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

Schedule No. C-12/2
Page 1 of 3

Agency

Wicomico County, MD

Division/Unit

Recreation, Parks & Tourism (includes Youth & Civic Center

IA a mi		(includes Youth & Civic Cente					
Item No.	Description		Retention				
1.	Administrative Files A. Internal and external correspondence, audit re B. Strategic plans & business plans	esults, accident reports	Retain 3 years & until all audit requirements are fulfilled, then destroy. 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.				
2.	Accounts Payable Files – Invoices, purchase orde back up documentation	rs, purchase card transactions,	Retain 3 years & until all audit requirements are fulfilled, then destroy.				
3.	Payment Receipts – credit card transaction record programs and/or events	s – credit card transaction records, cash or check payments for events					
4.	Payroll Files - time sheets, leave records, pay cha	Retain 3 years & until all audit requirements are fulfilled, then destroy.					
5.	Bank Account Reconciliation/Statements – special Timers, Tourism Special Events, Civic Center Event Parks	t Reconciliation/Statements – special bank accounts for Happy sm Special Events, Civic Center Events, Friends of Recreation &					
6.	Grant Reimbursements – records of reimburseme for expenses related to capital, grant-funded projections		Retain for life of grant & all audit requirements have been fulfilled (period required by grant or program), then destroy.				
7.	Budgets – Operating and Enterprise budgets, back correspondence. Final balance reports.	up documentation, related	Screen annually, then send final, approved budgets to State Archives and destroy related budget documents 3 years after the budget they relate to has passed.				
or Division R Date Signature	epresentative.	nedule Authorized by State 3-30- nature					
Typed Name Title	Andrew P. Wisk Sig Deputy Director	nature					

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

Schedule No. C-1272

Page 2 of 3

Agency

Wicomico County, MD

Division/Unit

Recreation, Parks & Tourism (includes Youth & Civic Center)

Itam		des Youth & Civic Center)
Item No.	Description	Retention
8.	Project Files – acquisition and development of Department facilities, i.e. Program Open Space & Waterway Improvement Fund Projects; Civic Center Restoration projects (State Bond) includes grant applications, bid documents, contracts, site plans and specifications, notes, property deeds.	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.
9.	Personnel Files - active and non-active full-time employee records; key part-time employees; workers' compensation and Family Medical Leave Act records, applications and selection questionnaires; disciplinary action records, and separation records.	Retain 3 years after employee leaves County employment & until all audit requirements are fulfilled, then destroy.
10.	Leases/Licenses – Leases of Park property for farming, hunting, or resident caretakers. Equipment leases, Pouring Rights, Pavilion rentals, boat slip rentals.	Retain for life of lease or contract, plus 3 years then destroy
11.	Recreation Registration – registration information of participants in Public Recreation Program – Registration Form includes injury waiver.	Retain 3 years & until all audit requirements are fulfilled, then destroy.
12.	Volunteer Records – contact information for individuals serving as volunteers for special events and youth coaches	Retain 5 years & until all audit requirements are fulfilled, then destroy.
13.	Property Maintenance Records – preventive maintenance and repair records for Department fleet of vehicles, off road equipment, structural repairs to facilities and mechanical systems	Retain for life of equipment or facility, plus 3 years, then destroy
14.	Event Records – rental contracts, settlement records, ticket sales records, performance riders for events at the Civic Center as well as Departmental Special Events held in Parks. Includes budget and revenue/expense for events, advertising plans, site layout, etc.	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.

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

Schedule No. C-1272 Page 3 3 of

Agency

Wicomico County, MD

Division/Unit

Recreation, Parks & Tourism

		des Youth & Civic Center)
Item No.	Description	Retention
15.	Advisory Boards/Commissions Minutes – formal record of meetings	Retain for 5 years then transfer to State Archives for permanent storage.
16.	Procedure & Policy Manuals – Departmental manuals Examples: Office procedures specific to our Department, Preventive Maintenance Manual, Stagehand Manual, etc. As old policies and procedures are changed with new equipment or more efficient procedures, they need to be replaced with current reference material for the staff. Once outdated, the information should be destroyed to avoid confusion.	Retain copy until updated and approved, then destroy superseded copy
17.	Photos – Digital and print photographs of Department events, programs and facilities	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.

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Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SE				AGENOVIEGO I SON ENTON	
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box			
		Jessup, Mar	yland 20794		PAGE 1 OF 17	
Department/Agency	2. Division				3. Unit	
Wicomico County, Maryland	Department of Recreation, Parks &			Tourism	3. Office	
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DEFINITION: RECORD SERIES: A group of related	records no	ormally filed	and used as a	unit for re	ference as well as retention and disposition	
purposes. 4. Record Series Title				5. Earlie	st Year/Latest Year	
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Record Series Description (Briefly describe the ty series.)	pes of info	rmation/docu	iments/forms	found in th	e series. Include the purpose or function of the	
Internal and external correspondence, strategic plan	ns, acciden	it reports, bu	siness plans, i	inventory r	ecords,	
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Civic Center Administrative Office 1st & 2nd Floor, Perks Meinten Visitors' Center	nance Shop, er	nd				
15. Access Restrictions (If Yes, cite Law(s) & Reguletion(s) Yes No			16. Audit Requirements			
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17. Is an Index System used? If yes, explain briefly end describe re	equirements		18. Recom	mended R	etention	
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			business wit	h the follow	ving 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			
			administrativ	ve, fiscal, le	gal or historical value.	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Tamara M. Taylor, Administrative Assistant				Februar	y 12, 2015	

Instructions –Type or Print a separate form for	DEPARTMENT OF G	SENIEDAI SEI	PVICES	AGENCY RECORDS INVENTORY		
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Department/Agency	2. Division			3. Unit		
Wicomico County, Maryland	Department of Recrea	ition, Parks &	Tourism			
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19. Name and Title of Preparer	20. Telepho	ne Number	21. Date			
Tamara M. Taylor, Administrative Assistant		000 ext 115		v 12 2015		

Instructions –Type or Print a separate form for	DEPARTMEN'	T OF GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
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1. Department/Agency	2. Division			3. Unit		
Wicomico County, Maryland	Department of F	Recreation, Parks &	Tourism	İ		
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19. Name and Title of Preparer	20 T	alanhana Number	24 0-4			
		elephone Number	21. Date			
Tamara M. Taylor, Administrative Assistant	410-548-4900 ext. 115		February	12, 2015		

Instructions –Type or Print a separate form for	DEPARTMENT OF (GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANA				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	oad, P.O. Box	275		
Part III		ryland 20794		PAGE 4 OF 17	
Department/Agency	2. Division	95 1930		3. Unit	
Wicomico County, Maryland	Department of Recrea	ation. Parks &	Tourism i	S. Offic	
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DEFINITION: RECORD SERIES: A group of related	d secords normally filed	and used as	a unit for re	forence as well as retention and disposition	
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19. Name and Title of Preparer	20. Telepho	one Number	21, Date		
Tamara M. Taylor, Administrative Assistant	410-548-4900 ext. 115		February	12, 2015	

