 205 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No Some records are also in electronic form on Department computers							
series.) Current and past policies, proof of insurance, auto insurance documents, claim forms, etc 7. Record Series Format(s) List all Accord Series Sequence					2007		
I Letter Size Microfilm I ach I Legal Size Computer Tape Numerical I Bit Drawer(s) Audio Tape Floppy Disk Chronological Geographical Bound Book Video Tape I O. Annual Accumulation Other (specify) Other (specify) I O. Annual Accumulation IO. Annual Accumulation Other (specify) I Other (specify) II I T. File is Used II. File is Used II. File is Used I Daily Weekly Monthy Annually 13. Current Location(s) (Bidg., Floor, Room) II. Is Record Seties Duplicated Elsewhere? (If yes, specify agency or office.) I S. Access Restrictions (If Yes, cite Law(s) & Regulation(s) I S. Audit Regularements I S. Audit Regularements	series.)					e series. Include the purpose or function of the	
I Letter Size I Microfilm I Alphabetical Number I Legal Size Computer Tape I Numerical I File Drawer(s) Audio Tape Floppy Disk I Chronological Computer Tape(s) Bound Book Video Tape I Chronological Other (specify) Other (specify) I Other (specify) 10 Anumber Other (specify) I Other (specify) 10 Number I T. File is Used File Drawer(s) I Computer Tape(s) I Other (specify) 11. File is Used I 2. File Becomes Inactive After Five (5) I Deally Weekly Monthity Annually Five (5) Number I 3. Current Location(s) (Bldg., Floor, Room) I 4. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Government Office Building, Second Floor, Room 205 I 4. Lis Record Series Duplicated Elsewhere? (If yes, specify agency or office.) So Some records are also in electronic form on Department computers No Some records are also in electronic form on Department computers 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements 16. Audit Requirements	7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
□ Legal Size □ Computer Tape □ Numerical □ File Drawer(s) □ Audio Tape □ Floppy Disk □ Chronological □ Computer Tape(s) □ Bound Book □ Video Tape □ Computer Tape(s) □ Other (specify) File Box □ Other (specify) □ Other (specify) □ 0 Number □ Other (specify) □ 0 Number □ 0 10. Annual Accumulation □ Other (specify) □ 0 Number □ Other (specify) □ 0 Number □ Other (specify) □ 0 Number □ 0 Number □ Daily Weekly Monthly ☑ Annually 13. Current Location(s) (Bkdg, Floor, Room) □ 4. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Government Office Building, Second Floor, Room 205 □ 16. Audt Requirements		1			and the second se		
Audio Tape Floppy Disk Bound Book Video Tape Other (specify) Geographical Other (specify) 10. Annual Accumulation 10. Annual Accumulation 10 Number File Drawer(s) Image: Specify Specify 10. Annual Accumulation 10. Number 10 Specify File Box 10. Annual Accumulation 10. Number 10. Number Image: Specify Specif	Letter Size Microfilm		Alphabetica	1	Number	и.,	
Audio Tape Floppy Disk Bound Book Video Tape Other (specify) Geographical Other (specify) 10. Annual Accumulation Other (specify) 10. Annual Accumulation Other (specify) 10. Annual Accumulation Number 10. Annual Accumulation In File Drawer(s) 10. Annual Accumulation Other (specify) 10. Annual Accumulation In File Drawer(s) 10. Annual Accumulation In File Is Used File Drawer(s) In File Is Used 12. File Becomes Inactive After In Daily Weekly In Annually Annually Sourcent Location(s) (Bldg, Fioor, Room) Government Office Building, Second Floor, Room 205 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) In Some records are also in electronic form on Department computers 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	Legal Size Computer Tape		Numerical		🛛 File Dra	wer(s)	
□ Bound Book Video Tape □ Other (specify) □ □ Other (specify) □ □ Other (specify) □ 10. Annual Accumulation 10. Annual Accumulation 10. Number □ □ Bound Book □ □ Other (specify) □ 11. File is Used □ □ Daily □ Weekly □ Daily □ Monthiy ☑ Annually Five (5) □ Surrent Location(s) (Bldg, Floor, Room) Government Office Building, Second Floor, Room 205 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☑ Yes □ No Some records are also in electronic form on Department computers 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements							
□ Other (specify) □ Other (specify) 10. Annual Accumulation 10. Number 10 Number □ File Drawer(s) □ Microfilm Reel(s) □ Computer Tape(s) □ Other (specify) File Folders/ Binders(2) 11. File is Used 11. File is Used 12. File Becomes Inactive After □ Daily □ Weekly □ Monthly ○ Annually Five (5) Number □ Month(s) 13. Current Location(s) (Bidg., Floor, Room) Government Office Building, Second Floor, Room 205 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☑ Yes □ No Some records are also in electronic form on Department computers 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements			Chionological				
□ Other (specify) 10 Number □ File Drawer(s) □ File Drawer(s) □ Computer Tape(s) □ Computer Tape(s) ○ Other (specify) File Folders/ Binders(2) 11. File is Used 12. File Becomes Inactive After □ Daily Weekly □ Daily Monthly ○ Annually Five (5) Number □ Month(s) ○ Vear(s) 13. Current Location(s) (Bidg., Floor, Room) Government Office Building, Second Floor, Room 205 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ○ Yes No Some records are also in electronic form on Department computers 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements	Bound Book Video Tape		Geographic	al			
Image: Second Floor, Room) Monthly Annually 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements	Other (specify)				1 m m m m m m m m m m m m m m m m m m m	Accumulation	
Image: Second Floor, Room) Image: Second Floor, Room 13. Current Location(s) (Bldg., Floor, Room) Government Office Building, Second Floor, Room 205 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements							
Image: Second Floor, Room) Image: Second Floor, Room 13. Current Location(s) (Bldg., Floor, Room) Government Office Building, Second Floor, Room 205 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements							
Image: Second Floor, Room) Computer Tape(s) Image: Second Floor, Room) Image: Second Floor, Room) Government Office Building, Second Floor, Room 205 Image: Second Floor, Room) Image: Second Floor, Room 205 Image: Second Floor, Room) Image: Second Floor, Room 205 Image: Second Floor, Room) Image: Second Floor, Room 205 Image: Second Floor, Room 205 Image: Second Floor, Room 205 Image: Second Floor, Room 205 Image: Second Floor, Room 205 Image: Second Floor, Room 205 Image: Second Floor, Room 205 Image: Second Floor, Room 205 Image: Second Floor, Room 205 Image: Second Floor, Room 205 Image: Second Floor, Room 205 Image: Second Floor, Room 205 Image: Second Floor, Room 205 Image: Second Floor, Room 205 Image: Second Floor, Room 205 Image: Second Floor, Room 205 Image: Second Floor, Room 205 Image: Second Floor, Room 205 Image: Second Floor, Second Floor, Room 205 Image: Second Floor, Second Floor, Room 205 Image: Second Floor, Second Floor, Room 205 Image: Second Floor, S							
