

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

Schedule No. C-1272

Page 1 of 3

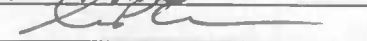
Agency
Wicomico County, MD

Division/Unit
Recreation, Parks & Tourism
(includes Youth & Civic Center)

Item No.	Description	Retention
1.	Administrative Files A. Internal and external correspondence, audit results, accident reports B. Strategic plans & business plans	A Retain 3 years & until all audit requirements are fulfilled, then destroy. B 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 orders, purchase card transactions, back up documentation	Retain 3 years & until all audit requirements are fulfilled, then destroy.
3.	Payment Receipts – credit card transaction records, cash or check payments for programs and/or events	Retain 3 years & until all audit requirements are fulfilled, then destroy.
4.	Payroll Files - time sheets, leave records, pay change records	Retain 3 years & until all audit requirements are fulfilled, then destroy.
5.	Bank Account Reconciliation/Statements – special bank accounts for Happy Timers, Tourism Special Events, Civic Center Events, Friends of Recreation & Parks	Retain 3 years & until all audit requirements are fulfilled, then destroy.
6.	Grant Reimbursements – records of reimbursement from State or other agency for expenses related to capital, grant-funded projects.	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 up documentation, related correspondence. Final balance reports.	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.

Schedule Approved by Department, Agency, or Division Representative.

Date 2-19-2015


Signature 

Typed Name Andrew P. Wisk

Title Deputy Director

Schedule Authorized by State Archivist

Date 3-30-15

Signature 

**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)
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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. <u>C-1272</u>
Agency Wicomico County, MD		Page 3 of 3 Division/Unit Recreation, Parks & Tourism (includes 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.

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799 1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF 17</p>
<p>1. Department/Agency Wicomico County, Maryland</p>	<p>2. Division Department of Recreation, Parks & Tourism</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Administrative Files</p>	<p>5. Earliest Year/Latest Year _1995_ to _current_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Internal and external correspondence, strategic plans, accident reports, business plans, inventory records,</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) County Server</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _9_</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) (4-drawer cabinets) – multiple locations</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s) _____</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation _2_</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s) _____</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _2_</p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Civic Center Administrative Office 1st & 2nd Floor, Perks Maintenance Shop, and Visitors' Center</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No electronic on County server</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain 3 years & 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.</p>	
<p>19. Name and Title of Preparer Tamara M. Taylor, Administrative Assistant</p>	<p>20. Telephone Number 410-548-4900 ext. 115</p>	<p>21. Date February 12, 2015</p>

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-736-1330</small>		AGENCY RECORDS INVENTORY PAGE 2 OF 17	
1. Department/Agency Wicomico County, Maryland		2. Division Department of Recreation, Parks & Tourism		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 Accounts Payable Files			5. Earliest Year/Latest Year ___2000___ to current		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Invoices, purchase orders, purchase card transactions, back up documentation					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) County Server		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume ___5___ Number <input checked="" type="checkbox"/> File Drawer(s) 4-drawer cabinets <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation ___2___ Number <input checked="" type="checkbox"/> File Drawer(s) 4-drawer cabinet <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After ___1___ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) and audit complete		
13. Current Location(s) (Bldg., Floor, Room) Current files in Finance office, 1 st floor of Civic Center; files older than one year are stored on 3 rd floor of Civic Center in a locked storage area.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Appropriate records are duplicated in the County Finance office		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent - County		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 3 years & until all audit requirements are fulfilled, then destroy.		
19. Name and Title of Preparer Tamara M. Taylor, Administrative Assistant		20. Telephone Number 410-548-4900 ext. 115		21. Date February 12, 2015	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410 755-1536</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 3 OF 17</p>
<p>1. Department/Agency Wicomico County, Maryland</p>	<p>2. Division Department of Recreation, Parks & Tourism</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Payment Receipts</p>	<p>5. Earliest Year/Latest Year 2009 to current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) credit card transaction records, cash or check payments for programs and/or events.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) County Sanvar</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 9 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) (4-drawer cabinets) – multiple locations</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation 2 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 2 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Civic Center Box Office, Finance Office 1st Floor. Also Visitors' Center</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain 3 years & until all audit requirements are fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Tamara M. Taylor, Administrative Assistant</p>	<p>20. Telephone Number 410-548-4900 ext. 115</p>	<p>21. Date February 12, 2015</p>

