

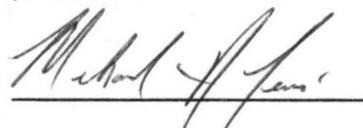
DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1234
 Page 1 of 2

DGS
 550-1

Agency: Wicomico County Sheriff's Office Division/Unit: Quartermaster

Item No.	Description	Retention
1	Work Order	Retain 5 years, then destroy.
2	Requisition Form	Retain 5 years, then destroy.
3	Fleet Services History Files	Retain 5 years, then destroy.
4	Fleet Services Central Files	Retain 5 years, then destroy.
5	Material Safety Data Sheet	Retain for 3 years at the Quartermaster Division after the discontinued use of substance then transferred to Wicomico County Sheriff's Office Central Records for 37 years, then destroy.
6	Tactical Supplies Inventory	Retain 5 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.
 Date _____
 Signature 
 Typed Name Michael A. Lewis
 Title Sheriff

Schedule Authorized by State Archivist
 Date 11-5
 Signature 

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

Schedule No. 1234

Page 2 of 2

Agency
Wicomico County Sheriff's Office

Division/Unit
Quartermaster

Item No.	Description	Retention
7	Ordnance Equipment Inventory	Retain 3 years, then destroy.
8	Tactical Equipment Inventory	Retain 3 years, then destroy.

<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 1 OF 8</p>
<p>1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Rd. Salisbury, MD 21801</p>	<p>2. Division Quartermaster</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Work Order</p>	<p>5. Earliest Year/Latest Year 2007 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.) Used to request maintenance to a vehicle or vehicle equipment.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 1 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> <p>10. Annual Accumulation 300 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>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 2 Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Rd. Salisbury, MD 21801 Room 66</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Per Wicomico County Sheriff's Office and Wicomico County Policies and Procedures</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Organized by date.</p>	<p>18. Recommended Retention Retain 5 years, then destroy.</p>	
<p>19. Name and Title of Preparer Amy Sanko, Administrative Assistant</p>	<p>20. Telephone Number 410-548-4891</p>	<p>21. Date 1/18/13</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 2 OF 8

1. Department/Agency
Wicomico County Sheriff's Office
401 Naylor Mill Rd. Salisbury, MD 21801

2. Division
Quartermaster

3. Unit

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Requisition Form

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.)

Used to request supplies that are needed by different divisions.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

1

Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

10. Annual Accumulation

500

Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

2

Number

- Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)

401 Naylor Mill Rd. Salisbury, MD 21801 Room 66

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

Per Wicomico County Sheriff's Office and Wicomico County Policies and Procedures

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

Organized by vendor used and date.

18. Recommended Retention

Retain 5 years, then destroy.

19. Name and Title of Preparer

Amy Sanko, Administrative Assistant

20. Telephone Number

410-548-4891

21. Date

1/18/13

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 8

1. Department/Agency
Wicomico County Sheriff's Office
401 Naylor Mill Rd. Salisbury, MD 21801

2. Division
Quartermaster

3. Unit

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Fleet Services History Files

5. Earliest Year/Latest Year
1999 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.)
Arranged by vehicle number and consists of Motor Vehicle Inspection Form 153, Equipment Loss/Damage Report Form 195 and Request for Services of Electronic Services Division Form 196.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) Vehicle Number

9. Volume
1
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

10. Annual Accumulation
92
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

5
Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)

401 Naylor Mill Rd. Salisbury, MD 21801 Room 66

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

Per Wicomico County Sheriff's Office and Wicomico County Policies and Procedures

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

Arranged by vehicle number.

18. Recommended Retention

Retain 5 years, then destroy.