11. File is Used 12. File Becomes Inactive After Daily Weekly Monthly Annually Five (5) Number Month(s) Year(s) 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Government Office Building, Second Floor, Room 205 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Stacess Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements	à,						
Daily Weekly Monthly Annually Five (5) Number Month(s) Year(s) 13. Current Location(s) (Bldg., Floor, Room) Government Office Building, Second Floor, Room 205 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No Some records are also in electronic form on Department computers 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements					Other (specify) File Folders/ Binders(2)		
Daily Weekly Monthly Annually Five (5) Number Month(s) Year(s) 13. Current Location(s) (Bldg., Floor, Room) Month(s) Year(s) Government Office Building, Second Floor, Room 205 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements	11. File is Used			12. File Becom	es Inactive Afr	er	
Number Month(s) Year(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Government Office Building, Second Floor, Room 205 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Ib. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements							
13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Government Office Building, Second Floor, Room 205 Image: Construction of the second series are also in electronic form on Department computers 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements	Daily Weekly Monthly Ann	ually					
Government Office Building, Second Floor, Room 205 Image: Construction of the second seco				Number	Mon	th(s) X Year(s)	
Government Office Building, Second Floor, Room 205 Image: Construction of the second seco							
	15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
	Yes No						
None State Federal Independent				None State		Federal Independent	
		1					
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention		requirements		18. Recommended Retention			
☐ Yes	🗋 Yes 🖾 No			Retain 5 ye	ars after po	blicy expiration and until all audit requirements	
have been fulfilled, then destroy.							
19. Name and Title of Preparer 20. Telephone Number 21. Date	19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Rick Konrad, Purchasing Agent 410-548-4805 11/1/2012					11/1/201	2	
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Instructions – Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICE			VICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT					
with Records Retention Schedule (DGS 550-1)	7275	5 Waterloo Ro	ad, P.O. Box	275	PAGE 6 OF 14	
		Jessup, Mar	yland 20794		PAGE 0 OF 14	
		410-799-1930				
1. Department/Agency	2. Divisio	n			3. Unit	
WICOMICO COUNTY	PURCHA	ASING &			n/a	
	GENERA	AL SERVICES	DEPARTME	NT		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records n	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	
Vehicle and Equipment Records				1974	to current	
6. Record Series Description (Briefly describe the	types of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Copies of Information on the County Vehicle and E	Equipment F	Fleet				
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
X Letter Size		Alphabetica		.25 Number		
				Turnout		
Legal Size Computer Tape		Numerical		File Dr		
Audio Tape Floppy Disk		Chronologie	al	Microfi	in Reel(s) Iter Tape(s)	
				Other (
Bound Book Video Tape		Geographic	al	10 Annual	Accumulation	
Other (specify)		Other (spec	;ify)	<u>6</u>		
				Number		
				File Dr	awer(s)	
					Aicrofilm Reel(s)	
					computer Tape(s) hther (specify) File Folders	
11. File is Used			12. File Becom	es Inactive A	fter	
Daily Weekly Monthly An	nually		Life of Asset			
			Number	Mo	nth(s) Xear(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Government Office Building, Second Floor, Room 205			Yes No Some records are also in electronic form on Department computers			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes X No						
		None State		State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recommended Retention			
Yes No			Retain for l	ife of vehic	le or equipment plus three years, then destroy.	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	9	
Rick Konrad, Purchasing Agent		410-548-48		11/1/20		

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Instructions -Type or Print a separate form for	DEPARTMENT OF G	ENERAL SERVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAG	GEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	Jessup, Mar	oad, P.O. Box 275 ryland 20794 99-1930	PAGE 7 OF 14		
1. Department/Agency	2. Division		3. Unit		
WICOMICO COUNTY	PURCHASING & GENERAL SERVICES	S DEPARTMENT	n/a		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally filed	and used as a unit fo	r reference as well as retention and disposition		
4. Record Series Title		5. Ea	rliest Year/Latest Year		
General Correspondence Documents		20	07 to 2012		
6. Record Series Description (Briefly describe the series.)	types of information/doc	uments/forms found in	n the series. Include the purpose or function of the		
Original incoming letters, email, copies of outgoing	n lettere memoranda st	idias reports directiv	res policies and other material related to the		
administration of the agency.	g letters, memoranda, st		es, policies, and other material related to the		
7. Record Series Format(s) List all	8. Record Serie	es Sequence 9. Volu	ime		
Letter Size 🔲 Microfilm	Alphabetica	al Numbe	er		
Legal Size Computer Tape	Numerical		rawer(s) film Reel(s)		
Audio Tape Floppy Disk	Chronologi		Computer Tape(s)		
Bound Book Video Tape	Geographi	cal			
Other (specify)	Cther (spe		nual Accumulation		
			e Drawer(s) crofilm Reel(s)		
			mputer Tape(s) her (specify) <u>File Folders</u>		
11. File is Used		12. File Becomes Inactin	ve After		
🗌 Daily 🗌 Weekly 🗌 Monthly 🛛 Ar	nnually	Varies Number	Month(s) Xear(s)		
13. Current Location(s) (Bldg., Floor, Room) Government Office Building, Second Floor, Room 205		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No Some records are also in electronic form on Department computers			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe	e requirements	18. Recommende	ad Retention		
☐ Yes ⊠ No		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 theoffice and has continuing administrative, fiscal. legal. or historical value.			
