

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

Schedule No. 1204

Page 1 of 3

Agency - Wicomico County

Division/Unit - Purchasing and General Services
Departments

Item No.	Description	Retention
1.	Bid Records -- notice to bid, bid specifications, request for bids, proposals, and quotations, bids received, bid correspondence, bid tabulations, bid awards, advertising.	Retain 5 years and until all audit requirements have been fulfilled, then destroy.
2.	Auction Records --correspondence, check copies, auction list, equipment information list, advance notification of auction.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
3.	Payroll/Employee Records --daily time sheets, leave forms, comp forms, disciplinary actions (Originals to HR).	Retain 1 year, then destroy.
4.	Vendor Records --copies of all outgoing correspondence, vendor applications, W-9s, contracts and leases for each vendor.	Retain old vendor records 3 years, then destroy. Current vendor records active as long as vendor is active.

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature

Rick D Konrad

Typed Name Rick D Konrad

Title Purchasing Agent

Schedule Authorized by State Archivist

Date

3/18/2013

Signature

Edward C. [Signature]

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

Schedule No. 1204

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**Agency - Wicomico County Division/Unit - Purchasing and General Services
Departments**

Item 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 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.
8.	Purchase Order Records --requisitions, price procurement documents and resulting purchase order.	Retain 3 years and until audit 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.

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

Schedule No. 1204

Page 3 of 3

Agency - Wicomico County

**Division/Unit - Purchasing and General Services
Departments**

Item No.	Description	Retention
10.	Surplus Property Inventory and Sales Records --inventory listing of all surplus items (held for auction) from the different departments.	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 documents, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.

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	AGENCY RECORDS INVENTORY PAGE 1 OF 14
1. Department/Agency WICOMICO COUNTY	2. Division 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 purposes.		
4. Record Series Title Bid Records	5. Earliest Year/Latest Year 2007 to Current	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Bid correspondence, notice to bid, requests for bids, proposals and quotations, bids received, specifications, bid tabulations and awards		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>50</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folders</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>Five (5)</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> 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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Various Departments responsible for originating the bids	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain 5 years and until all audit requirements have been fulfilled, then destroy.	
19. Name and Title of Preparer Rick Konrad, Purchasing Agent	20. Telephone Number 410-548-4805	21. Date 11/1/2012

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	AGENCY RECORDS INVENTORY PAGE 2 OF 14
1. Department/Agency WICOMICO COUNTY	2. Division 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 purposes.		
4. Record Series Title Auction Records	5. Earliest Year/Latest Year 2003 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.) Correspondence, check copies, auction list, equipment information list, advance notification of auction		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>9</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folders</u> 10. Annual Accumulation <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folders</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>Three (3)</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> 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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some records are also in electronic form on Purchasing staff and other Department computers	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain 3 years and until audit requirements have been fulfilled, then destroy.	
19. Name and Title of Preparer Rick Konrad, Purchasing Agent	20. Telephone Number 410-548-4805	21. Date 11/1/2012

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	AGENCY RECORDS INVENTORY PAGE 3 OF 14
1. Department/Agency WICOMICO COUNTY	2. Division 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 purposes.		
4. Record Series Title Payroll/Employee Records	5. Earliest Year/Latest Year 2003 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.) Daily time sheets, leave forms, comp forms, disciplinary actions (Originals to Finance or HR).		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>25</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>40</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folders</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>One (1)</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> 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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Confidentiality of Personnel Records	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain 1 year, then destroy.	
19. Name and Title of Preparer Rick Konrad, Purchasing Agent	20. Telephone Number 410-548-4805	21. Date 11/1/2012

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	AGENCY RECORDS INVENTORY PAGE 4 OF 14
1. Department/Agency WICOMICO COUNTY	2. Division 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 purposes.		
4. Record Series Title Vendor Records	5. Earliest Year/Latest Year 2001 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.) Copies of all outgoing correspondence, vendor applications, W-9s, contracts and leases for each vendor.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Department	9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>50</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folders</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>Life of asset</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> 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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some records are also in electronic form on Department computers and in the Munis system	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain old vendor records 3 years, then destroy. Current vendors records active as long as vendor is active.	
19. Name and Title of Preparer Rick Konrad, Purchasing Agent	20. Telephone Number 410-548-4805	21. Date 11/1/2012

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	AGENCY RECORDS INVENTORY PAGE 5 OF 14
1. Department/Agency WICOMICO COUNTY	2. Division 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 purposes.		
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, claim forms, etc		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1 each</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Box</u> 10. Annual Accumulation <u>10</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folders/ Binders(2)</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>Five (5)</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> 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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some records are also in electronic form on Department computers	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain 5 years after policy expiration and until all audit requirements have been fulfilled, then destroy.	
19. Name and Title of Preparer Rick Konrad, Purchasing Agent	20. Telephone Number 410-548-4805	21. Date 11/1/2012