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			DAGE 5 OF 47		
		aryland 20794 -799-1930		PAGE 5 OF 17		
Department/Agency	2. Division			3. Unit		
Wicomico County, Maryland	Department of Recreat	tion, Parks & T	ourism			
	d records normally filed a	and used as a	unit for refe	rence as well as retention and disposition purposes.		
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6. Record Series Description (Briefly describe the t	ypes of information/docu	ments/forms f	ound in the	series. Include the purpose or function of the series.)		
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19. Name and Title of Preparer	20. Telepho	one Number	21. Date			
Tamara M. Taylor, Administrative Assistant	410-548-49	000 ove	February	12 2015		
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Instructions –Type or Print a separate form for	DEPARTMENT OF C	SENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R					
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		99-1930				
Department/Agency	2. Division		- 1	3. Unit		
Wicomico County, Maryland	Department of Recrea	tion, Parks &	Fourism	1		
DEFINITION: RECORD SERIES: A group of related	records normally filed	and used as a				
4. Record Series Title			5. Earliest Year/Latest Year			
Grant Reimbursements			<u>1995</u>	to _current		
6 Peccard Series Description (Briefly describe the tyr	on of information/door	on a mate /for come /	in the			
				series. Include the purpose or function of the series.)		
Records of reimbursement from State or other	er agency for expenses	related to ca	pital, grant-f	unded projects.		
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19. Name and Title of Preparer	20. Teleph	one	21. Date			
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Tamara M. Taylor, Administrative Assistant			February	12. 2015		
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Instructions –Type or Print a separate form for	DEPARTMENT OF G	SENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
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with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box					
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1. Department/Agency	2. Division	2. Division		3. Unit		
Wicomico County, Maryland	Department of Recreat	tion, Parks &	Tourism			
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11. File is Used		12. File Becomes Inactive After				
☐ Daily ☑ Weekly ☐ Monthly ☐ Ani	nually	Number ☐ Month(s) ☒ Year(s)				
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify egency or office.)				
Civic Center Finence & Administrative offices		Yes [
15 Access Destrictions (M.Van eite Lauva) & Desulation(s)		electronic on County server				
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s) ☐ Yes ☐ No		16. Audit Red	quirements			
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19. Name and Title of Preparer	20. Telepho	one Number	21. Date			
Tamara M. Taylor, Administrative Assistant	410-548-49		 February	12, 2015		
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Instructions –Type or Print a separate form for DEPARTMENT OF G			ENERAL SERVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECOR	RDS MANAC	GEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	/2/5	waterloo Ro	oad, P.O. Box	2/5	DAGE 0 0F 47	
	Jessup, Maryland 2079				PAGE 8 OF 17	
Department/Agency	2. Division				3. Unit	
Wicomico County, Maryland	Departmer	nt of Recrea	tion, Parks &	Tourism		
DEFINITION: RECORD SERIES: A group of related	d records no	rmally filed	and used as a	unit for re	ference as well as retention and disposition	
purposes.						
4. Record Series Title				5. Earlies	st Year/Latest Year	
Project Files				1970	Os to Present	
Record Series Description (Briefly describe the types of information/docurseries.) Acquisition of park land and development of park facilities. Property deed with vendors. Program Open Space and Waterway Improvement Fund project.				grant appl	ications, bld documents, specifications, contracts	
7. Record Series Formet(s) List all		8. Record Serie	es Sequence	9. Volume		
☑ Letter Size ☐ Microfilm		Alphabetica	C.	4 Number		
Legal Size Computer Tape		Numerical		File Dra	wer(s) Active projects (4 edditional file cabinets for closed	
Audio Tepe Floppy Disk		Chronologic	cal	projects) Microfile	n Reel's	
				Comput		
☐ Bound Book ☐ Video Tape		Geographic	al	Other (specify)		
Other (specify) Site Plans are in a plat cabinet at Parks Shop Electronic files on County Server		Other (spec	cify)	10. Annual Accumulation		
			Number			
			File Drav		wer(s)	
			☐ Microfilm		n Reel(s)	
			Computer		er Tape(s)	
				Other (s	specify)	
11. File is Used			12. File Becom	es Inactive Aff	er	
			1	_		
Daily Weekly Monthly Ann		Non-of	Number		onth(s) Year(s) after completion of project.	
Daily or weekly during active phase of project. Annually or less off Development of facilities	ten atter comple	tion of				
Development of facilities						
13. Current Location(s) (Bldg., Floor, Room) Active projects –		office			ed Elsewhere? (If yes, specify agency or office.)	
2 nd Floor Civic Center. Completed Projects – Parks Maintenance S	Shop		Yes No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes No						
			None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly end describe re	requirements		18. Recom	mended R	etention	
Yes No			Screen ann	ually & dee	stroy material that is no longer needed for current	
					wing exception: Transfer to the Maryland State	
					retention any material that serves to document	
			the origin, d	levelopmer	nt, and accomplishments of the office and has	
			continuing a	administrat	ve, fiscal, legal or historical value.	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Tamara M. Taylor, Administrative Assistant		410-548-49			42 2045	
ramaia IVI. raylor, Administrative Assistant		+ 10-040-49	OU GXL. 113	rebluary	12, 2015	
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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275		MENT DIVISION	PAGE 9 OF 17			
	Jessi	up, Marylan 410-799-193					
Department/Agency Wicomico County, Maryland	Division Department of R	Recreation,	, Parks & Tourism	3. Unit			
DEFINITION: RECORD SERIES: A group of related purposes.	records normally	filed and	used as a unit for ref	erence as well as retention and disposition			
Record Series Title Personnel Files			5. Earliest Year/La 1975 to Pres				
Record Series Description (Briefly describe the tyseries.) Official personnel records are maintained in the Hunrelated to hiring, disciplinary action, and annual peremployment contracts, and background checks.	nan Resources D	epartment,	, Government Office	Building. Department keeps copies of forms			
7. Record Series Formet(s) List ell	8. Record S	Series	9. Volume				
☑ Letter Size ☐ Microfilm	Sequence	otical	4 Number				
Legal Size Computer Tepe	Apriab	etical	☑ File Drawer(s)				
☐ Audio Tepe ☐ Floppy Disk	Numeri	cal Microfilm Reel(s) Computer Tage(s)					
Addit tebe Proppy Disk	Chrono	logical	Other (specify)				
☐ Bound Book ☐ Video Tepe							
Other (specify) County Server (Munis)	Geogra		1				
44 File in Mond		10.51.5					
11. File is Used Daily Weekly Monthly Annually And as needed.			12. File Becomes Inactive After 1 Number				
13. Current Locetion(s) (Bldg., Floor, Room) Administrative offices, 2 nd floor, Civic Center)	14. Is Record Series Duplicated Elsewhere? (If yes, specify egency or office.) ☑ Yes ☐ No Wicomico County Human Resources Dept. Government Office Bldg.					
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s) ☑ Yes ☐ No Numerous laws relating to confidentiality records	No Numerous laws relating to confidentiality of Personnel		Requirements				
17. Is en Index System used? If yes, explain briefly end describe red ☐ Yes ☐ No	escribe requirements		commended Retention by years after employed entry are fulfilled, the	ee leaves County employment & until all audit			
19. Name and Title of Preparer	20. Tele	phone	21. Date				
Tamara M. Taylor, Administrative Assistant	Number		February 12, 2015	5			
	410-548-4900						

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Wicomico County, Maryland	RECORDS MA 7275 Waterlo Jessup	OF GENERAL SE ANAGEMENT DIV TO Road, P.O. Box Maryland 20794	/ISION < 275	PAGE 10 OF 17 3. Unit
DEFINITION: RECORD SERIES: A group of relater purposes. 4. Record Series Title Leases & Licenses 6. Record Series Description (Briefly describe the tyseries.) Lease/License for park caretakers housing, hunting Fouring rights agreement for Civic Center, Athletic	/pes of information/	documents/forms	5. Earlies _2000 found in the	st Year/Latest Year to Present e series. Include the purpose or function of the for lease of office equipment.
7. Record Series Formet(s) LIst ell Legal Size	☑ Alphe☐ Nume☐ Chror☐ Geog	rical	9. Volume 1Number File Dra Microfile Compute Other (state) 10. AnnualLess than Number File Dra Microfile Compute Other (state)	wer(s) m Reel(s) for Tape(s) specify) Accumulation n 1 wer(s) m Reel(s) for Reel(s)
11. File is Used □ Daily □ Weekly □ Monthly ☒ Annu 13. Current Location(s) (Bldg., Floor, Room) 2nd Floor, Youth & Civic Center, Administrative Off 15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s) □ Yes ☒ No 17. Is en Index System used? If yes, explain briefly and describe recommended.	ices	1	on of the lease Series Duplicat No Department / el uirements State	ed Elsewhere? (If yes, specify egency or office.) lectronic on County server
19. Name and Title of Preparer Tamara M. Taylor, Administrative Assistant		ephone Number 3-4900 ext. 115	21. Date February	12, 2015

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SE	RVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward		ORDS MANA			
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	oad, P.O. Box	275	
		Jessup, Mar	yland 20794		PAGE 11 OF 17
Department/Agency	2. Divisio		5-1530		3. Unit
Wicomico County, Maryland	Departm	ent of Recrea	tion, Parks &	Tourism	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	unit for re	ference as well as retention and disposition
4. Record Series Title		- -		5. Earlie	st Year/Latest Year
Recreation Registration				_2009	to Present
6. Record Series Description (Briefly describe the t	ypes of info	ormation/docu	ıments/forms	l found in the	e series. Include the purpose or function of the
series.)					
Personal and demographic information used to reg	ister for pa	irticipation in p	oublic recreation	on program	ns. Waiver to release County from liability for
injury while participating in recreation programs.					
7. Record Series Format(s) List ell		8. Record Serie	s Sequence	9. Voluma 8	
☐ Letter Size ☐ Microfilm		Alphabetica		Number	
Lagal Siza Computer Tapa		☐ Numerical		File Dre	ower(s)
☐ Audio Tepe ☐ Floppy Disk		☐ Chronologic	eal.	☐ Microfil	
		Chronologic	ai.	Other (
☐ Bound Book ☐ Video Tepa		Geographic	ai	10 Annual	Accumulation
Other (specify) County Server		Othar (spec	ify) by	2	·
	.,	program		Numbar	
				File Dre	* 7
				Microfil Compu	17-
				Other (specify)
11. File is Used			12. File Becom	es Inactive Af	ler
☐ Daily	ually		1 Number	⊠ N	Ionth(s) Year(s)
As needed during the duration of the program	idaliy		After end of		ionin(s) Teal(s)
13. Current Location(s) (Bldg., Floor, Room)			-	Series Duplical	ad Elsewhara? (If yes, specify egency or offica.)
Rec & Parks offices 2nd floor of Youth & Clvic Center, Box Office On site for After School Child Care Programs, Westside Commun	ity Centar		Yes Electronic on C	☐ No County Server	
15. Accass Restrictions (If Yes, cite Lew(s) & Regulation(s)			16. Audit Requ	uiramants	
Yas No			☐ None	☐ State ☐	Federal 🔯 independent
17. Is an Index System used? If yes, explein briafly and describe	requirements		18. Recom	mended R	etention
Yes No					all audit requirements are fulfilled, then destroy.
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	
Tamara M. Taylor, Administrative Assistant		410-548-49	00 ext. 115	February	, 12, 2015

Instructions –Type or Print a separate form for	DEPARTMEN	NT OF GENERAL SER	RVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward		MANAGEMENT DIVI		
with Records Retention Schedule (DGS 550-1)	7275 Wate	erloo Road, P.O. Box	275	
	Jessu	sup, Maryland 20794		PAGE 12 OF 17
Department/Agency	2. Division			3. Unit
Wicomico County, Maryland	Department of	Recreation, Parks &	Tourism	
DEFINITION: RECORD SERIES: A group of related purposes.	d records normal	lly filed and used as a	unit for re	ference as well as retention and disposition
4. Record Series Title			5. Earlie	st Year/Latest Year
Volunteer Records			2009_	to Present
Record Series Description (Briefly describe the ty	ypes of information	ion/documents/forms	found in the	e series. Include the purpose or function of the
series.)				
Personal information and background checks for t	hose volunteerin	ng with youth. Conta	ct informat	tion for those volunteering for special events and
adult activities.				
. 12				
7. Racord Sarias Format(s) List ail	8 Per	ecord Series Sequence	9. Volume	
r. radord darias r ormandy	0,1100	oord oorlos ocquerico	2	
□ Letter Size □ Microfilm	⊠ Alp	Iphabetical	Number	
Legal Size Computer Tape	□ Nu	lumericel	File Dra	
Audio Tepe Floppy Disk	Пс	Chronological	☐ Microfile	The state of the s
E-man rape E-mappy plant			Other (s	
Bound Book Vidao Tapa	☐ Ge	Geographical	40.4	
Other (specify)	Ot	Other (spacify)	10. Annual	Accumulation
			Numbar	
			Fila Dra	wer(s)
			Microfile	
			Comput	
			Other (:	р еспу) _
11. File is Used	· · · · · · · · · · · · · · · · · · ·	12. File Becom	es Inactive Af	er
☐ Daily ☐ Weekly ☐ Monthly ☒ Ann	ually	1 Number	⊠ M	Ionth(s) Year(s)
	dany	ramber	Z 14	initial)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Racord S	eries Duplicat	ted Elsewhere? (If yes, specify egency or office.)
Department Administrative offica, 2nd floor Youth & Civic Center		Yes	⊠ No	
15. Access Restrictions (If Yas, cita Law(s) & Ragulation(s)		16. Audit Requ	irements	
Yes No		Nona Nona	□ State □	Federal Independent
		Z Hond		,
17. Is an Index Systam usad? If yas, axplain briefly and describe re	equirements.	40. 5		
☐ Yes ☑ No	oquiroments	18. Recom		
		Retain 5 ye	ars & until	all audit requirements are fulfilled, then destroy.
10. Name and Title of Preserve	20.7	Tolophono Number	24 D-1-	
19. Name and Title of Preparer	- 1	Telephone Number	21. Date	
Tamara M. Taylor, Administrative Assistant	410-	-548-4900 ext. 115	rebruary	, 12, 2015