19. Name and Title of Preparer	20. Teleph	none Number 21.1			
Rick Konrad, Purchasing Agent	410-548-4				

Instructions –Type or Print a separate form for DEPARTMENT OF G			SENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT D 7275 Waterloo Road, P.O. E Jessup, Maryland 2079 410-799-1930				PAGE 8 OF 14	
1. Department/Agency	2. Divisi	on		1	3. Unit	
WICOMICO COUNTY	PURCHASING & GENERAL SERVICES DEPARTME			INT	n/a	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Purchase Order Records				2003	to 2012	
 Record Series Description (Briefly describe the series.) Price procurement documents and resulting put 			uments/forms	found in th	e series. Include the purpose or function of the	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
Letter Size Microfilm		Alphabetica	al	.25 Number		
Legal Size Computer Tape	Numerical			File Dra		
Audio Tape Floppy Disk		Chronologi	ical Microfilm			
Bound Book Video Tape		Geographical		Other (Other (specify)	
					Accumulation	
Other (specify)		Uther (spec				
				 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) File Folders 		
11. File is Used			12. File Becom	l les Inactive Afr	ter	
Daily Weekly Monthly Annually			Three (3) Number Month(s) Xear(s)			
13. Current Location(s) (Bldg., Floor, Room) Government Office Building, Second Floor, Room 205			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No Various Departments responsible for originating the PO's and Munis System			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes			16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes X No	requirements		18. Recommended Retention Retain 3 years and until audit requirements have been fulfilled, then destroy.			
9. Name and Title of Preparer 20. Telephor			one Number 21. Date 305 11/1/2012			

DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a separate form for	GENERAL SERVICES		AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	GEMENT DIVISION		Чř			
with Records Retention Schedule (DGS 550-1) 7275 Waterloo R						
No	Jessup, Ma	ryland 20794	li.	PAGE 9 OF 14		
		99-1930				
1. Department/Agency	2. Division			3. Unit		
VICOMICO COUNTY	PURCHASING &			n/a		
	GENERAL SERVICE	S DEPARTME	INT			
DEFINITION: RECORD SERIES: A group of relate purposes.	l ed records normally filed	l and used as a	a unit for re	ference as well as retention and disposition		
I. Record Series Title			5. Earlie	st Year/Latest Year		
Work Orders			2007	to 2012		
			a. 100			
 Record Series Description (Briefly describe the series.) Copies of all work orders requested by the various 			found in th	e series. Include the purpose or function of the		
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume			
		1	.25			
Letter Size Microfilm	Alphabetic	al	Number			
Legal Size Computer Tape	Numerical		File Dra	awer(s)		
		Chronological Co		Microfilm Reel(s)		
Audio Tape Floppy Disk	Chronolog			Computer Tape(s)		
Bound Book Video Tape	Geograph	Geographical		specity)		
Other (specify)		Other (specify) 15		10. Annual Accumulation <u>15</u> Number		
			File Dra			
		Comput				
				Other (specify) File Folders		
1. File is Used		12. File Becom	les Inactive Af	ter		
Daily Weekly Monthly And	nuclhu	0.000 (4)				
	паану	One (1) Number Month(s) X Year(s)				
n a start and the start and th						
13. Current Location(s) (Bldg., Floor, Room) Government Office Building, Basement (General Services Office)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☑ Yes □ No Some records are also in electronic form on Department computer			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
Yes X No			None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recom	mended P	etention		
Yes No	a hu	Retain 1 ye				
9. Name and Title of Preparer	20. Teleph	one Number	21. Date			
Rick Konrad, Purchasing Agent	410-548-44		11/1/201			
		410-040-4800				

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Instructions – Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECO	RDS MANAG	GEMENT DIVI	SION		
with Records Retention Schedule (DGS 550-1)	7275	5 Waterloo Ro	ad, P.O. Box	275		
	Jessup, Maryland 20794				PAGE 10 OF 14	
		410-799-1930				
1. Department/Agency	2. Division				3. Unit	
WICOMICO COUNTY	PURCHA				n/a	
WICOMICO COUNTY			DEPARTME	NT	11/a	
	GENERA	AL SERVICES	DEPARTME			
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records n	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	
Surplus Property Inventory and Sales Records	5			2005	to 2012	
6. Record Series Description (Briefly describe the	types of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Inventory listing of all surplus items (held for auction	on) from the	different dep	artments.			
,	,					
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
<u>.</u>				4		
Letter Size Microfilm		Alphabetica	d	Number		
Legal Size Computer Tape		Numerical		File Dra	e Drawer(s)	
				Microfi		
Audio Tape Floppy Disk		Chronologi	cai		iter Tape(s)	
Bound Book Video Tape		Geographic	al	Other (her (specify) Hanging folders	
		L		10. Annual Accumulation		
Other (specify)		Other (spec	;ify)	1		
				Number		
				File Dr	awer(s)	
				Microfi		
					ter Tape(s)	
			25	Other (specify) File Folders	
11. File is Used			12. File Becom	es Inactive At	ter	
🗌 Daily 🗌 Weekly 🗌 Monthly 🛛 An	inually		Three (3) Number Month(s) X Year(s)			
			Number Month(s) X Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Government Office Building, Second Floor, Room 205			Yes No Some records are also in electronic form on Department computers			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes No						
			None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended F	Retention	
Yes No					ntil all audit requirements have been fulfilled, then	
			destroy.			