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	AGENCY RECORDS INVENTORY PAGE 6 OF 14
1. Department/Agency WICOMICO COUNTY	2. Division 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 purposes.		
4. Record Series Title Vehicle and Equipment Records	5. Earliest Year/Latest Year 1974 to current	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Copies of Information on the County Vehicle and Equipment Fleet		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>.25</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>6</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folders</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>Life of Asset</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> 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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some records are also in electronic form on Department computers	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain for life of vehicle or equipment plus three years, then destroy.	
19. Name and Title of Preparer Rick Konrad, Purchasing Agent	20. Telephone Number 410-548-4805	21. Date 11/1/2012

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		AGENCY RECORDS INVENTORY PAGE 7 OF 14	
1. Department/Agency WICOMICO COUNTY		2. Division 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 purposes.					
4. Record Series Title General Correspondence 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.) Original incoming letters, email, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other material related to the administration of the agency.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>200</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folders</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After Varies Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> 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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some records are also in electronic form on Department computers		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. 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.		
19. Name and Title of Preparer Rick Konrad, Purchasing Agent		20. Telephone Number 410-548-4805		21. Date 11/1/2012	

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	AGENCY RECORDS INVENTORY PAGE 8 OF 14
1. Department/Agency WICOMICO COUNTY	2. Division 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 purposes.		
4. Record Series Title Purchase Order Records	5. Earliest Year/Latest Year 2003 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.) Price procurement documents and resulting purchase order.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume .25 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation 40 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folders</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After Three (3) Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> 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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Various Departments responsible for originating the PO's and Munis System	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain 3 years and until audit requirements have been fulfilled, then destroy.	
19. Name and Title of Preparer Rick Konrad, Purchasing Agent	20. Telephone Number 410-548-4805	21. Date 11/1/2012

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		AGENCY RECORDS INVENTORY PAGE 9 OF 14
1. Department/Agency WICOMICO COUNTY	2. Division 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 purposes.			
4. Record Series Title Work Orders	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.) Copies of all work orders requested by the various departments and individuals			
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>.25</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>15</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folders</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>One (1)</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some records are also in electronic form on Department computers		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain 1 year, then destroy		
19. Name and Title of Preparer Rick Konrad, Purchasing Agent	20. Telephone Number 410-548-4805	21. Date 11/1/2012	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 10 OF 14</p>
<p>1. Department/Agency WICOMICO COUNTY</p>	<p>2. Division PURCHASING & GENERAL SERVICES DEPARTMENT</p>	<p>3. Unit n/a</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Surplus Property Inventory and Sales Records</p>	<p>5. Earliest Year/Latest Year 2005 to 2012</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Inventory listing of all surplus items (held for auction) from the different departments.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>4</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Hanging folders</u></p> <hr/> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folders</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>Three (3)</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Government Office Building, Second Floor, Room 205</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some records are also in electronic form on Department computers</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain 3 years and until all audit requirements have been fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Rick Konrad, Purchasing Agent</p>	<p>20. Telephone Number 410-548-4805</p>	<p>21. Date 11/1/2012</p>

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		AGENCY RECORDS INVENTORY PAGE 11 OF 14	
1. Department/Agency WICOMICO COUNTY		2. Division 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 purposes.					
4. Record Series Title Contract for Services and Projects			5. Earliest Year/Latest Year 2000 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.) Contracts for projects, services and products.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>5</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>25</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folders</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>Three (3)</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> 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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some records are also in electronic form on Department computers		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 5 years after expiration and until all audit requirements have been fulfilled, then destroy.		
19. Name and Title of Preparer Rick Konrad, Purchasing Agent		20. Telephone Number 410-548-4805		21. Date 11/1/2012	

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		AGENCY RECORDS INVENTORY
			PAGE 12 OF 14
1. Department/Agency WICOMICO COUNTY	2. Division 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 purposes.			
4. Record Series Title Bills of Sale Documents		5. Earliest Year/Latest Year 2000 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.) Bills of Sale for products, merchandise, vehicles and equipment, etc.			
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>File Folders</u> 10. Annual Accumulation <u>75</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folders</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		12. File Becomes Inactive After <u>Three (3)</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> 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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some records are also in electronic form on Department computers	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain 3 years after disposal of property, then destroy.	
19. Name and Title of Preparer Rick Konrad, Purchasing Agent	20. Telephone Number 410-548-4805	21. Date 11/1/2012	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 13 OF 14</p>	
<p>1. Department/Agency WICOMICO COUNTY</p>		<p>2. Division PURCHASING & GENERAL SERVICES DEPARTMENT</p>		<p>3. Unit n/a</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Invoices and Associated Documents</p>				<p>5. Earliest Year/Latest Year 2008 to 2012</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Invoices of purchases for General Services, Purchasing and the Administration as well as packing slips and other documentation.</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume <u>25</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation <u>25</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folders</u></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>			<p>12. File Becomes Inactive After</p> <p><u>Three (3)</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Government Office Building, Second Floor, Room 205</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some records are also in electronic form on Department computers</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Retain 3 years and until all audit requirements have been fulfilled, then destroy.</p>		
<p>19. Name and Title of Preparer Rick Konrad, Purchasing Agent</p>		<p>20. Telephone Number 410-548-4805</p>		<p>21. Date 11/1/2012</p>	