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Wicomico County, Maryland		GEMENT DIVIS pad, P.O. Box 2 yland 20794	SION 275	PAGE 13 OF 17 3. Unit
DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Property Maintenance Records 6. Record Series Description (Briefly describe the tyserles.) Preventive maintenance records for department flee	/pes of information/doc	uments/forms fo	5. Earlies1999	t Year/Latest Year to Present e series. Include the purpose or function of the
7. Record Series Format(s) LISI ell Letter Size	8. Record Series Alphabetica Numerical Chronologi Geographic	cel	9. Volume4 Number Serie Dramul Other (some utility of the prantition o	n Reel(s) er Te,e(s) pecify) Accumulation wer(s) n Reel(s) er Tepe(s)
11. File is Used Daily Weekly Monthly Annu 13. Current Location(s) (Bldg., Floor, Room) Youth & Civic Center Operations office; Perks Maintenance Shop; On 2nd floor of Civic Center 15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s)		12. File Become1 Number 14. Is Record Se Yes	□ M eries Duplicate ☑ No	er onth(s) Year(s) ed Elsewhere? (If yes, specify egency or office.)
		None [18. Recomm Retain for life one Number	stale nended Ree of equipo	Federal Independent Independen

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Instructions –Type or Print a separate form for	DEPART	MENT OF G	SENERAL SE	RVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECOR	RDS MANA	GEMENT DIV	ISION	
with Records Retention Schedule (DGS 550-1)	7275	Waterioo Ro	oad, P.O. Box	275	
,			yland 20794		PAGE 14 OF 17
			99 1930		
Department/Agency	2. Division	1			3. Unit
Wicomico County, Maryland	Departme	nt of Recrea	ition, Parks &	Tourism	
DEFINITION: RECORD SERIES: A group of relate	ed records no	ormally filed	and used as a	a unit for re	ference as well as retention and disposition
purposes.		Jimany med		1	icionec de ven de retention and disposition
Record Series Title				5. Earlie	st Year/Latest Year
Event Records				_2002	to Present
6. Record Series Description (Briefly describe the	types of infor	rmation/docu	uments/forms	found in th	e series. Include the purpose or function of the
series.)					
Facility rental contracts, settlement records, ticket					
sponsored special events. (BBQ Festival, Wine Fe	estival, Beer	Festival, Do	ick Daze, spoi	ts tournam	ents)
7. Record Series Formet(s) List ell		8. Record Serie	es Sequence	9. Volume	
☑ Letter Size ☐ Microfilm			al	4 Number	
Legal Size Computer Tepe		Numerical		File Dra	awer(s)
Audio Tono		Characteristics		Microfil	
Audio Tape Floppy Disk		Chronologic	cal		ter Te, e.s. specify) File Cabinet
☐ Bound Book ☐ Video Tepe		Geographic	cal		
Other (specify)		Other (spec	26.1		Accumulation
Other (specify)		Other (spec	ліу) <u> </u>	4 Number	•
				File Dra	
				☐ Microfil	ter Tapels)
				Other (specify)
11. File is Used			12. File Becom	an In anti Af	
11. File is used			12. File Becom	ies inactive Af	ter
☐ Daily	inually		Number	× N	fonth(s) Year(s) after conclusion of event
<u>- = 1</u>					
13. Current Locetion(s) (Bldg., Floor, Room) Civic Center office & 3 rd floor storege, Tourism Office, end Perks f	Maintenance Sho	op.	14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify egency or office.)
2 2 Since and a state of the state o		-	Electronic on C		
15. Access Restrictions (If Yes, cite Lew(s) & Reguletion(s)			16. Audit Req	uirements	
Yes No			None	☐ State ☐	Federal 🔀 Independent
			Linong		1 and M indeboudant
17. Is en Index System used? If yes, explain briefly end describe	requirements		10 D	marded 5	otontion
Yes No	. squaremente		18. Recom		
					stroy material that is no longer needed for current
					wing exception: Transfer to the Maryland State
					t retention any material that serves to document
					nt, and accomplishments of the office and has
40 Name and Title of December 1	T	00 T I :	1		ive, fiscal, legal or historical value.
19. Name and Title of Preparer		20. Telepho		21. Date	
Tamara M. Taylor, Administrative Assistant		410-548-49	ou ext. 115	rebruar	y 12, 2015
				ı	

Instructions –Type or Print a separate form for	DEPARTMENT OF			AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANA			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R		275	PAGE 15 OF 17
		ryland 20794	3	PAGE 15 OF 17
Department/Agency	2. Division			3. Unit
Wicomico County, Maryland	Department of Recre	ation, Parks &	Tourism	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as	a unit for re	ference as well as retention and disposition
4. Record Series Title			5. Earlie	st Year/Latest Year
Advisory Board/Commission Minutes			1998	to Present
6. Record Series Description (Briefly describe the t	ypes of information/doc	uments/forms	found in th	e series. Include the purpose or function of the
series.)				
Official record of business conducted at Departmen	ntal advisory boards.			
7. Record Series Formet(s) List ell	8. Record Sen	es Sequence	9. Volume	
☑ Letter Size ☐ Microfilm	Alphabetic	al	3 Number	
			Traines.	
Legal Size Computer Tepe	Numerical		File Dra	
Audio Tepe Floppy Disk	□ Chronolog	ical	☐ Microfil	m Ree(s)
			Other (specify)Notebook
Bound Book Video Tepe	Geographi	cal	10 Annuel	Accumulation
Other (specify)	Other (spe	cify)	1	
			Number	
			File Dra	wer(s)
			Microfil	
			Compu	specify)_Notebook
11. File is Used		12. File Becom	nes Inactive Af	ler
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	ually	Number	□ M	ionth(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room)	To a O Marketon Co.			ed Elsewhere? (If yes, specify egency or office.)
Clvic Center 2 nd Floor Admin office & 3 rd floor storage & Tourism of	fice @ Visitors' Center	Yes Electronically of	☐ No on Server locat	ed In Civic Center
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ		
☐ Yes No		□ None	D State C	Fodoral Miladoradas
		- None	Grate	Federel 🔀 Independent
17. Is en Index System used? If yes, explain briefly end describe r	equirements	18. Recom	mended R	etention
Yes 🔯 No		Retain for	5 years t	hen transfer to State Archives for
		permaner	nt storage	
19. Name and Title of Preparer	20 Talanh	ana Number	21 0-4-	
Tamara M. Taylor, Administrative Assistant		one Number 900 ext. 115	21. Date	12, 2015
. Salar W. Taylor, Administrative Assistant	410-040-48	500 GAL. 110	rebluary	12, 2010