19. Name and Title of Preparer		20. Teleph	ne Number	21. Date	3	
Rick Konrad, Purchasing Agent		410-548-48		11/1/20		
Not Homan, Forenasing Agent		410-040-40		11/1/20	1 Ka	

Instructions –Type or Print a separate form for		TMENT OF G			AGENCY RECORDS INVENTORY	
each new or revised record series. Forward		ORDS MANAG				
with Records Retention Schedule (DGS 550-1)	121	5 Waterloo Ro		275	PAGE 11 OF 14	
		Jessup, Maryland 20794 410-799-1930				
1. Department/Agency	2. Division				3. Unit	
WICOMICO COUNTY	PURCH				n/a	
	GENER	AL SERVICES	DEPARTME	NT		
DEFINITION: RECORD SERIES: A group of relate	GENERAL SERVICES DEPARTMENT			a unit for re	ference as well as retention and disposition	
purposes.				E Endia	st Year/Latest Year	
4. Record Series Title					to 2012	
Contract for Services and Projects				2000	10 2012	
6. Record Series Description (Briefly describe the	types of inf	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Contracts for projects, services and products.						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
Letter Size 🔲 Microfilm		Alphabetica	đ	Number		
Legal Size Computer Tape		Numerical		File Dr.		
Audio Tape Floppy Disk		Chronologic	cal		iter Tape(s)	
Bound Book Video Tape		Geographic	al	Other (Other (specify)	
				10. Annual Accumulation		
Other (specify)		Other (spec	зfy)	/) 25 Number		
				T File Dr	and the second se	
			File Drawer(s) Microfilm Reel(s)			
					(reactiv) File Folders	
			Other (specify) <u>File Folders</u>			
11. File is Used			12. File Becom	nes Inactive A	fter	
Daily Weekly Monthly An	nually		Three (3)			
			Number Month(s) X Year(s)			
13. Current Location(s) (Bldg., Floor, Room) Government Office Building, Second Floor, Room 205			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☑ Yes □ No Some records are also in electronic form on Department computers			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes No						
			None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe	requirements	5	18. Recom			
					expiration and until all audit requirements have	
			been fulfille	ed, then de	stroy.	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	9	
13. Name and the or reparer						
Rick Konrad, Purchasing Agent		410-548-48	805	11/1/20	12	

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Instructions – Type or Print a separate form for	DEPAR	DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECO	ORDS MANA	GEMENT DIVI	SION		
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo R	oad, P.O. Box	275	PAGE 12 OF 14	
	Jessup, Maryland 20794					
1	410-799-1930					
1. Department/Agency	2. Division				3. Unit	
WICOMICO COUNTY	PURCH	ASING &			n/a	
	GENER	AL SERVICES	S DEPARTME	NT		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Bills of Sale Documents				2000	to 2012	
P	h					
6. Record Series Description (Briefly describe the	types of int	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Bills of Sale for products, merchandise, vehicles a	nd equipm	ent, etc.				
	1					
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
Letter Size		Alphabetica	al	1 Number		
Legal Size Computer Tape		Numerical		File Dra	File Drawer(s)	
				Microfil		
Audio Tape Floppy Disk		Chronologi	cal		ter Tape(s) specify) File Folders	
Bound Book Video Tape		Geographic	cal	Cure (specify) rite roders		
Other (specify)		Other (spec	cifu)	10. Annual Accumulation		
			uny/	75 Number		
			File Drawer(s) Microfilm Reel(s)			
				_	ter Tape(s)	
				Other (specify) File Folders	
11. File is Used		I	12. File Becom	es Inactive Af	ter	
Daily Weekly Monthly An	oually		Three (2)			
	rically		Three (3) Number Month(s) X Year(s)			
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Government Office Building, Second Floor, Room 205			Yes No Some records are also in electronic form on Department computers			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes No						
			None State Federal Independent			
17. 1				-		
 Is an Index System used? If yes, explain briefly and describe Yes X No 	requirements		18. Recom			
			Retain 3 ye	ars after d	isposal of property, then destroy.	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Rick Konrad, Purchasing Agent		410-548-48	05	11/1/201	2	
			it.			
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Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SER RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930		SION	AGENCY RECORDS INVENTORY PAGE 13 OF 14		
1. Department/Agency	2. Division				3. Unit	
WICOMICO COUNTY	PURCHASING &			n/a		
	GENER	AL SERVICES	S DEPARTME	NT		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title		and the second second second		5. Earlies	st Year/Latest Year	
Invoices and Associated Documents				2008	to 2012	
 Record Series Description (Briefly describe the series.) Invoices of purchases for General Services, Purch 		the Administra	ation as well a	s packing s		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume .25		
Letter Size Microfilm		Alphabetica	al	Number		
Legal Size Computer Tape		Numerical			 ➢ File Drawer(s) ☐ Microfilm Reel(s) 	
Audio Tape 🔲 Floppy Disk		Chronologi	cal	Computer Tape(s)		
Bound Book		Geographic	cal		Other (specify)	
Other (specify)		Other (spec	Other (specify) 25 Number		Accumulation	
				File Dra	m Reel(s)	
11. File is Used			12. File Becom	Les Inactive Aft	ler	
🗌 Daily 🗌 Weekly 🗌 Monthly 🕅 Anr	nually		<u>Three (3)</u> Number	Mon	tth(s) 🛛 Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Government Office Building, Second Floor, Room 205			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No Some records are also in electronic form on Department computer			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ⊠ No			16. Audit Requirements ⊠ None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes Xo			 Recommended Retention Retain 3 years and until all audit requirements have been fulfilled, the 			
			destroy.			