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<p>1. Department/Agency Wicomico County, Maryland</p>		<p>2. Division Department of Recreation, Parks & Tourism</p>		<p>3. Unit</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title Payroll Files</p>			<p>5. Earliest Year/Latest Year _1995_ to _current_</p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Time sheets, leave records, pay change records</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) County Server</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume _9_</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) (4-drawer cabinets) – multiple locations</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>		<p>10. Annual Accumulation _2_</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) Civic Center Finance Office, 1st Floor, Perks Maintenance Shop, and Visitors' Center Older files in storage area on Civic Center 3rd floor</p>			<p>12. File Becomes Inactive After _2_</p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Personnel matter</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Human Resources/Payroll</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>		
<p>19. Name and Title of Preparer Tamara M. Taylor, Administrative Assistant</p>			<p>20. Telephone Number 410-548-4900 ext. 115</p>		<p>21. Date February 12, 2015</p>
<p>18. Recommended Retention Retain 3 years & until all audit requirements are fulfilled, then destroy.</p>					

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1. Department/Agency Wicomico County, Maryland		2. Division Department of Recreation, Parks & Tourism		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 Bank Account Reconciliation/Statements			5. Earliest Year/Latest Year 1995 to current		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Special bank accounts for Happy Timers, Tourism Special Events, Civic Center Events, and Friends of Recreation & Parks					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)		9. Volume 9 Number <input checked="" type="checkbox"/> File Drawer(s) (4-drawer cabinets) – multiple locations <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
				10. Annual Accumulation 2 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After 2 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Civic Center Finance Office, Administrative Office & Tourism Office at Visitors' Center			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No electronic on County server		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain 3 years & until all audit requirements are fulfilled, then destroy.		
19. Name and Title of Preparer Tamara M. Taylor, Administrative Assistant		20. Telephone Number 410-548-4900 ext. 115		21. Date February 12, 2015	

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<p>1. Department/Agency Wicomico County, Maryland</p>	<p>2. Division Department of Recreation, Parks & Tourism</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Grant Reimbursements</p>	<p>5. Earliest Year/Latest Year <u>1995</u> to <u>current</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records of reimbursement from State or other agency for expenses related to capital, grant-funded projects.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) County Server</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>9</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) (4-drawer cabinets) – multiple locations</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation <u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Civic Center Administrative Office 2nd Floor, Civic Center Finance Office 1st floor.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No electronic on County server</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for life of grant & all audit requirements have been fulfilled (period required by grant or program) then destroy.</p>	
<p>19. Name and Title of Preparer Tamara M. Taylor, Administrative Assistant</p>	<p>20. Telephone Number 410-548-4900 ext. 115</p>	<p>21. Date February 12, 2015</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE 7 OF 17	
1. Department/Agency Wicomico County, Maryland		2. Division Department of Recreation, Parks & Tourism		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 Budgets			5. Earliest Year/Latest Year ___1995___ to ___current___		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Operating and Enterprise budgets, back up documentation, final balance report and related correspondence.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) County Server		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume ___9___ Number <input checked="" type="checkbox"/> File Drawer(s) (4-drawer cabinets) – multiple locations <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation ___2___ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After ___2___ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Civic Center Finance & Administrative offices			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No electronic on County server		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Screen annually, then send final, approved budgets to State Archives. and destroy related budget documents 3 years after the budget they relate to has passed.		
19. Name and Title of Preparer Tamara M. Taylor, Administrative Assistant		20. Telephone Number 410-548-4900 ext. 115		21. Date February 12, 2015	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-759-1530

AGENCY RECORDS INVENTORY

PAGE 8 OF 17

1. Department/Agency
Wicomico County, Maryland

2. Division
Department of Recreation, Parks & Tourism

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
Project Files

5. Earliest Year/Latest Year
1970s 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.)

Acquisition of park land and development of park facilities. Property deeds, site plans, grant applications, bid documents, specifications, contracts with vendors. Program Open Space and Waterway Improvement Fund projects, Civic Center restoration projects. Manufacturer's information.

7. Record Series Format(s) List all

- Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) Site Plans are in a plat cabinet at Parks Shop
Electronic files on County Server

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

4
Number

- File Drawer(s) Active projects (4 additional file cabinets for closed projects)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____

10. Annual Accumulation

1
Number

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

11. File is Used

- Daily Weekly Monthly Annually
Daily or weekly during active phase of project. Annually or less often after completion of Development of facilities

12. File Becomes Inactive After

1
Number Month(s) Year(s) after completion of project.

13. Current Location(s) (Bldg., Floor, Room) Active projects - Administrative office
2nd Floor Civic Center. Completed Projects - Parks Maintenance Shop

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

Yes No

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

Yes No

16. Audit Requirements

None State Federal Independent

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

Yes No

18. Recommended Retention

Screen annually & destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.