Indiructions -Type or Print a separate form for cach now or revised record series. Forward with Records Retention Schedule (DGS 550-1) 727 Waterlos OAA, P.O., Box 275 Jessup, Maryland 20794 PAGE 16 OF 17 727 Waterlos OAA, P.O., Box 275 Jessup, Maryland 20794 PAGE 16 OF 17 727 Waterlos OAA, P.O., Box 275 Jessup, Maryland 20794 PAGE 16 OF 17 727 Waterlos OAA, P.O., Box 275 Jessup, Maryland 20794 PAGE 16 OF 17 727 Waterlos OAA, P.O., Box 275 Jessup, Maryland 20794 PAGE 16 OF 17 727 Waterlos OAA, P.O., Box 275 Jessup, Maryland 20794 PAGE 16 OF 17 728 Waterlos OAA, P.O., Box 275 Jessup, Maryland 20794 PAGE 16 OF 17 728 Waterlos OAA, P.O., Box 275 Jessup, Maryland 20794 PAGE 16 OF 17 728 Waterlos OAA, P.O., Box 275 Jessup 275					1
RECORDS MANAGEMENT DIVISION 7275 Waterior Road, P.O. Box 275 Jessuy, Maynand 20724 1. Department/Agency Wiconico County, Maryland 2. Division Department of Recreation, Parks & Tourism OEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition DEPARTMENT ON: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition OEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition Procedure & Policy Manuals 5. Earliest Year/Latest Year/2000 to Present 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose of function of the series.) Policy & Procedure manual for each division of the Department. Procedures for accomplishing tasks specific to various divisions of the Department. Examples include: Stagehand Manual, Exent Staff Manual, Flagground Director's Manual, office procedures manual meant to be a reference for new or substitute staff. 7. Record Series Sequence 1. Paced Series Sequence 1. Carried Loude: Quality Series 1. Carried Loude (Pace) 1. Carried Series Sequence 1. Carried Loude (Pace)	Instructions –Type or Print a separate form for	DEPARTMENT	OF GENERAL SE	RVICES	AGENCY RECORDS INVENTORY
with Records Retention Schedule (DGS 550-1) Jesupu, Maryland 20794 2. Division Department of Recreation, Parks & Tourism 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 Procedure & Policy Manuals 6. Record Series Title Procedure & Policy Manuals 6. Record Series Title Procedure annual for each division of the Department. Procedures for accomplishing tasks specific to various divisions of the Department. Examples include. Signels and Manual, concessions Manual, Exent Staff Manual, Playground Director's Manual, office procedures manual ment to be a reference for new or substitute staff. 7. Record Series Title Department of the Series Sequence Ando Tape Humedoal Department of the Series Sequence Computer Tape Ando Tape Department of the Series Sequence Operation of the Series Sequence Operation of the Department of the Series Sequence Congruphing tasks specific to various divisions of the Department. Procedures from or substitute staff. 7. Record Series Title Department of the Series Sequence Operation of the Department of the Series Sequence Operation of the Series Sequence Operation of the Sequence Operation of the Department of the series of the Sequence Operation of the Series Sequence Operation of the Sequence Operat					
Jessup, Maryland 20784 PAGE 16 OF 17					
1. Department/Agency Wicomico County, Maryland 2. Division Department of Recreation, Parks & Tourism Society Services Service	Will Records Retention Schedule (200 550-1)			210	PAGE 16 OF 17
Department of Recreation, Parks & Tourism DEPINITION: 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 Procedure & Policy Manuals 5. Earliest Year/Latest Year 2000_ to Present 5. Earliest Year/Latest Year 2000_ to Present 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Policy & Procedure manual for each division of the Department. Procedures for accomplishing tasks specific to various divisions of the Department. Examples include. Stagehand Manual, Compositions Manual, Exert Staff Manual, Playground Director's Manual, office procedures manual meant to be a reference for new or substitute staff. 7. Record Series Promet(s) List at a late of the Presence of the			HILL STATE OF THE		17102 10 01 17
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 Procedure & Policy Manuals 5. Earliest Year/Latest Year 2000_ to Present 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the saries.) 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the saries.) 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the Department. Procedures for accomplishing tasks specific to various divisions of the Department. Examples include. Stagethand Manual, Cornoassions Martual, Event Staff Manual, Playground Director's Manual, office procedures manual meant to be a reference for new or substitute staff. 7. Record Series Formet(s) 4. Record Series Sequence 4. Record Series Sequence 5. Earliest Year/Latest Year 2000_ to Present 6. Record Series Description of the Department. 7. Record Series Description of Treatment to the Department. 8. Record Series Sequence 9. Violantial Sex Sequence 10. Annual Accumulation 11. File is Used 12. File Become Inactive After 13. Content (peacity) Notebook. 14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.) 15. Access Restrictions of Tree, cite Lave(s) & Regulation(s) 16. Access Restrictions of Tree, cite Lave(s) & Regulation(s) 17. Is an Index System used? If yes, asptain briefly and describe requirements 18. Recommended Retention Retain copy until updated and approved, then destroy superseded copy.	Department/Agency	2. Division		-	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 Procedure & Policy Manuals 5. Earliest Year/Latest Year 2000_ to Present 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the saries.) 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the saries.) 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the Department. Procedures for accomplishing tasks specific to various divisions of the Department. Examples include. Stagethand Manual, Cornoassions Martual, Event Staff Manual, Playground Director's Manual, office procedures manual meant to be a reference for new or substitute staff. 7. Record Series Formet(s) 4. Record Series Sequence 4. Record Series Sequence 5. Earliest Year/Latest Year 2000_ to Present 6. Record Series Description of the Department. 7. Record Series Description of Treatment to the Department. 8. Record Series Sequence 9. Violantial Sex Sequence 10. Annual Accumulation 11. File is Used 12. File Become Inactive After 13. Content (peacity) Notebook. 14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.) 15. Access Restrictions of Tree, cite Lave(s) & Regulation(s) 16. Access Restrictions of Tree, cite Lave(s) & Regulation(s) 17. Is an Index System used? If yes, asptain briefly and describe requirements 18. Recommended Retention Retain copy until updated and approved, then destroy superseded copy.	Wicomico County, Maryland	Department of Re	creation. Parks &	Tourism	
4. Record Series Title Procedure & Policy Manuals 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Policy & Procedure manual for each division of the Department. Procedures for accomplishing lasks specific to various divisions of the Department. Procedures include. Slagehand Manual, Concessions Manual, Levent Staff Manual, Playground Director's Manual, office procedures manual meant to be a reference for new or substitute staff. 7. Record Series Formet(s) List all Lagel Size Microfflm Alphebetical Numerical Fish Drawer(s) Monthly Numerical Pish Drawer(s) Monthly Numerical Pish Drawer(s) Computer Tagel Monthly Monthly Computer Tagel Other (spacify) Computer Tagel Other (spacify) Computer Tagel Other (spacify) Drawer(s) Computer Tagel Other (spacify)					
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			Retain cop	y until upda	ated and approved, then destroy superseded copy.
	19. Name and Title of Preparer	20. Tel	ephone Number	21. Date	
	Tamara M. Taylor, Administrative Assistant			Februar	y 12, 2015

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MAN			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo			
Will Necold's Neterition defied the (DOG 500-1)		laryland 20794	210	PAGE 17 OF 17
		1-799-1930		17.02 17 01 17
Department/Agency	2. Division			3. Unit
Wicomico County, Maryland				
	Department of Recre	eation, Parks & *	Tourism	
DEFINITION: RECORD SERIES: A group of relate	d records normally file	d and used as a	unit for refe	erence as well as retention and disposition purposes.
4. Record Series Title				t Year/Latest Year
Photos			1998 to	Present
6. Record Series Description (Briefly describe the	ypes of information/do	cuments/forms t	found in the	series. Include the purpose or function of the series.)
Photos of program participants, events, parks	and facilities			
7. Record Series Formet(s) List ell	8. Record S	Series Sequence	9. Volume	
			1	
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Legel Size Computer Tepe	Numeric	cal	File Drav	
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13. Current Location(s) (Bldg., Floor, Room)		14. Is Record	Series Duplicat	ed Elsewhere? (If yes, specify egency or office.)
Marketing Division office, Wicomico County, Maryland		Yes	⊠ No	
15. Access Restrictions (If Yes, cite Lew(s) & Reguletion(s)		16. Audit Req	uirements	
Yes No				
		None None	State	Federel Independent
17. Is en index System used? If yes, explain briefly end describe	requirements	18. Recon	nmended R	etention
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		with the fol	lowing exce	eption: Transfer to the Maryland State Archive for permanent
		retention a	ny material	that serves to document the origin, development, and
		accomplish	nments of th	e office and has continuing administrative, fiscal, legal or
		historical v		
19. Name and Title of Preparer	1 20. Telec	hone Number	21. Date	
Tamara M. Taylor, Administrative Assistant		4900 ext.	February	12, 2015
	115		,	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	.OO ROAD, P.O. BOX 275 , MARYLAND 20794 .10) 799-1930	Page 1 of 17
1 DEPARTMENT/AGENCY Wicomico County, MD	2 DIVISION Recre	Department of eation, Parks & Tourism	3 UNIT
DEFINITION - Record Series - A group of rel and disposition		ed electronically and used as	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Administrative Files			2000 TO PRESENT
6 INPUT - Identify source of information to Businesses, other government agencies, and		7 OUTPUT - Identify the	use/s of information generated by system
public. Letters, emails, reports		Administrative files for the Department.	ne business and operational needs of the
B ELECTRONIC RECORD SERIES DESCR		I fly describe the informatio tained in a series. Include	n/documents/forms purpose and function of the system.
eternal and automal assessmentarias applied			
nternal and external correspondence, accide ncludes electronic mail.	ent reports, strate	agic plans, inventory recor	us, used in conducting daily business.
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	y if established in writing.	
			siness.
Correspondence and reports are used and k	ept in the norma	l course of department bu	
9 POLICY ON ACCESS AND USE — Expla Correspondence and reports are used and ke 10 UPDATING CYCLES OR CONDITIONS Information received and distributed remains	ept in the normal	l course of department but	
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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS MA	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page 2 of 17
1 DEPARTMENT/AGENCY Wicomico County, MD		Department of eation, Parks & Tourism	3 UNIT
		d electronically and used as	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Accounts Payable Files			2007 to PRESENT
6 INPUT - Identify source of information to	be entered		use/s of information generated by system or the business and operational
Invoices from sources doing business with th	e Department.	needs of the Departme	
B ELECTRONIC RECORD SERIES DESCR		ly describe the information	n/documents/forms purpose and function of the system.
nvoices, purchase orders, purchase card tra			
POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.	
Controlled by Department Administration and	supervisors. Do	ocumentation is used and	kept in the normal course of business.
10 UPDATING CYCLES OR CONDITIONS	AND RULES FOR	R REVISING INFORMAT	ION IN THE SYSTEM
10 UPDATING CYCLES OR CONDITIONS Follow County Purchasing and Finance Depart			
Follow County Purchasing and Finance Department of the Policy of the Pol	artments regulatio	ons related to revising doc	euments. Explain the progression established to
Follow County Purchasing and Finance Department of the Police of the Pol	ortments regulation OF THE MAIN EL	ons related to revising doc	euments. Explain the progression established to
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1 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability information is stored in the County's Munis stored in t	OF THE MAIN EL y throughout the r	ens related to revising doc LECTRONIC DATA FILE. record's authorized life cy en destroy.	euments. Explain the progression established to
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NSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP,	MARYLAND 20794 10) 799-1930	Page 3 of 17
DEPARTMENT/AGENCY		Department of tion, Parks & Tourism	3 UNIT
Vicomico County, MD	Ticorca		
DEFINITION - Record Series - A group of re and disposition		d electronically and used a	s a unit for reference as well as retention
ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Payment Receipts			2006 TO Present
5 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify th	e use/s of information generated by system
Payments from individuals and businesses trousiness with the Department.			siness and operational needs of the
B ELECTRONIC RECORD SERIES DESCR		ly describe the informati	on/documents/forms e purpose and function of the system.
Credit card transaction records, cash or chec			, , , , , , , , , , , , , , , , , , , ,
oredit card transaction records, cash or chec	k payments for p	rograms and events,	
POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.	
Controlled by Department Administration and		Ü	d kent in the normal course of business
controlled by Department Administration and	a supervisors. D	ocumentation is used at	ia kept in the normal course of business.
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMA	TION IN THE SYSTEM
nformation is kept in the original condition it	was received.		
11 SPECIFY THE LOCATION AND MEDIA	OF THE MAIN E	ECTRONIC DATA EILE	Evolain the progression established to
ensure the record's retention and usabilit	y throughout the	record's authorized life of	cycle.
Recreation Program Registration is kept thro	uoh a secure. on	line service – Active Net	work.com
Ticket Sales are kept through the Departmen	nt's ticket service	- Tix.com	
12 RECOMMENDED RETENTION			
Retain 3 years & until all audit requirements	are fulfilled then	destroy	
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE
Tammy Taylor	410-548	3-4900, ext. 115	February 12, 2015
16 TITLE OF PREPARER			
Administrative Assistant			
DGS 550-6			
DGG 330-0			