			1			
19. Name and Title of Preparer Rick Konrad, Purchasing Agent		20. Telepho	ne Number	21. Date		

					n de la compañía de l	
Instructions – Type or Print a separate form for	DEPAR	DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECO	ORDS MANAG	SEMENT DIVI	SION		
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	ad, P.O. Box	275		
4.2		Jessup, Mar			PAGE 14 OF 14	
	410-799-1930					
1. Department/Agency	2. Division				3. Unit	
WICOMICO COUNTY	PURCH	ASING &			n/a	
	GENER	AL SERVICES	DEPARTME	NT		
1.5			l and a set of a standard			
DEFINITION: RECORD SERIES: A group of relate purposes.	ed 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	
Financial Documents				2008	to 2012	
6. Record Series Description (Briefly describe the	types of inf	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Purchase card receipts, receipt copies, budg	aet docum	nents, etc.				
	gor accan					
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
Letter Size Microfilm		Alphabetica	1	.25 Number		
Legal Size Computer Tape		Numerical		M File Dr	here and a h	
					e Drawer(s) crofilm Reel(s)	
Audio Tape Floppy Disk		Chronologie	cal		uter Tape(s)	
Bound Book Video Tape		Geographic	al	Other (her (specify)	
				10. Annual	10. Annual Accumulation	
Other (specify)		Other (spec	;ify)	<u>15</u> Number		
				Number		
				File Drawer(s)		
				_		
					uter Tape(s) (specify) File Folders	
11. File is Used			12. File Becom	es Inactive A	fter	
Daily Weekly Monthly An	nually		Three (3)			
			Number Month(s) X Year(s)			
		1				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Government Office Building, Second Floor, Room 205			Yes No Some records are also in electronic form on Department computers			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes No			To, Pount requirements			
			None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recommended Retention			
Yes No					ntil all audit requirements have been fulfilled, then	
				als diù u	nur an audit requirements have been runnied, then	
			destroy.			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	8	
Rick Konrad, Purchasing Agent		410-548-48		11/1/20		
the restriction of the restricti		1.0.040-40		111120		

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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 14				
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Purchasing 8	& General Services	3 UNIT N/A				
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 Bid Records		5 EARLIEST YEAR/LATEST YEAR 2007 TO Current					
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	ise/s of information generated by system				
Documents created by staff on their compute		A bid document, letter, et and the staff computers	c. is created and saved to the S drive				
8 ELECTRONIC RECORD SERIES DESCR Include purpose and function of the system.	IPTION - Briefly	y describe the information	/documents/forms contained in a series.				
Bid correspondence, notice to bid, requests for awards	or bids, proposals	and quotations, bids rece	eived, specifications, bid tabulations and				
9 POLICY ON ACCESS AND USE - Explain	in or attach copy i	f established in writing.					
No policy in writing. Use is limited to Purchas	ing Agent and the	Purchasing Assistant					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FOR	REVISING INFORMATIO	ON IN THE SYSTEM				
Bid documents are often revised and reused	for later bidding p	urposes.					
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability thr			Explain the progression established to				
The files are located on the County "S" Drive as well as the Purchasing Agent and the Purchasing Assistant's computers.							
12 RECOMMENDED RETENTION							
Retain 5 years and until all audit requirements have been fulfilled, then destroy.							
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHON	E NUMBER	15 DATE				
Rick D. Konrad	410-548-4805		11/1/2012				
16 TITLE OF PREPARER							
Purchasing Agent							
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 ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 2 of 14				
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Purchasing	& General Services	3 UNIT N/A				
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 Auction Records	5 EARLIEST YEAR/LATEST YEAR 2007 TO Current						
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system				
Documents scanned by staff on their comput	ers	To provide backup inform made at auction	nation and documentation for purchases				
8 ELECTRONIC RECORD SERIES DESCR Include purpose and function of the system.	IPTION - Brief	fly describe the information	n/documents/forms contained in a series.				
correspondence, check copies, auction list, equipment information list, advance notification of auction							
 9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No policy in writing. Use is limited to Purchasing Agent and the Purchasing Assistant 							
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM				
N/A.							
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. The files are located on the County "S" Drive as well as the Purchasing Agent and the Purchasing Assistant's computers.							
12 RECOMMENDED RETENTION							
Retain 3 years and until all audit requirement	s have been fulfi	illed, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE				
Rick D. Konrad	410-548-4805		11/1/2012				
16 TITLE OF PREPARER	L						
Purchasing Agent							
DGS 550-6							

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	.OO ROAD, P.O. BOX 275 MARYLAND 20794 .10) 799-1930	Page 3 of 14
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Purchasing	& General Services	3 UNIT N/A
DEFINITION – Record Series - A group of re and disposition		d electronically and used as a	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Payroll/Employee Records			2009 TO Current
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	Luse/s of information generated by system
Hours worked by staff		Cutting payroll checks	
8 ELECTRONIC RECORD SERIES DESCR Include purpose and function of the system.	RIPTION - Brie	fly describe the informatior	n/documents/forms contained in a series.
These records include hours worked by emp accumulated.	loyees, hours of	vacation, personal, sick an	d other time used. Comp time
9 POLICY ON ACCESS AND USE - Expla	ain or attach copy	if established in writing.	
Use limited by Munis access.			
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM
Done by HR and Finance Department			
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability th			Explain the progression established to
On the County IT system in the Munis HR m	odule		
12 RECOMMENDED RETENTION			
Retain 1 year, then destroy.			
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHC	NE NUMBER	15 DATE
Rick D. Konrad	410-548-4805		11/1/2012
16 TITLE OF PREPARER	L		J
Purchasing Agent			
DGS 550-6			
	z Alexandra de Carlos		

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVIS ELECTRONIC RECORD SERIES. FORWAR	ED 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 10) 799-1930	Page 4 of 14
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Purchasing	& General Services	3 UNIT N/A
	of related records store sition purposes	ed electronically and used as	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TIT Vendor Records	-E		5 EARLIEST YEAR/LATEST YEAR
Vendor Records			2005 TO Current
6 INPUT - Identify source of informatio	to be entered	7 OUTPUT - Identify the	use/s of information generated by system
Documents created by staff on their com by vendors and submitted	outers and created	Information on all vendor	rs, contracts, agreements, etc.