19. Name and Title of Preparer

Tamara M. Taylor, Administrative Assistant

20. Telephone Number

410-548-4900 ext. 115

21. Date

February 12, 2015

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 9 OF 17</p>
<p>1. Department/Agency Wicomico County, Maryland</p>	<p>2. Division Department of Recreation, Parks & Tourism</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Personnel Files</p>	<p>5. Earliest Year/Latest Year 1975 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Official personnel records are maintained in the Human Resources Department, Government Office Building. Department keeps copies of forms related to hiring, disciplinary action, and annual performance reviews. Also includes Workers' Compensation & Family Medical Leave Act records, employment contracts, and background checks.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) County Server (Munis)</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify)</p>	<p>9. Volume ___4___ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation ___1___ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p> <p>And as needed.</p>	<p>12. File Becomes Inactive After ___1___ Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) after employee leaves employment</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Administrative offices, 2nd floor, Civic Center</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Wicomico County Human Resources Dept. Government Office Bldg.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Numerous laws relating to confidentiality of Personnel records</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain 3 years after employee leaves County employment & until all audit requirements are fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Tamara M. Taylor, Administrative Assistant</p>	<p>20. Telephone Number 410-548-4900</p>	<p>21. Date February 12, 2015</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 110 799-1330</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 10 OF 17</p>
<p>1. Department/Agency Wicomico County, Maryland</p>	<p>2. Division Department of Recreation, Parks & Tourism</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Leases & Licenses</p>	<p>5. Earliest Year/Latest Year 2000 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Lease/License for park caretakers housing, hunting and farming rights on park land. Agreement for lease of office equipment. Pouring rights agreement for Civic Center, Athletic Complex and rental agreements for park pavilions and boat slips.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) County Server</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation Less than 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 1 Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>After termination of the lease</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 2nd Floor, Youth & Civic Center, Administrative Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No County Legal Department / electronic on County server</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for life of lease or contract, plus three years, then destroy.</p>	
<p>19. Name and Title of Preparer Tamara M. Taylor, Administrative Assistant</p>	<p>20. Telephone Number 410-548-4900 ext. 115</p>	<p>21. Date February 12, 2015</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-759-1530</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 11 OF 17</p>
<p>1. Department/Agency Wicomico County, Maryland</p>	<p>2. Division Department of Recreation, Parks & Tourism</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Recreation Registration</p>	<p>5. Earliest Year/Latest Year 2009 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Personal and demographic information used to register for participation in public recreation programs. Waiver to release County from liability for injury while participating in recreation programs.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tapa</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tapa</p> <p><input checked="" type="checkbox"/> Other (specify) County Server</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) by program</p>	<p>9. Volume 8 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation 2 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> <p>As needed during the duration of the program</p>	<p>12. File Becomes Inactive After 1 Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>After end of program</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Rec & Parks offices 2nd floor of Youth & Civic Center, Box Office On site for After School Child Care Programs, Westside Community Center</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or offic.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Electronic on County Server</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain 3 years & until all audit requirements are fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Tamara M. Taylor, Administrative Assistant</p>	<p>20. Telephone Number 410-548-4900 ext. 115</p>	<p>21. Date February 12, 2015</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-755-1630</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 12 OF 17</p>
<p>1. Department/Agency Wicomico County, Maryland</p>	<p>2. Division Department of Recreation, Parks & Tourism</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Volunteer Records</p>	<p>5. Earliest Year/Latest Year 2009 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Personal information and background checks for those volunteering with youth. Contact information for those volunteering for special events and adult activities.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 2 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 1 Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Department Administrative office, 2nd floor Youth & Civic Center</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain 5 years & until all audit requirements are fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Tamara M. Taylor, Administrative Assistant</p>	<p>20. Telephone Number 410-548-4900 ext. 115</p>	<p>21. Date February 12, 2015</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-759-1330</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 13 OF 17</p>