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS N	OF GENERAL SERVICES IANAGEMENT DIVISION .OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP	MARYLAND 20794 (10) 799-1930	Page 4 of 17
1 DEPARTMENT/AGENCY Wicomico County, MD		Department of on, Parks & Tourism	3 UNIT
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Payroll Files			2000 TO Present
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system
Work schedules and leave approved		Payroll files used to dete administration of leave.	ermine employee compensation and
	l coloulations and	والمراجع	
9 POLICY ON ACCESS AND USE - Expla Controlled by Department Administration. Depayroll calculation. 10 UPDATING CYCLES OR CONDITIONS Information is updated according to the Cour	in or attach copy ocumentation is AND RULES FO aty's payroll cycle	or if established in writing. Sussed and kept in the norm OR REVISING INFORMAT Example and as needed for Depart	al course of leave administration and ION IN THE SYSTEM rtment Administration. Explain the progression established to
Information is stored in the County's payroll s	in or attach copy ocumentation is AND RULES FO aty's payroll cycle OF THE MAIN E y throughout the	r if established in writing. USE and kept in the norm OR REVISING INFORMAT e and as needed for Depart ELECTRONIC DATA FILE. record's authorized life cy	al course of leave administration and ION IN THE SYSTEM rtment Administration. Explain the progression established to rcle.
POLICY ON ACCESS AND USE — Explain Controlled by Department Administration. Depayroll calculation. 10 UPDATING CYCLES OR CONDITIONS Information is updated according to the Court ensure the record's retention and usability Information is stored in the Country's payroll states.	in or attach copy ocumentation is AND RULES FO aty's payroll cycle OF THE MAIN E y throughout the software system	r if established in writing. USE and kept in the norm OR REVISING INFORMAT E and as needed for Department server and on Department server	al course of leave administration and ION IN THE SYSTEM rtment Administration. Explain the progression established to rcle.
POLICY ON ACCESS AND USE — Explain Controlled by Department Administration. Depayroll calculation. 10 UPDATING CYCLES OR CONDITIONS Information is updated according to the Court SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Information is stored in the County's payroll state of the County's payroll state	in or attach copy ocumentation is AND RULES FO aty's payroll cycle OF THE MAIN E y throughout the software system	r if established in writing. USE and kept in the norm OR REVISING INFORMAT e and as needed for Depart ELECTRONIC DATA FILE. record's authorized life cy and on Department server	al course of leave administration and ION IN THE SYSTEM rtment Administration. Explain the progression established to rcle.
POLICY ON ACCESS AND USE — Explain Controlled by Department Administration. Depayroll calculation. OUPDATING CYCLES OR CONDITIONS Information is updated according to the Court SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Information is stored in the County's payroll state of	in or attach copy ocumentation is a AND RULES FOO THE MAIN Experience of the software system are fulfilled, then the software fulfilled, the software fulfilled fulfilled, the software fulfilled ful	r if established in writing. USE and kept in the norm OR REVISING INFORMAT e and as needed for Depart ELECTRONIC DATA FILE. record's authorized life cy and on Department server	al course of leave administration and ION IN THE SYSTEM rtment Administration. Explain the progression established to role.
POLICY ON ACCESS AND USE — Explain Controlled by Department Administration. Depayroll calculation. 10 UPDATING CYCLES OR CONDITIONS Information is updated according to the Court 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit Information is stored in the County's payroll stored in the County's payroll stored in 3 years & until all audit requirements at 13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor	in or attach copy ocumentation is a AND RULES FOO THE MAIN Experience of the software system are fulfilled, then the software fulfilled, the software fulfilled fulfilled, the software fulfilled ful	r if established in writing. USER REVISING INFORMAT E and as needed for Depart ELECTRONIC DATA FILE. record's authorized life cy and on Department server destroy.	al course of leave administration and ION IN THE SYSTEM rtment Administration. Explain the progression established to cole.
9 POLICY ON ACCESS AND USE — Expla Controlled by Department Administration. Depayroll calculation. 10 UPDATING CYCLES OR CONDITIONS Information is updated according to the Cour 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit Information is stored in the County's payroll s 12 RECOMMENDED RETENTION Retain 3 years & until all audit requirements and the county of	in or attach copy ocumentation is a AND RULES FOO THE MAIN Experience of the software system are fulfilled, then the software fulfilled, the software fulfilled fulfilled, the software fulfilled ful	r if established in writing. USER REVISING INFORMAT E and as needed for Depart ELECTRONIC DATA FILE. record's authorized life cy and on Department server destroy.	al course of leave administration and ION IN THE SYSTEM rtment Administration. Explain the progression established to cole.

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY	
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14 18.04	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		Page 5 of 17	
DEPARTMENT/AGENCY	2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
Wicomico County, MD				
DEFINITION - Record Series - A group of rela and disposition	ated records store n purposes	d electronically and used as	a unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
Bank Account Reconciliation/State			2010 TO Present	
S INPUT - Identify source of information to b	pe entered	7 OUTPUT - Identify the	use/s of information generated by system	
Monthly bank statements		Record of bank transact	ions for various accounts	
Monthly bank statements for Happy Timers, T	cont		e purpose and function of the system.	
POLICY ON ACCESS AND USE - Explain	in or attach copy	if established in writing.		
Controlled by Department Administration and	supervisors. D	ocumentation is used an	d kept in the normal course of business.	
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FO	R REVISING INFORMAT	ION IN THE SYSTEM	
information is updated monthly.				
11 SPECIFY THE LOCATION AND MEDIA Consure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FILE record's authorized life c	. Explain the progression established to	
ensure the record's retention and usability	throughout the	record's authorized life of	. Explain the progression established to	
11 SPECIFY THE LOCATION AND MEDIA Consure the record's retention and usability information is stored in the County's server & RECOMMENDED RETENTION	throughout the	record's authorized life of	. Explain the progression established to	
ensure the record's retention and usability information is stored in the County's server &	throughout the	record's authorized life constant	. Explain the progression established to	
ensure the record's retention and usability nformation is stored in the County's server & RECOMMENDED RETENTION	r throughout the Finance staff de are fulfilled, then 14 TELEPHO	record's authorized life cysktop computer. destroy. NE NUMBER	rcle.	
ensure the record's retention and usability information is stored in the County's server & RECOMMENDED RETENTION Retain 3 years & until all audit requirements a TYPED OR PRINTED NAME OF	r throughout the Finance staff de are fulfilled, then 14 TELEPHO	record's authorized life cysktop computer. destroy.	ycle.	
ensure the record's retention and usability Information is stored in the County's server & IZ RECOMMENDED RETENTION Retain 3 years & until all audit requirements a IX TYPED OR PRINTED NAME OF PREPARER	r throughout the Finance staff de are fulfilled, then 14 TELEPHO	record's authorized life cysktop computer. destroy. NE NUMBER	rcle.	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14 18 04	JESSUP,	MARYLAND 20794 10) 799-1930	Page 6 of 17
1 DEPARTMENT/AGENCY Wicomico County, MD		Department of ion, Parks & Tourism	3 UNIT
DEFINITION - Record Series - A group of reand disposition		d electronically and used as	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Grant Reimbursements			2000 TO Present
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the State of MD Reimburser	use/s of information generated by system
Invoices and reports			
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	on/documents/forms e purpose and function of the system.
Records of reimbursement of expenses relat	ed to grant-funde	ed projects in the course of	of Department business.
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.	
Controlled by Department Administration and	d used in the cou	rse of normal Department	t business.
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMAT	TION IN THE SYSTEM
Occurs during the course of business. Upda	ting occurs as ex	kpenditures are made and	I processed for reimbursement.
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit			
Information is stored on desktop computers a	and Department	server.	
12 RECOMMENDED RETENTION			
Retain for the life of the grant and until all audestroy.	dit requirements	have been fulfilled (period	d required by grant or program), then
13 TYPED OR PRINTED NAME OF	14 TELEPHO	NE NUMBER	15 DATE
PREPARER Tammy Taylor	410-54	8-4900, ext. 115	February 12, 2015
16 TITLE OF PREPARER	J		
Administrative Assistant	7		