8 ELECTRONIC RECORD SERIES DE Include purpose and function of the syste		fly describe the information	n/documents/forms contained in a series
· · · · · · · · · · · · · · · · · · ·			
Copies of all outgoing correspondence, v	endor applications,	W-9s, contracts and leases	s for each vendor.
Copies of all outgoing correspondence,			s for each vendor.
Copies of all outgoing correspondence, v 9 POLICY ON ACCESS AND USE – E	xplain or attach copy	if established in writing.	s for each vendor.
Copies of all outgoing correspondence, v 9 POLICY ON ACCESS AND USE – E	xplain or attach copy chasing Agent and th	y if established in writing. ne Purchasing Assistant	
Copies of all outgoing correspondence, v 9 POLICY ON ACCESS AND USE – E No policy in writing. Use is limited to Pur	xplain or attach copy chasing Agent and the NS AND RULES FC	y if established in writing. he Purchasing Assistant OR REVISING INFORMAT	ION IN THE SYSTEM
Copies of all outgoing correspondence, v 9 POLICY ON ACCESS AND USE – E No policy in writing. Use is limited to Pur 10 UPDATING CYCLES OR CONDITIC Vendor information is updated as needed	xplain or attach copy chasing Agent and the NS AND RULES FC and as we receive	y if established in writing. ne Purchasing Assistant OR REVISING INFORMATI new information from vend	ION IN THE SYSTEM lors. Explain the progression established to
Copies of all outgoing correspondence, v 9 POLICY ON ACCESS AND USE – E No policy in writing. Use is limited to Pur 10 UPDATING CYCLES OR CONDITIC	xplain or attach copy chasing Agent and the NS AND RULES FC and as we receive	y if established in writing. ne Purchasing Assistant OR REVISING INFORMATI new information from vend	ION IN THE SYSTEM lors. Explain the progression established to
Copies of all outgoing correspondence, v 9 POLICY ON ACCESS AND USE – E No policy in writing. Use is limited to Pur 10 UPDATING CYCLES OR CONDITIC Vendor information is updated as needed	xplain or attach copy thasing Agent and the NS AND RULES FC and as we receive DIA OF THE MAIN E y throughout the rec	y if established in writing. he Purchasing Assistant OR REVISING INFORMATION new information from vend ELECTRONIC DATA FILE. ord's authorized life cycle.	ION IN THE SYSTEM lors. Explain the progression established to
Copies of all outgoing correspondence, v 9 POLICY ON ACCESS AND USE – E No policy in writing. Use is limited to Pur 10 UPDATING CYCLES OR CONDITIC Vendor information is updated as needed 11 SPECIFY THE LOCATION AND ME ensure the record's retention and usabilit The files are located on the County "S" E	xplain or attach copy thasing Agent and the NS AND RULES FC and as we receive DIA OF THE MAIN E y throughout the rec	y if established in writing. he Purchasing Assistant OR REVISING INFORMATION new information from vend ELECTRONIC DATA FILE. ord's authorized life cycle.	ION IN THE SYSTEM lors. Explain the progression established to
Copies of all outgoing correspondence, v 9 POLICY ON ACCESS AND USE – E No policy in writing. Use is limited to Pur 10 UPDATING CYCLES OR CONDITIC Vendor information is updated as needed 11 SPECIFY THE LOCATION AND ME ensure the record's retention and usabilit The files are located on the County "S" E Assistant's computers.	xplain or attach copy thasing Agent and the NS AND RULES FC and as we receive DIA OF THE MAIN E y throughout the rec rive, in the Munis sy	y if established in writing. he Purchasing Assistant OR REVISING INFORMATION new information from vend ELECTRONIC DATA FILE. ord's authorized life cycle. stem as well as the Purcha	ION IN THE SYSTEM lors. Explain the progression established to asing Agent and the Purchasing
Copies of all outgoing correspondence, v 9 POLICY ON ACCESS AND USE – E No policy in writing. Use is limited to Pur 10 UPDATING CYCLES OR CONDITIC Vendor information is updated as needed 11 SPECIFY THE LOCATION AND ME ensure the record's retention and usabilit The files are located on the County "S" E Assistant's computers.	xplain or attach copy thasing Agent and the NS AND RULES FC and as we receive DIA OF THE MAIN E y throughout the rec rive, in the Munis sy	y if established in writing. he Purchasing Assistant OR REVISING INFORMATION new information from vend ELECTRONIC DATA FILE. ord's authorized life cycle. stem as well as the Purchaster dor records active as long	ION IN THE SYSTEM lors. Explain the progression established to asing Agent and the Purchasing
Copies of all outgoing correspondence, v 9 POLICY ON ACCESS AND USE – E No policy in writing. Use is limited to Pur 10 UPDATING CYCLES OR CONDITIC Vendor information is updated as needed 11 SPECIFY THE LOCATION AND ME ensure the record's retention and usabilit The files are located on the County "S" E Assistant's computers. 12 RECOMMENDED RETENTION Retain old vendor records 3 years, then 13 TYPED OR PRINTED NAME OF	Aplain or attach copy shasing Agent and the NS AND RULES FO and as we receive DIA OF THE MAIN E by throughout the rec rive, in the Munis sy	y if established in writing. he Purchasing Assistant OR REVISING INFORMATION new information from vend ELECTRONIC DATA FILE. ord's authorized life cycle. stem as well as the Purchaster dor records active as long	ION IN THE SYSTEM lors. Explain the progression established to asing Agent and the Purchasing as vendor is active.