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	AGENCY RECORDS INVENTORY PAGE 14 OF 14
1. Department/Agency WICOMICO COUNTY	2. Division 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 purposes.		
4. Record Series Title Financial Documents	5. Earliest Year/Latest Year 2008 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.) Purchase card receipts, receipt copies, budget documents, etc.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>25</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <u>15</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>File Folders</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>Three (3)</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> 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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some records are also in electronic form on Department computers	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain 3 years and until all audit requirements have been fulfilled, then destroy.	
19. Name and Title of Preparer Rick Konrad, Purchasing Agent	20. Telephone Number 410-548-4805	21. Date 11/1/2012

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 & 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 <u>2007 TO Current</u>	
6 INPUT - Identify source of information to be entered Documents created by staff on their computers			7 OUTPUT - Identify the use/s of information generated by system A bid document, letter, etc. is created and saved to the S drive and the staff computers		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Bid correspondence, notice to bid, requests for bids, proposals and quotations, bids received, specifications, bid tabulations and awards					
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 FOR REVISING INFORMATION IN THE SYSTEM Bid documents are often revised and reused for later bidding purposes.					
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 and until all audit requirements have been fulfilled, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Rick D. Konrad		14 TELEPHONE NUMBER 410-548-4805		15 DATE 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 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 <u>2007</u> TO <u>Current</u>	
6 INPUT - Identify source of information to be entered Documents scanned by staff on their computers			7 OUTPUT - Identify the use/s of information generated by system To provide backup information and documentation for purchases made at auction		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. 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 FOR REVISING INFORMATION 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 requirements have been fulfilled, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Rick D. Konrad		14 TELEPHONE NUMBER 410-548-4805		15 DATE 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	
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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 Payroll/Employee Records				5 EARLIEST YEAR/LATEST YEAR <u>2009</u> TO <u>Current</u>	
6 INPUT - Identify source of information to be entered Hours worked by staff			7 OUTPUT - Identify the use/s of information generated by system Cutting payroll checks		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. These records include hours worked by employees, hours of vacation, personal, sick and other time used. Comp time accumulated.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Use limited by Munis access.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Done by HR and Finance 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. On the County IT system in the Munis HR module					
12 RECOMMENDED RETENTION Retain 1 year, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Rick D. Konrad		14 TELEPHONE NUMBER 410-548-4805		15 DATE 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 4 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 Vendor Records				5 EARLIEST YEAR/LATEST YEAR 2005 TO Current	
6 INPUT - Identify source of information to be entered Documents created by staff on their computers and created by vendors and submitted			7 OUTPUT - Identify the use/s of information generated by system Information on all vendors, contracts, agreements, etc.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Copies of all outgoing correspondence, vendor applications, W-9s, contracts and leases for each vendor.					
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 FOR REVISING INFORMATION IN THE SYSTEM Vendor information is updated as needed and as we receive new information from vendors.					
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, in the Munis system as well as the Purchasing Agent and the Purchasing Assistant's computers.					
12 RECOMMENDED RETENTION Retain old vendor records 3 years, then destroy. Current vendor records active as long as vendor is active.					
13 TYPED OR PRINTED NAME OF PREPARER Rick D. Konrad		14 TELEPHONE NUMBER 410-548-4805		15 DATE 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 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 Insurance Documents				5 EARLIEST YEAR/LATEST YEAR <u>2005 TO Current</u>	
6 INPUT – Identify source of information to be entered Insurance company quotes, claim information, and policies			7 OUTPUT – Identify the use/s of information generated by system Information regarding claims history, cost of insurance, and coverage.		
8 ELECTRONIC RECORD SERIES DESCRIPTION – Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. These records include Insurance claim information, facility and vehicle information, quotes, forms, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No policy at this time.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION 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 Rick D. Konrad		14 TELEPHONE NUMBER 410-548-4805		15 DATE 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	
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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 Vehicle & Equipment Records				5 EARLIEST YEAR/LATEST YEAR <u>1974 TO Current</u>	
6 INPUT - Identify source of information to be entered Information on the County vehicle and equipment fleet			7 OUTPUT - Identify the use/s of information generated by system Fleet plan information including maintenance and fuel costs		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. These records provide a look at the age and cost of the vehicles and equipment in the fleet providing planning information as well as information for providing insurance coverage.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. No policy at this time.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Done as needed by the 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. On the "S" Drive and on the Purchasing Department computers.					