<p>1. Department/Agency Wicomico County, Maryland</p>	<p>2. Division Department of Recreation, Parks & Tourism</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Property Maintenance Records</p>	<p>5. Earliest Year/Latest Year 1995 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Preventive maintenance records for department fleet of vehicles, off road equipment, and building mechanical systems.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 4 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 1 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Youth & Civic Center Operations office; Perks Maintenance Shop; Administrative Offices On 2nd floor of Civic Center</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for life of equipment or facility, plus 3 years, then destroy</p>	
<p>19. Name and Title of Preparer Tamara M. Taylor, Administrative Assistant</p>	<p>20. Telephone Number 410-548-4900 ext. 115</p>	<p>21. Date February 12, 2015</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-759-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 14 OF 17</p>
<p>1. Department/Agency Wicomico County, Maryland</p>	<p>2. Division Department of Recreation, Parks & Tourism</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Event Records</p>	<p>5. Earliest Year/Latest Year _2002_ to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Facility rental contracts, settlement records, ticket sales, performance riders for events held at Civic Center. All documents related to Department sponsored special events. (BBQ Festival, Wine Festival, Beer Festival, Dock Daze, sports tournaments)</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _4_ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Cabinet</p> <p>10. Annual Accumulation _4_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _1_ Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) after conclusion of event</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Civic Center office & 3rd floor storage, Tourism Office, and Perks Maintenance Shop</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Electronic on County Server</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Screen annually & 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.</p>	
<p>19. Name and Title of Preparer Tamara M. Taylor, Administrative Assistant</p>	<p>20. Telephone Number 410-548-4900 ext. 115</p>	<p>21. Date February 12, 2015</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-755-1530</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 15 OF 17</p>
<p>1. Department/Agency Wicomico County, Maryland</p>	<p>2. Division Department of Recreation, Parks & Tourism</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Advisory Board/Commission Minutes</p>	<p>5. Earliest Year/Latest Year 1998 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Official record of business conducted at Departmental advisory boards.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 3 Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Notebook _____</p> <p>10. Annual Accumulation 1 Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Notebook _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 1 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Civic Center 2nd Floor Admin office & 3rd floor storage & Tourism office @ Visitors' Center</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Electronically on Server located in Civic Center</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for 5 years then transfer to State Archives for permanent storage.</p>	
<p>19. Name and Title of Preparer Tamara M. Taylor, Administrative Assistant</p>	<p>20. Telephone Number 410-548-4900 ext. 115</p>	<p>21. Date February 12, 2015</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410 750 1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 16 OF 17</p>
<p>1. Department/Agency Wicomico County, Maryland</p>	<p>2. Division Department of Recreation, Parks & Tourism</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Procedure & Policy Manuals</p>	<p>5. Earliest Year/Latest Year 2000__ to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Policy & Procedure manual for each division of the Department. Procedures for accomplishing tasks specific to various divisions of the Department. Examples include: Stagehand Manual, Concessions Manual, Event Staff Manual, Playground Director's Manual, office procedures manual meant to be a reference for new or substitute staff.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tapa</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tapa</p> <p><input checked="" type="checkbox"/> Other (specify) County Server</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) By Division</p>	<p>9. Volume __ 1 __ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Notebook</p> <p>10. Annual Accumulation __ 1 __ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) __ pages in notebook</p>
<p>11. File Is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After __ 0 __ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Civic Center, Tourism Visitors Center, Recreation Administrative Offices, Parks Maintenance Shop</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No electronic on County server</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain copy until updated and approved, then destroy superseded copy.</p>	
<p>19. Name and Title of Preparer Tamara M. Taylor, Administrative Assistant</p>	<p>20. Telephone Number 410-548-4900 ext. 115</p>	<p>21. Date February 12, 2015</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 17 OF 17</p>
<p>1. Department/Agency Wicomico County, Maryland</p>	<p>2. Division Department of Recreation, Parks & Tourism</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Photos</p>	<p>5. Earliest Year/Latest Year 1998 to Present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Photos of program participants, events, parks and facilities</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) Digital & printed photos</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) By Division</p>	<p>9. Volume 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation 1 Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) File folder</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 0 Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Marketing Division office, Wicomico County, Maryland</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Screen annually & 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.</p>	
<p>19. Name and Title of Preparer Tamara M. Taylor, Administrative Assistant</p>	<p>20. Telephone Number 410-548-4900 ext. 115</p>	<p>21. Date February 12, 2015</p>