Copies of all outgoing correspondence, v 9 POLICY ON ACCESS AND USE – E No policy in writing. Use is limited to Pur 10 UPDATING CYCLES OR CONDITIC Vendor information is updated as needed 11 SPECIFY THE LOCATION AND ME ensure the record's retention and usabilit The files are located on the County "S" E Assistant's computers. 12 RECOMMENDED RETENTION Retain old vendor records 3 years, then 13 TYPED OR PRINTED NAME OF PREPARER	Aplain or attach copy shasing Agent and the NS AND RULES FO and as we receive DIA OF THE MAIN E by throughout the rec rive, in the Munis sy lestroy. Current ven 14 TELEPHO	y if established in writing. he Purchasing Assistant OR REVISING INFORMATION new information from vend ELECTRONIC DATA FILE. ord's authorized life cycle. stem as well as the Purchaster dor records active as long	ION IN THE SYSTEM lors. Explain the progression established to asing Agent and the Purchasing as vendor is active.

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 5 of 14				
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Purchasing	& General Services	3 UNIT N/A				
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				
Insurance Documents			2005 TO Current				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system				
Insurance company quotes, claim information	, and policies	Information regarding cla coverage.	ims history, cost of insurance, and				
8 ELECTRONIC RECORD SERIES DESCR Include purpose and function of the system.	IPTION - Brief	ly describe the information	/documents/forms contained in a series.				
These records include Insurance claim inform	nation, facility and	d vehicle information, quot	es, forms, etc.				
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.					
No policy at this time.							
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM				
N/A							
	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.						
On the "S" Drive and on the Purchasing Department computers.							
12 RECOMMENDED RETENTION							
Retain 5 years after policy expiration and until all audit requirements have been fulfilled, then destroy.							
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE				
Rick D. Konrad	410-548-4805		11/1/2012				
16 TITLE OF PREPARER							
Purchasing Agent							
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 ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 6 of 14				
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Purchasing	& General Services	3 UNIT N/A				
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				
Vehicle & Equipment Records			<u>1974</u> TO <u>Current</u>				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system				
Information on the County vehicle and equipr	nent fleet	Fleet plan information inc	luding maintenance and fuel costs				
8 ELECTRONIC RECORD SERIES DESCR Include purpose and function of the system.	IPTION - Brief	fly describe the information	/documents/forms contained in a series.				
These records provide a look at the age and well as information for providing insurance co		les and equipment in the fl	eet providing planning information as				
9 POLICY ON ACCESS AND USE - Explain	in or attach copy	if established in writing.					
No policy at this time							
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM				
Done as needed by the Purchasing Departme	ent						
11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability thr	OF THE MAIN E oughout the reco	LECTRONIC DATA FILE. ord's authorized life cycle.	Explain the progression established to				
On the "S" Drive and on the Purchasing Department computers.							
12 RECOMMENDED RETENTION	12 RECOMMENDED RETENTION						
Retain for life of vehicle or equipment plus three years, then destroy.							
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE				
PREPARER Rick D. Konrad	410-548-4805		11/1/2012				
16 TITLE OF PREPARER							
Purchasing Agent			~				
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 7 of 14				
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Purchasing	& General Services	3 UNIT N/A				
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 General Correspondence documen		5 EARLIEST YEAR/LATEST YEAR <u>2000</u> TO <u>Current</u>					
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	use/s of information generated by system				
Documents created by staff on their computer by others and submitted	rs and created		rom various entities including but not ents, Vendors, Citizens, and others.				
 8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other material related to the administration of the agency. 9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. 							
10 UPDATING CYCLES OR CONDITIONS / N/A.	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM				
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. Some of the files are located on the County "S" Drive but the majority are on the Purchasing Agent and the Purchasing Assistant's computers.							
12 RECOMMENDED RETENTION 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.							
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHC	ONE NUMBER	15 DATE				
Rick D. Konrad	410-548-4805		11/1/2012				
16 TITLE OF PREPARER Purchasing Agent							
DGS 550-6							

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		MENT DIVISION	ELECTRONIC RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04			AND 20794	Page 8 of 14	
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Purchasing & General Services		eral Services	3 UNIT N/A	
DEFINITION – Record Series - A group of rela and disposition		d electro	onically and used as a	unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE Purchase Order Records				5 EARLIEST YEAR/LATEST YEAR <u>2007</u> TO <u>Current</u>	
6 INPUT - Identify source of information to I	be entered	7 OL	JTPUT - Identify the u	use/s of information generated by system	
Documents created by Munis system through requisitions of various Departments To provide Purchase Ord purchases				ers and confirm funding for County	
8 ELECTRONIC RECORD SERIES DESCR Include purpose and function of the system.	IPTION - Brie	fly desc	cribe the information	/documents/forms contained in a series.	
Requisitions, price procurement documents a	and resulting pure	chase o	order.		
9 POLICY ON ACCESS AND USE - Explain	in or attach copy	if esta	blished in writing.		
Munis training manual. Access is provided to all Departments for their PO's. Finance and Purchasing Department can access all of the PO documents.					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	RREV	ISING INFORMATI	ON IN THE SYSTEM	
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Revisions do by Finance with approval from Purchasing Department.					
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.					
The files are located on the County "S" Drive as well as Munis, and the Purchasing Agent and the Purchasing Assistant's computers.					
12 RECOMMENDED RETENTION					
Retain 3 years and until audit requirements have been fulfilled, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		IMBER	15 DATE	
Rick D. Konrad	410-548-4805			11/1/2012	
16 TITLE OF PREPARER	L				
Purchasing Agent					
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 9 of 14	
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Purchasing	& General Services	3 UNIT N/A	
DEFINITION – Record Series - A group of rel and disposition		d electronically and used as a	unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE Work Orders			5 EARLIEST YEAR/LATEST YEAR 2009 TO Current	
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system	
			r needed maintenance work to General	
8 ELECTRONIC RECORD SERIES DESCR Include purpose and function of the system.	IPTION - Brief	fly describe the information	/documents/forms contained in a series.	
Copies of all work orders requested by the va	rious Departmer	nts and individuals		
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.		