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS N	FOF GENERAL SERVICES MANAGEMENT DIVISION LOO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP, MARYLAND 20794 (410) 799-1930		Page 7 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD	2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
	lated records store	ed electronically and used a	s a unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE				
Budgets			1998 TO Present	
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify th	e use/s of information generated by system	
Spreadsheets & Financial reports		Budget reports used in	the normal course of Department busines	
B ELECTRONIC RECORD SERIES DESCR		ofly describe the information	on/documents/forms e purpose and function of the system.	
9 POLICY ON ACCESS AND USE - Expla	ain or attach copy	y if established in writing.		
9 POLICY ON ACCESS AND USE - Expla	ain or attach copy	y if established in writing.	nt business.	
Operating and Enterprise budgets, back up of POLICY ON ACCESS AND USE — Explain Controlled by Department Administration and UPDATING CYCLES OR CONDITIONS Original budget is amended and/or updated a Balance reports are updated monthly.	ain or attach copy d used in the nor	y if established in writing. mal course of Departmen DR REVISING INFORMA	TION IN THE SYSTEM	
9 POLICY ON ACCESS AND USE - Expla Controlled by Department Administration and 10 UPDATING CYCLES OR CONDITIONS Original budget is amended and/or updated a	ain or attach copy d used in the nor AND RULES FO as approved by t OF THE MAIN E	y if established in writing. mal course of Department OR REVISING INFORMA the County Executive and ELECTRONIC DATA FILIT record's authorized life of	TION IN THE SYSTEM I County Council. E. Explain the progression established to	
POLICY ON ACCESS AND USE — Explain Controlled by Department Administration and UPDATING CYCLES OR CONDITIONS Original budget is amended and/or updated and/o	Ain or attach copy dused in the nor AND RULES FO as approved by the ty throughout the and Department	y if established in writing. The course of Department OR REVISING INFORMATION The County Executive and ELECTRONIC DATA FILE The record's authorized life of server.	TION IN THE SYSTEM I County Council. E. Explain the progression established to cycle.	
POLICY ON ACCESS AND USE — Explain Controlled by Department Administration and UPDATING CYCLES OR CONDITIONS Original budget is amended and/or updated a Balance reports are updated monthly. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability information is stored on desktop computers and usability in the usability is approved budgets to passed.	Ain or attach copy dused in the nor AND RULES FO as approved by the ty throughout the and Department	y if established in writing. mal course of Department OR REVISING INFORMA the County Executive and ELECTRONIC DATA FILIT record's authorized life of server.	TION IN THE SYSTEM I County Council. E. Explain the progression established to cycle.	
POLICY ON ACCESS AND USE — Explain Controlled by Department Administration and UPDATING CYCLES OR CONDITIONS Original budget is amended and/or updated and/o	AND RULES FO as approved by to OF THE MAIN Entry throughout the and Department	y if established in writing. mal course of Department OR REVISING INFORMA the County Executive and ELECTRONIC DATA FILIT record's authorized life of server.	TION IN THE SYSTEM I County Council. E. Explain the progression established to cycle.	
POLICY ON ACCESS AND USE — Explain Controlled by Department Administration and UPDATING CYCLES OR CONDITIONS Original budget is amended and/or updated a Balance reports are updated monthly. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Information is stored on desktop computers at 12 RECOMMENDED RETENTION Screen annually, then send final, approved budgets to passed. 13 TYPED OR PRINTED NAME OF PREPARER	AND RULES FO as approved by to OF THE MAIN Entry throughout the and Department	y if established in writing. mal course of Department OR REVISING INFORMA the County Executive and ELECTRONIC DATA FILIT record's authorized life of server.	TION IN THE SYSTEM I County Council. E. Explain the progression established to cycle. The progression is a possible of the cycle.	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M 7275 WATERL	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		MARYLAND 20794 10) 799-1930	Page 8 of 17
1 DEPARTMENT/AGENCY	2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT
Wicomico County, MD			
DEFINITION - Record Series - A group of rel and disposition	ated records store in purposes	d electronically and used as a	unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR		
Project Files			2003 TO Present
6 INPUT - Identify source of information to	be entered		use/s of information generated by system
Correspondence, contracts, bid documents, a	and emails	Project files used in the c	ourse of normal Department business
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information	/documents/forms
December 11 and 12 and 13 and 14 and 15 and	cont	ained in a series. Include	purpose and function of the system.
Records related to acquisition and development lncludes grant applications, correspondence,	ent of Departmer	nt property. i.e. Park prope	rty, renovation of Youth & Civic Center.
morades grain applications, correspondence,	bia accuments,	contracts, site plans and s	pecinications, and property deeds.
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.	
Controlled by Department Administration. U	sed in the course	e of project management a	nd administration.
10 LIPPATING OVOLED OR COMPLETIONS	AND DIN 50 50		
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM
Files are maintained by Department staff.			
11 SPECIEV THE LOCATION AND MEDIA	OF THE MAIN E	FOTDONIO DATA EILE	5 1 : 0
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability)	y throughout the	record's authorized life cyc	Explain the progression established to cle.
Information is stored on desktop computers a	and Department	server.	
12 RECOMMENDED RETENTION			
Screen annually and destroy material that is r	no longer neede	d for current business with	the following exception: Transfer to the
Maryland State Archive for permanent retenti	on any material t	hat serves to document th	e origin, development, and
accomplishments of the office and has contin	uing auministrati	ve, liscal, legal or historica	a value.
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE
Tammy Taylor	410-548	3-4900, ext. 115	February 12, 2015
16 TITLE OF PREPARER			
Administrative Assistant			
DGS 550-6		-	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICE IANAGEMENT DIVISION OO ROAD, P.O. BOX 27	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP, MARYLAND 20794 (410) 799-1930		Page 9 of 17
1 DEPARTMENT/AGENCY Wicomico County, MD	2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT
DEFINITION - Record Series - A group of re and dispositi		d electronically and used	as a unit for reference as well as retention
ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Personnel Files			1975 TO Present
5 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify	the use/s of information generated by system
Application for employment, Performance Evidisciplinary action, commendations			for operational purposes of the Department
8 ELECTRONIC RECORD SERIES DESCR		I fly describe the informa ained in a series. Inclu	ation/documents/forms ude purpose and function of the system.
Department copy of active and inactive full-ti evaluations, FMLA documentation, worker's			
9 POLICY ON ACCESS AND USE - Expla	ain or attach copy	if established in writing	
9 POLICY ON ACCESS AND USE - Expla	ain or attach copy	vif established in writing	ntiality of Personnel Records.
Official records are stored by the Human Re 9 POLICY ON ACCESS AND USE - Expla Controlled by the Department Administration 10 UPDATING CYCLES OR CONDITIONS Performance evaluations are updated annument	ain or attach copy according to Co	r if established in writing unty Policy on confider	ATION IN THE SYSTEM
9 POLICY ON ACCESS AND USE - Expla Controlled by the Department Administration 10 UPDATING CYCLES OR CONDITIONS	ain or attach copy according to Co AND RULES FO ually, other inform OF THE MAIN E ty throughout the	unty Policy on confider R REVISING INFORM nation is updated as necessity to the confider LECTRONIC DATA FI record's authorized life	ATION IN THE SYSTEM eded. LE. Explain the progression established to e cycle.
POLICY ON ACCESS AND USE — Explain Controlled by the Department Administration UPDATING CYCLES OR CONDITIONS Performance evaluations are updated annual SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Department Administration desktop computer.	ain or attach copy according to Co AND RULES FO ually, other inform OF THE MAIN E ty throughout the	unty Policy on confider R REVISING INFORM nation is updated as necessity to the confider LECTRONIC DATA FI record's authorized life	ATION IN THE SYSTEM eded. LE. Explain the progression established to e cycle.
POLICY ON ACCESS AND USE — Explain Controlled by the Department Administration UPDATING CYCLES OR CONDITIONS Performance evaluations are updated annual SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Department Administration desktop computed RECOMMENDED RETENTION	ain or attach copy according to Co AND RULES FO ually, other inform OF THE MAIN E ty throughout the ers and in the Hur	r if established in writing unty Policy on confider R REVISING INFORM nation is updated as new LECTRONIC DATA FI record's authorized life man Resources section	ATION IN THE SYSTEM eded. LE. Explain the progression established to e cycle. of Munis software.
POLICY ON ACCESS AND USE — Explain a Policy on ACCESS AND USE — Explain a Policy of the Department Administration of UPDATING CYCLES OR CONDITIONS Performance evaluations are updated annual serior of the Policy	ain or attach copy according to Co AND RULES FO ually, other inform OF THE MAIN E ty throughout the ers and in the Hur	r if established in writing unty Policy on confider R REVISING INFORM nation is updated as new ELECTRONIC DATA FI record's authorized life man Resources section until any audit requirer	ATION IN THE SYSTEM eded. LE. Explain the progression established to e cycle. of Munis software.
POLICY ON ACCESS AND USE — Explain and Exp	ain or attach copy a according to Co AND RULES FO Dually, other inform OF THE MAIN Entry throughout the ers and in the Hurth ty employment & 14 TELEPHO	r if established in writing unty Policy on confider R REVISING INFORM nation is updated as new ELECTRONIC DATA FI record's authorized life man Resources section until any audit requirer	ATION IN THE SYSTEM eded. LE. Explain the progression established to e cycle. of Munis software.
POLICY ON ACCESS AND USE — Explain Controlled by the Department Administration UPDATING CYCLES OR CONDITIONS Performance evaluations are updated annual SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Department Administration desktop computed RECOMMENDED RETENTION Retain 3 years after employee has left Country Typed OR PRINTED NAME OF PREPARER	ain or attach copy a according to Co AND RULES FO Dually, other inform OF THE MAIN Entry throughout the ers and in the Hurth ty employment & 14 TELEPHO	r if established in writing unty Policy on confider R REVISING INFORM nation is updated as new LECTRONIC DATA FI record's authorized life man Resources section until any audit requirer NE NUMBER	ATION IN THE SYSTEM eded. LE. Explain the progression established to e cycle. n of Munis software. ments are fulfilled, then destroy.