19. Name and Title of Preparer

Amy Sanko, Administrative Assistant

20. Telephone Number

410-548-4891

21. Date

1/18/13

<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 4 OF 8</p>
<p>1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Rd. Salisbury, MD 21801</p>	<p>2. Division Quartermaster</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Fleet Services Central Files</p>	<p>5. Earliest Year/Latest Year 1999 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.) Contains Equipment Loss/Damage Report Form 195, Request for Approval to Use Non-Issued Equipment Form 144, Request for Motor Vehicle Repairs Form 118 and any other records associated with the vehicle.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) Vehicle Number</p>	<p>9. Volume 1 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> <p>10. Annual Accumulation 92 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>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Rd. Salisbury, MD 21801 Room 66</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Per Wicomico County Sheriff's Office and Wicomico County Policies and Procedures</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Arranged by vehicle number.</p>	<p>18. Recommended Retention Retain 5 years, then destroy.</p>	
<p>19. Name and Title of Preparer Amy Sanko, Administrative Assistant</p>	<p>20. Telephone Number 410-548-4891</p>	<p>21. Date 1/18/13</p>

<p><u>Instructions</u> –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 5 OF 8</p>
<p>1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Rd. Salisbury, MD 21801</p>	<p>2. Division Quartermaster</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Material Safety Data Sheet</p>	<p>5. Earliest Year/Latest Year 2012 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.) List of hazardous and toxic substances purchased by the Quartermaster Division.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 1 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) File Folder</p> <p>10. Annual Accumulation 1 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) File Folder</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 40 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Rd. Salisbury, MD 21801 Rooms 63 & 66</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Per Wicomico County Sheriff's Office and Wicomico County Policies and Procedures</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 for 3 years at the Quartermaster Division after the discontinued use of substance then transferred to Wicomico County Sheriff's Office Central Records for 37 years, then destroy.</p>	
<p>19. Name and Title of Preparer Amy Sanko, Administrative Assistant</p>	<p>20. Telephone Number 410-548-4891</p>	<p>21. Date 1/18/13</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 6 OF 8</p>
<p>1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Rd. Salisbury, MD 21801</p>	<p>2. Division Quartermaster</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Tactical Supplies Inventory</p>	<p>5. Earliest Year/Latest Year 2007 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.) Contains records relating to flak vests, tear gas grenades and canisters, grenade launchers, gas masks, and tactical equipment bags.</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 1 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) File Folder</p> <p>10. Annual Accumulation 2 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) File Folder</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 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Rd. Salisbury, MD 21801 Room 66</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>Per Wicomico County Sheriff's Office and Wicomico County Policies and Procedures</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 5 years, then destroy.</p>	
<p>19. Name and Title of Preparer Amy Sanko, Administrative Assistant</p>	<p>20. Telephone Number 410-548-4891</p>	<p>21. Date 1/18/13</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 7 OF 8

1. Department/Agency
Wicomico County Sheriff's Office
401 Naylor Mill Rd. Salisbury, MD 21801

2. Division
Quartermaster

3. Unit

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Ordnance Equipment Inventory

5. Earliest Year/Latest Year
2009 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.)
Contains records relating to handcuffs, Wicomico County Sheriff's Office issued ordnance, related equipment recorded on Ordnance Inventory Form 02-18, and Wicomico County Sheriff's Office Equipment Sign-Out Log.

7. Record Series Format(s) List all
 Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) _____

8. Record Series Sequence
 Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume
1
Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

10. Annual Accumulation
50
Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

11. File is Used
 Daily Weekly Monthly Annually

12. File Becomes Inactive After
3
Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)
401 Naylor Mill Rd. Salisbury, MD 21801 Room 66

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
 Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))
 Yes No
Per Wicomico County Sheriff's Office and Wicomico County Policies and Procedures

16. Audit Requirements
 None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
 Yes No

18. Recommended Retention
Retain 3 years, then destroy.

19. Name and Title of Preparer
Amy Sanko, Administrative Assistant

20. Telephone Number
410-548-4891

21. Date
1/18/13

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 8

1. Department/Agency
Wicomico County Sheriff's Office
401 Naylor Mill Rd. Salisbury, MD 21801

2. Division
Quartermaster

3. Unit

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Tactical Equipment Inventory

5. Earliest Year/Latest Year
2009 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.)

Contains records relating to tactical equipment issued to personnel or maintained at Agency Armory.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) _____

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

- 1
Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) File Folder

10. Annual Accumulation

- 2
Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) File Folder

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- 3
Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)
401 Naylor Mill Rd. Salisbury, MD 21801 Room 66

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
 Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

Per Wicomico County Sheriff's Office and Wicomico County Policies and Procedures

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

Retain 3 years, then destroy.

19. Name and Title of Preparer
Amy Sanko, Administrative Assistant

20. Telephone Number
410-548-4891

21. Date
1/18/13