No policy. In practice records are used by Supervisor and Department head as a reference and double check .				
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM	
N/A				
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to				
ensure the record's retention and usability thr	ougnout the reco	ord's authorized life cycle.		
The files are located on the Purchasing Agent, the Purchasing Assistant, and the General Services Supervisor's computers.				
12 RECOMMENDED RETENTION				
Retain 1 year, then destroy.				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE	
Rick D. Konrad	410-548-4805		11/1/2012	
16 TITLE OF PREPARER				
Purchasing Agent				
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 10 of 14		
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Purchasing & General Services		3 UNIT N/A		
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 Surplus Property Inventory and Sales Records			5 EARLIEST YEAR/LATEST YEAR 2005 TO Current		
6 INPUT - Identify source of information to I	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
			r needed to track County property that is		
8 ELECTRONIC RECORD SERIES DESCR Include purpose and function of the system.	IPTION - Brief	fly describe the information	/documents/forms contained in a series.		
Inventory listing of all surplus items (held for a	auction) from the	different departments on o	data files and on auction websites.		
9 POLICY ON ACCESS AND USE - Explain	in or attach copy	if established in writing.			
No policy. In practice records are used by Supervisor and Department head as a reference and double check .					
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM		
N/A					
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.					
The files are located on the County "S" Drive as well as the Purchasing Agent and the Purchasing Assistant's computers and on auction websites such as GovDeals, etc.					
12 RECOMMENDED RETENTION					
Retain 3 years and until all audit requirements have been fulfilled, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Rick D. Konrad	410-548-4805		11/1/2012		
16 TITLE OF PREPARER					
Purchasing Agent					
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 11 of 14			
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Purchasing	& General Services	3 UNIT N/A			
	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 Contracts for services and projects			5 EARLIEST YEAR/LATEST YEAR 2003 TO Current			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system			
Documents created by various Departments, vendors and To provide information f			r needed to track County project, service vell as renewal periods and identify bid			
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.						
Contracts for projects, services and product	S.					
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.				
Access limited to Purchasing Department Agent and Assistant on "S" Drive and personal computers.						
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM			
N/A						
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.						
The files are located on the County "S" Drive as well as the Purchasing Agent and the Purchasing Assistant's computers.						
12 RECOMMENDED RETENTION						
Retain 5 years after expiration and until all audit requirements have been fulfilled, then destroy.						
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE			
Rick D. Konrad	410-548-4805		11/1/2012			
16 TITLE OF PREPARER			5			
Purchasing Agent						
DGS 550-6						

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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 12 of 14	
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Purchasing	& General Services	3 UNIT N/A	
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE Bill of Sale documents			5 EARLIEST YEAR/LATEST YEAR 2003 TO Current	
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system	
Documents created by vendors to prove own property. Scanned by Purchasing Departmen	rship of County property			
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Brief	ly describe the information	/documents/forms contained in a series.	
Include purpose and function of the system.				
Bills of sale for property purchased by the C	ounty including p	products, vehicles, equipme	ent, and real estate.	
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.		
Access limited to Purchasing Department Agent and Assistant on "S" Drive and personal computers.				
10 UPDATING CYCLES OR CONDITIONS			ON IN THE OVOTEM	
IN OF DATING CICLES ON CONDITIONS	AND ROLES FO	R REVISING INFORMATIO	ON IN THE STSTEM	
N/A				
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.				
The files are located on the County "S" Drive as well as the Purchasing Agent and the Purchasing Assistant's computers.				
12 RECOMMENDED RETENTION				
12 RECOMMENDED RETENTION				
Retain three Years after disposal of property, then destroy.				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE	
Rick D. Konrad	410-548-4805		11/1/2012	
16 TITLE OF PREPARER				
Purchasing Agent				
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 MA 7275 WATERLO JESSUP,	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	ELECTRONIC RECORDS INVENTORY Page 13 of 14			
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Purchasing	& General Services	3 UNIT N/A			
	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 Invoices and Associated document	S		5 EARLIEST YEAR/LATEST YEAR 2009 TO Current			
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify th	e use/s of information generated by system			
Documents created by vendors and imputed	Documents created by vendors and imputed by staff To provide information for					
8 ELECTRONIC RECORD SERIES DESCR Include purpose and function of the system.	IPTION - Brief	ly describe the informat	on/documents/forms contained in a series.			
Copies of invoices and packing slips scanned	to staff persona	l computers				
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing				
No policy. In practice records are used by Supervisor and Department head as a reference and double check .						
10 UPDATING CYCLES OR CONDITIONS	AND RULES FOI	R REVISING INFORMA	TION IN THE SYSTEM			
N/A						
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.						
The files are located on the Purchasing Agent, the Purchasing Assistant, and/or the General Services staff computers.						
12 RECOMMENDED RETENTION						
Retain 3 years and until all audit requirements have been fulfilled, then destroy.						
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE			
PREPARER Rick D. Konrad	410-548-4805		11/1/2012			
16 TITLE OF PREPARER						
Purchasing Agent						
DGS 550-6						

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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	ELECTRONIC RECORDS INVENTORY Page 14 of 14		
1 DEPARTMENT/AGENCY Wicomico County	2 DIVISION Purchasing	& General Services	3 UNIT N/A		
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 Financial Documents	5 EARLIEST YEAR/LATEST YEAR 2003 TO Current				
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the u	use/s of information generated by system		
			nd to provide administration with budget		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Purchase card receipts, invoice copies, budget documents, etc.					
 9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No policy. In practice records are used by Supervisor and Department head as a reference and double check. 					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
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. The files are located on the Purchasing Agent, the Purchasing Assistant, and/or the General Services staff computers.					
12 RECOMMENDED RETENTION Retain 3 years and until all audit requirements have been fulfilled, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Rick D. Konrad	410-548-4805		11/1/2012		
16 TITLE OF PREPARER					
Purchasing Agent					
DGS 550-6					