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930 2 DIVISION Department of Recreation, Parks & Tourism		CECOMONIO NEGOTIBO INVENTORI
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04			Page 10 of 17
1 DEPARTMENT/AGENCY			3 UNIT
Wicomico County, MD DEFINITION - Record Series - A group of related and disposition		ed electronically and used	as a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Leases & Licenses			2000 to Present
6 INPUT - Identify source of information to Bid documents, legal agreements and contra	Housing, farming and hu		ne use/s of information generated by system hunting leases used in the course of
Lease agreements for farming, hunting, or re	sident caretaker	s on County-owned Par	k Property, equipment leases.
POLICY ON ACCESS AND USE - Expla	in or attach copy sed by Departme	y if established in writing ent staff in the course of	normal business.
Lease agreements for farming, hunting, or re 9 POLICY ON ACCESS AND USE - Expla Controlled by Department Administration. Use 10 UPDATING CYCLES OR CONDITIONS Files are updated according to the terms of e	in or attach copy sed by Departme	y if established in writing ent staff in the course of DR REVISING INFORMA	normal business.
9 POLICY ON ACCESS AND USE - Expla Controlled by Department Administration. Use 10 UPDATING CYCLES OR CONDITIONS	sed by Departme AND RULES FO each lease as ap OF THE MAIN E y throughout the	y if established in writing ent staff in the course of DR REVISING INFORMATION PROVED BY THE COUNTY LECTRONIC DATA FILE record's authorized life	normal business. ATION IN THE SYSTEM egal Department. E. Explain the progression established to
POLICY ON ACCESS AND USE — Explain Controlled by Department Administration. Use 10 UPDATING CYCLES OR CONDITIONS Files are updated according to the terms of each of the service of the record's retention and usability information is stored on desktop computers as 12 RECOMMENDED RETENTION	ain or attach copy sed by Department AND RULES FOR each lease as apotential of the Department of the D	y if established in writing ent staff in the course of DR REVISING INFORMATION PROVED BY THE COUNTY LECTRONIC DATA FILE record's authorized life	normal business. ATION IN THE SYSTEM egal Department. E. Explain the progression established to
POLICY ON ACCESS AND USE — Explain Controlled by Department Administration. Use 10 UPDATING CYCLES OR CONDITIONS Files are updated according to the terms of each of the record's retention and usability and the record's retention and usability and the record on desktop computers a 12 RECOMMENDED RETENTION Retain for life of the lease plus 3 years, then	ain or attach copy sed by Department AND RULES FOR each lease as appointed of the Department of the De	or if established in writing ent staff in the course of the REVISING INFORMATION of the County Least ELECTRONIC DATA FILE record's authorized life ent Server.	normal business. ATION IN THE SYSTEM egal Department. E. Explain the progression established to cycle.
POLICY ON ACCESS AND USE — Explain Controlled by Department Administration. Use 10 UPDATING CYCLES OR CONDITIONS Files are updated according to the terms of each of the record's retention and usability and the record's retention and usability and the record on desktop computers at 12 RECOMMENDED RETENTION Retain for life of the lease plus 3 years, then 13 TYPED OR PRINTED NAME OF	ain or attach copy sed by Department AND RULES FOR each lease as appointed of the Department of the De	y if established in writing ent staff in the course of DR REVISING INFORMATION PROVED BY THE COUNTY LECTRONIC DATA FILE record's authorized life ent Server.	normal business. ATION IN THE SYSTEM egal Department. E. Explain the progression established to cycle.
POLICY ON ACCESS AND USE — Explain Controlled by Department Administration. Use 10 UPDATING CYCLES OR CONDITIONS Files are updated according to the terms of each 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability information is stored on desktop computers at 12 RECOMMENDED RETENTION Retain for life of the lease plus 3 years, then 13 TYPED OR PRINTED NAME OF PREPARER	ain or attach copy sed by Department AND RULES FOR each lease as appointed of the Department of the De	or if established in writing ent staff in the course of the REVISING INFORMATION of the County Least ELECTRONIC DATA FILE record's authorized life ent Server.	normal business. ATION IN THE SYSTEM egal Department. E. Explain the progression established to cycle.

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS MA	OF GENERAL SERVICES MAGEMENT DIVISION OO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTOR	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP, MARYLAND 20794 (410) 799-1930		Page 11 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD		Department of on, Parks & Tourism	3 UNIT	
DEFINITION - Record Series - A group of reand disposition	lated records stored on purposes	electronically and used as	a unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR	
Recreation Registration			2010 TO Present	
6 INPUT - Identify source of information to Registration forms from program participants		7 OUTPUT - Identify the Registration files for Pub	use/s of information generated by system lic Recreation Program	
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Briefly	y describe the informatio	n/documents/forms purpose and function of the system.	
			parpose and ranotton or the eyetern.	
Registration information of participants in Pul	blic Recreation Pro	ogram – includes injury v	vaiver.	
Registration information of participants in Pul	blic Recreation Pro	ogram – includes injury v	vaiver.	
			vaiver.	
POLICY ON ACCESS AND USE - Expla Controlled by Department Administration and	in or attach copy i	f established in writing.		
9 POLICY ON ACCESS AND USE - Expla Controlled by Department Administration and recreation program.	in or attach copy i	f established in writing.	ourse of administering the public	
Policy on Access and USE – Explain Controlled by Department Administration and recreation program. 10 UPDATING CYCLES OR CONDITIONS Information received is kept in original conditions.	in or attach copy in a supervisors. Info	f established in writing.	ourse of administering the public	
9 POLICY ON ACCESS AND USE - Expla Controlled by Department Administration and recreation program. 10 UPDATING CYCLES OR CONDITIONS Information received is kept in original condit	in or attach copy in supervisors. Info	f established in writing. ormation is used in the co	ourse of administering the public	
9 POLICY ON ACCESS AND USE - Explain Controlled by Department Administration and recreation program. 10 UPDATING CYCLES OR CONDITIONS Information received is kept in original conditions.	in or attach copy in supervisors. Info	f established in writing. ormation is used in the control of the	ourse of administering the public ION IN THE SYSTEM Explain the progression established to	
9 POLICY ON ACCESS AND USE – Explain Controlled by Department Administration and recreation program. 10 UPDATING CYCLES OR CONDITIONS Information received is kept in original conditional conditions.	in or attach copy in a supervisors. Info	f established in writing. ormation is used in the control of the	ourse of administering the public ION IN THE SYSTEM Explain the progression established to	
POLICY ON ACCESS AND USE — Explain Controlled by Department Administration and recreation program. 10 UPDATING CYCLES OR CONDITIONS Information received is kept in original conditional conditional conditions are the record's retention and usability Information is stored through the online serving RECOMMENDED RETENTION	in or attach copy in a supervisors. Info	f established in writing. ormation is used in the control of the	ourse of administering the public ION IN THE SYSTEM Explain the progression established to	
9 POLICY ON ACCESS AND USE — Explain Controlled by Department Administration and recreation program. 10 UPDATING CYCLES OR CONDITIONS Information received is kept in original conditional conditions are consured the record's retention and usabilities.	ain or attach copy in a supervisors. Info	f established in writing. prmation is used in the contract of	ourse of administering the public ION IN THE SYSTEM Explain the progression established to	
POLICY ON ACCESS AND USE — Explain Controlled by Department Administration and recreation program. 10 UPDATING CYCLES OR CONDITIONS Information received is kept in original conditional conditional conditional conditions are the record's retention and usability information is stored through the online serving Recommental Recommendation and until all audit requiremental TYPED OR PRINTED NAME OF	ain or attach copy in a supervisors. Info	f established in writing. ormation is used in the control of the	Ourse of administering the public ION IN THE SYSTEM Explain the progression established to cole.	
Controlled by Department Administration and recreation program. 10 UPDATING CYCLES OR CONDITIONS Information received is kept in original conditation and ensure the record's retention and usability information is stored through the online serving Recommendation is received through the online serving Recommendation is stored through the online serving Recommendation is stored until all audit requirement Typed OR PRINTED NAME OF PREPARER	ain or attach copy in a supervisors. Info	f established in writing. prmation is used in the contract of	Durse of administering the public ION IN THE SYSTEM Explain the progression established to cole.	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS N	OF GENERAL SERVICES IANAGEMENT DIVISION .OO ROAD, P.O. BOX 275		
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP, MARYLAND 20794 (410) 799-1930		Page 12 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD	2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
		d electronically and used a	s a unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE	5 EARLIEST YEAR/LATEST YEAR			
Volunteer records			2008 TO Present	
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify th	le use/s of information generated by system	
Personal information provided by volunteers			formation for individuals volunteering at as youth sports coaches	
8 ELECTRONIC RECORD SERIES DESCR		I fly describe the informat tained in a series. Includ	ion/documents/forms de purpose and function of the system.	
Contact information for those volunteers at spwith youth in Department sponsored sports p		Contact information & ba	ckground checks for volunteers working	
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing		
Controlled by the Department Administration	and Departmen	t staff. Used in the cours	se of normal business.	
9 POLICY ON ACCESS AND USE - Expla Controlled by the Department Administration 10 UPDATING CYCLES OR CONDITIONS Information is retained in original condition.	and Departmen	t staff. Used in the cours	se of normal business.	
Controlled by the Department Administration	and Departmen	t staff. Used in the cours	se of normal business.	
Controlled by the Department Administration 10 UPDATING CYCLES OR CONDITIONS	and Departmen	t staff. Used in the cours R REVISING INFORMA	TION IN THE SYSTEM E. Explain the progression established to	
Controlled by the Department Administration 10 UPDATING CYCLES OR CONDITIONS Information is retained in original condition. 11 SPECIFY THE LOCATION AND MEDIA	and Department AND RULES FO	R REVISING INFORMA	se of normal business. TION IN THE SYSTEM E. Explain the progression established to	
Controlled by the Department Administration 10 UPDATING CYCLES OR CONDITIONS Information is retained in original condition. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability	and Department AND RULES FO	R REVISING INFORMA	TION IN THE SYSTEM E. Explain the progression established to	
Controlled by the Department Administration 10 UPDATING CYCLES OR CONDITIONS Information is retained in original condition. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Information is stored on desktop computers and according to the computers and the condition of the computers and the computers are according to the computer of	and Department AND RULES FOOTHE MAIN Expenses the second	R REVISING INFORMAL ELECTRONIC DATA FIL record's authorized life of Server.	TION IN THE SYSTEM E. Explain the progression established to cycle.	
Controlled by the Department Administration 10 UPDATING CYCLES OR CONDITIONS Information is retained in original condition. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Information is stored on desktop computers a	and Department AND RULES FO OF THE MAIN E y throughout the and Department	R REVISING INFORMAL ELECTRONIC DATA FIL record's authorized life of Server.	se of normal business. TION IN THE SYSTEM E. Explain the progression established to	
Controlled by the Department Administration 10 UPDATING CYCLES OR CONDITIONS Information is retained in original condition. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Information is stored on desktop computers and a second	AND RULES FOOTHE MAIN Ey throughout the and Department are fulfilled, then	R REVISING INFORMAL ELECTRONIC DATA FIL record's authorized life of Server.	TION IN THE SYSTEM E. Explain the progression established to cycle.	
Controlled by the Department Administration 10 UPDATING CYCLES OR CONDITIONS Information is retained in original condition. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Information is stored on desktop computers as 12 RECOMMENDED RETENTION Retain 5 years & until all audit requirements as 13 TYPED OR PRINTED NAME OF PREPARER	AND RULES FOOTHE MAIN Ey throughout the and Department are fulfilled, then	ELECTRONIC DATA FIL record's authorized life (Server.	TION IN THE SYSTEM E. Explain the progression established to cycle.	

SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930 2 DIVISION Department of Recreation, Parks & Tourism		ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04			Page 13 of 17
1 DEPARTMENT/AGENCY			3 UNIT
Wicomico County, MD DEFINITION - Record Series - A group of rel and disposition	ated records store	d electronically and used as a	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Property Maintenance Records			2000 TO Present
6 INPUT - Identify source of information to Service and repair logs			use/s of information generated by system cords used in maintaining Department facilities.
B ELECTRONIC RECORD SERIES DESCR	IDTION - Brio	 fly describe the information	/documents/forms
ELECTIONS RESOLD SELLES DESCRI			purpose and function of the system.
Preventive maintenance and repair records for mechanical systems of Department facilities.	or Department fle	eet of vehicles, off road eq	uipment, structural repairs and
POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.	
Controlled by Department Administration. Us	sed in the norma	I course of business.	
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATI	ON IN THE SYSTEM
Updated by Department staff responsible for			
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability			
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability Information is stored on desktop computers.			
ensure the record's retention and usability	y throughout the	record's authorized life cyc	
ensure the record's retention and usability information is stored on desktop computers. 12 RECOMMENDED RETENTION	y throughout the years, then destr	record's authorized life cycoy. Toy. NE NUMBER	15 DATE
ensure the record's retention and usability information is stored on desktop computers. IZ RECOMMENDED RETENTION Retain for life of equipment or facility, plus 3 years. IX TYPED OR PRINTED NAME OF	y throughout the years, then destr	record's authorized life cyc	cle.
ensure the record's retention and usability nformation is stored on desktop computers. 12 RECOMMENDED RETENTION Retain for life of equipment or facility, plus 3 y 13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor	y throughout the years, then destr	record's authorized life cycoy. Toy. NE NUMBER	15 DATE
ensure the record's retention and usability nformation is stored on desktop computers. 12 RECOMMENDED RETENTION Retain for life of equipment or facility, plus 3 y 13 TYPED OR PRINTED NAME OF PREPARER	y throughout the years, then destr	record's authorized life cycoy. Toy. NE NUMBER	15 DATE

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 14 of 17
DEPARTMENT/AGENCY Wicomico County, MD	2 DIVISION Recrea	Department of ation, Parks & Tourism	3 UNIT
DEFINITION - Record Series - A group of rel and disposition		d electronically and used as	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			
Event Records			1993 TO Present
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	use/s of information generated by system
Contracts, technical riders, correspondence		Event records used in th	e course of normal Department business.
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	n/documents/forms purpose and function of the system.
Rental contracts, settlement records, ticket set Special Events held on Park property. Include 9 POLICY ON ACCESS AND USE — Expla Controlled by Department Administration and 10 UPDATING CYCLES OR CONDITIONS A Files are maintained by designated Department.	in or attach copy supervisors. Use	vents, advertising plans, so if established in writing.	of Department business.
11 SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability. Information is stored on desktop computers at the stored on the st	y throughout the	record's authorized life cy server d for current business with	the following exception: Transfer to the
13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor	14 TELEPHO 410-54	NE NUMBER 8-4900, ext. 115	15 DATE February 12, 2015
16 TITLE OF PREPARER			
Administrative Assistant			
DGS 550-6			

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	
DEPARTMENT/AGENCY Wicomico County, MD	2 DIVISION Department of Recreation, Parks & Tourism	3 UNIT
DEFINITION - Record Series - A group of reland disposition	ated records stored electronically and used a	s a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE Advisory Board & Commission Min		5 EARLIEST YEAR/LATEST YEAR 2003 TO Present
6 INPUT - Identify source of information to I	be entered 7 OUTPUT - Identify th	e use/s of information generated by system
Internal & external operational and business		
8 ELECTRONIC RECORD SERIES DESCR	,	on/documents/forms e purpose and function of the system.
Formal record of business conducted by Dep		
9 POLICY ON ACCESS AND USE - Explai		
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FOR REVISING INFORMA	
Agendas and approved minutes are available 10 UPDATING CYCLES OR CONDITIONS A	AND RULES FOR REVISING INFORMA	
10 UPDATING CYCLES OR CONDITIONS A	AND RULES FOR REVISING INFORMA al condition. OF THE MAIN ELECTRONIC DATA FILI of throughout the record's authorized life of	TION IN THE SYSTEM E. Explain the progression established to
10 UPDATING CYCLES OR CONDITIONS A Approved minutes are retained in their original 11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability Information is stored on desktop computers a	AND RULES FOR REVISING INFORMA al condition. OF THE MAIN ELECTRONIC DATA FILI of throughout the record's authorized life of	TION IN THE SYSTEM E. Explain the progression established to
Approved minutes are retained in their original SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability information is stored on desktop computers a	AND RULES FOR REVISING INFORMA al condition. OF THE MAIN ELECTRONIC DATA FILI throughout the record's authorized life of and Department server.	TION IN THE SYSTEM E. Explain the progression established to
10 UPDATING CYCLES OR CONDITIONS A Approved minutes are retained in their original 11 SPECIFY THE LOCATION AND MEDIA C ensure the record's retention and usability	AND RULES FOR REVISING INFORMA al condition. OF THE MAIN ELECTRONIC DATA FILI throughout the record's authorized life of and Department server.	TION IN THE SYSTEM E. Explain the progression established to
Approved minutes are retained in their original 11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability) Information is stored on desktop computers a 12 RECOMMENDED RETENTION Retain for 5 years then transfer to State Arch 13 TYPED OR PRINTED NAME OF	AND RULES FOR REVISING INFORMA al condition. OF THE MAIN ELECTRONIC DATA FILI throughout the record's authorized life of and Department server.	TION IN THE SYSTEM E. Explain the progression established to cycle.
Approved minutes are retained in their original SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability) Information is stored on desktop computers a Retain for 5 years then transfer to State Arch TYPED OR PRINTED NAME OF PREPARER	AND RULES FOR REVISING INFORMATION AND RULES FOR REVISING INFORMATION AND RULES FOR REVISING INFORMATION AND RULES FOR THE MAIN ELECTRONIC DATA FILITY of throughout the record's authorized life of the rules for permanent storage. 14 TELEPHONE NUMBER	TION IN THE SYSTEM E. Explain the progression established to cycle.
Approved minutes are retained in their original SPECIFY THE LOCATION AND MEDIA of ensure the record's retention and usability Information is stored on desktop computers at the stored on desktop computers at the stored on the	AND RULES FOR REVISING INFORMATION AND RULES FOR REVISING INFORMATION AND RULES FOR REVISING INFORMATION AND RULES FOR THE MAIN ELECTRONIC DATA FILITY of throughout the record's authorized life of the rules for permanent storage. 14 TELEPHONE NUMBER	TION IN THE SYSTEM E. Explain the progression established to cycle.

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS M	OF GENERAL SERVICE IANAGEMENT DIVISION OO ROAD, P.O. BOX 275	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	JESSUP, MARYLAND 20794 (410) 799-1930		Page 16 of 17
DEPARTMENT/AGENCY Wicomico County, MD	2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT
DEFINITION - Record Series - A group of rel and disposition		d electronically and used a	as a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Departmental Procedure & Policy N	Manuals		2008 TO Present
6 INPUT - Identify source of information to	be entered	7 OUTPUT - Identify the	ne use/s of information generated by system
Personnel experience & ideas, county rules & other laws.	k regulations &	Procedure & Policy ma business operations.	anuals used in the normal course of
8 ELECTRONIC RECORD SERIES DESCR		fly describe the informat ained in a series. Includ	tion/documents/forms de purpose and function of the system.
Manuals of procedures and policies for variou	us divisions withi	n the Department.	
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing	
Available to all employees upon request.			
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMA	ATION IN THE SYSTEM
Portions are updated as needed. Outdated n	naterial is remov	ed and destroyed.	
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability	OF THE MAIN E	LECTRONIC DATA FIL record's authorized life	E. Explain the progression established to cycle.
Division Manuals are stored on desktop com	puters and Depa	artment server.	
12 RECOMMENDED RETENTION Retain copy until updated and approved, then de	stroy superseded	сору	
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO		15 DATE
Tammy Taylor	410-548	8-4900, ext. 115	February 12, 2015
TITLE OF BOEDARED			
16 TITLE OF PREPARER			
Administrative Assistant			

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD	RECORDS N	OF GENERAL SERVICES IANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		Page 17 of 17
1 DEPARTMENT/AGENCY Wicomico County, MD	2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT
DEFINITION - Record Series - A group of re		ed electronically and used as	a unit for reference as well as retention
and disposition	on purposes		
4 ELECTRONIC RECORD SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Digital photos			2008 TO Present
6 INPUT - Identify source of information to	be entered 7 OUTPUT - Identify the		use/s of information generated by system
Camera memory cards and emailed photos Photos used to promote			Department programs & events
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	
			purpose and function of the system.
Digital photographs of program participants a	and attendees at	special events.	
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.	
Release for use of photos is included with pro-	27		
Ticlease for ase of priores is included with pr	ogram registration	MANYIAND STATE AND	
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMAT	ION IN THE SYSTEM
Additional photos are taken at the request of	the Department	Administration and superv	risors.
11 SPECIEV THE LOCATION AND MEDIA	OF THE MAIN E	ELECTRONIC DATA ELLE	Explain the progression established to
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.			
Photos are stored on desktop computers and	d Department se	rver.	
12 RECOMMENDED RETENTION Screen annually and destroy material that is	no longer neede	d for current business with	the following exception: Transfer to the
Maryland State Archive for permanent retent accomplishments of the office and has contin	ion any material	that serves to document th	ne origin, development, and
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHO	NE NUMBER	15 DATE
Tammy Taylor	410-548-4900, ext. 115		February 12, 2015
16 TITLE OF PREPARER			
Administrative Assistant			
DGS 550-6			