12 RECOMMENDED RETENTION Retain for life of vehicle or equipment plus three years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Rick D. Konrad		14 TELEPHONE NUMBER 410-548-4805		15 DATE 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 documents				5 EARLIEST YEAR/LATEST YEAR <u>2000</u> TO <u>Current</u>	
6 INPUT - Identify source of information to be entered Documents created by staff on their computers and created by others and submitted			7 OUTPUT - Identify the use/s of information generated by system Correspondence to and from various entities including but not limited to: other Departments, 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. No policy in writing. Use is limited to Purchasing Agent and the Purchasing Assistant					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION 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. 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 Rick D. Konrad		14 TELEPHONE NUMBER 410-548-4805		15 DATE 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	
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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 Purchase Order Records				5 EARLIEST YEAR/LATEST YEAR 2007 TO Current	
6 INPUT – Identify source of information to be entered Documents created by Munis system through requisitions of various Departments			7 OUTPUT – Identify the use/s of information generated by system To provide Purchase Orders and confirm funding for County purchases		
8 ELECTRONIC RECORD SERIES DESCRIPTION – Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Requisitions, price procurement documents and resulting purchase order.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established 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 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 Rick D. Konrad		14 TELEPHONE NUMBER 410-548-4805		15 DATE 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	
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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 Work Orders				5 EARLIEST YEAR/LATEST YEAR 2009 TO Current	
6 INPUT - Identify source of information to be entered Documents created by Departments and individuals			7 OUTPUT - Identify the use/s of information generated by system To provide information for needed maintenance work to General Services and employees		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Copies of all work orders requested by the various Departments and individuals					
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 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 the General Services Supervisor's computers.					
12 RECOMMENDED RETENTION Retain 1 year, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Rick D. Konrad		14 TELEPHONE NUMBER 410-548-4805		15 DATE 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	
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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 <u>2005 TO Current</u>	
6 INPUT – Identify source of information to be entered Documents created by Departments and individuals			7 OUTPUT – Identify the use/s of information generated by system To provide information for needed to track County property that is being disposed of.		
8 ELECTRONIC RECORD SERIES DESCRIPTION – Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Inventory listing of all surplus items (held for auction) from the different departments on data files and on auction websites.					
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 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 Rick D. Konrad		14 TELEPHONE NUMBER 410-548-4805		15 DATE 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	
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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 Documents created by various Departments, vendors and the approved by the Legal Department.			7 OUTPUT - Identify the use/s of information generated by system To provide information for needed to track County project, service and product vendors as well as renewal periods and identify bid timing.		
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 products.					
9 POLICY ON ACCESS AND USE – Explain 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 FOR REVISING INFORMATION 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 Rick D. Konrad		14 TELEPHONE NUMBER 410-548-4805		15 DATE 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 12 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 Bill of Sale documents				5 EARLIEST YEAR/LATEST YEAR <u>2003</u> TO <u>Current</u>	
6 INPUT - Identify source of information to be entered Documents created by vendors to prove ownership of property. Scanned by Purchasing Department.			7 OUTPUT - Identify the use/s of information generated by system To provide proof of ownership of County property		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Bills of sale for property purchased by the County including products, vehicles, equipment, and real estate.					
9 POLICY ON ACCESS AND USE – Explain 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 FOR REVISING INFORMATION 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 three Years after disposal of property, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Rick D. Konrad		14 TELEPHONE NUMBER 410-548-4805		15 DATE 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	
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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 documents				5 EARLIEST YEAR/LATEST YEAR 2009 TO Current	
6 INPUT - Identify source of information to be entered Documents created by vendors and imputed by staff			7 OUTPUT - Identify the use/s of information generated by system To provide information for paying bills on purchases		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Copies of invoices and packing slips scanned to staff personal computers					
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 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 PREPARER Rick D. Konrad		14 TELEPHONE NUMBER 410-548-4805		15 DATE 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	
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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 Documents created by processing payments, and creating budget proposals.			7 OUTPUT - Identify the use/s of information generated by system To document payments and to provide administration with budget proposals		
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 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 PREPARER Rick D. Konrad		14 TELEPHONE NUMBER 410-548-4805		15 DATE 11/1/2012	
16 TITLE OF PREPARER Purchasing Agent					
DGS 550-6					