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page 1 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD	2 DIVISION Department of Recreation, Parks & Tourism	3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes			
4 ELECTRONIC RECORD SERIES TITLE Administrative Files		5 EARLIEST YEAR/LATEST YEAR 2000 TO PRESENT	
6 INPUT - Identify source of information to be entered Businesses, other government agencies, and the general public. Letters, emails, reports	7 OUTPUT - Identify the use/s of information generated by system Administrative files for the business and operational needs of the Department.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Internal and external correspondence, accident reports, strategic plans, inventory records, used in conducting daily business. Includes electronic mail.			
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Correspondence and reports are used and kept in the normal course of department business.			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information received and distributed remains in original condition.			
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. Information is stored on desktop computers throughout the Department & on a centralized server. The County's IT Department ensures records are maintained when personnel changes.			
12 RECOMMENDED RETENTION 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.			
13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor	14 TELEPHONE NUMBER 410-548-4900, ext. 115	15 DATE 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 WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 2 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD		2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Accounts Payable Files				5 EARLIEST YEAR/LATEST YEAR 2007 to PRESENT	
6 INPUT - Identify source of information to be entered Invoices from sources doing business with the Department.			7 OUTPUT - Identify the use/s of information generated by system Accounts Payable files for the business and operational needs of the Department.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Invoices, purchase orders, purchase card transactions and associated back-up documentation.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by Department Administration and supervisors. Documentation is used and kept in the normal course of business.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Follow County Purchasing and Finance Departments regulations related to revising documents.					
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. Information is stored in the County's Munis system.					
12 RECOMMENDED RETENTION Retain 3 years and until all audit requirements are fulfilled, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor		14 TELEPHONE NUMBER 410-548-4900, ext. 115		15 DATE 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 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 3 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD		2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Payment Receipts				5 EARLIEST YEAR/LATEST YEAR 2006 TO Present	
6 INPUT - Identify source of information to be entered Payments from individuals and businesses transacting business with the Department.			7 OUTPUT - Identify the use/s of information generated by system Payment records for business and operational needs of the Department.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Credit card transaction records, cash or check payments for programs and events,					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by Department Administration and supervisors. Documentation is used and kept in the normal course of business.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is kept in the original condition it was received.					
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. Recreation Program Registration is kept through a secure, online service – Active Network.com Ticket Sales are kept through the Department'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 Tammy Taylor		14 TELEPHONE NUMBER 410-548-4900, ext. 115		15 DATE 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 WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 4 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD		2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Payroll Files				5 EARLIEST YEAR/LATEST YEAR 2000 TO Present	
6 INPUT - Identify source of information to be entered Work schedules and leave approved			7 OUTPUT - Identify the use/s of information generated by system Payroll files used to determine employee compensation and administration of leave.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Records contain details of employees payroll calculations and leave usage and tracking.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by Department Administration. Documentation is used and kept in the normal course of leave administration and payroll calculation.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is updated according to the County's payroll cycle and as needed for Department Administration.					
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. Information is stored in the County's payroll software system and on Department server.					
12 RECOMMENDED RETENTION Retain 3 years & until all audit requirements are fulfilled, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor		14 TELEPHONE NUMBER 410-548-4900, ext. 115		15 DATE 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 WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 5 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD		2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Bank Account Reconciliation/Statements				5 EARLIEST YEAR/LATEST YEAR 2010 TO Present	
6 INPUT - Identify source of information to be entered Monthly bank statements			7 OUTPUT - Identify the use/s of information generated by system Record of bank transactions for various accounts		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Monthly bank statements for Happy Timers, Tourism Special Events, Civic Center Events and Friends of Recreation & Parks.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by Department Administration and supervisors. Documentation is used and kept in the normal course of business.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is updated monthly.					
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. Information is stored in the County's server & Finance staff desktop computer.					
12 RECOMMENDED RETENTION Retain 3 years & until all audit requirements are fulfilled, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor		14 TELEPHONE NUMBER 410-548-4900, ext. 115		15 DATE 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 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 6 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD		2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Grant Reimbursements				5 EARLIEST YEAR/LATEST YEAR 2000 TO Present	
6 INPUT - Identify source of information to be entered Invoices and reports			7 OUTPUT - Identify the use/s of information generated by system State of MD Reimbursement forms		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Records of reimbursement of expenses related to grant-funded projects in the course of Department business.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by Department Administration and used in the course of normal Department business.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Occurs during the course of business. Updating occurs as expenditures are made and processed for reimbursement.					
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. Information is stored on desktop computers and Department server.					
12 RECOMMENDED RETENTION Retain for the life of the grant and until all audit requirements have been fulfilled (period required by grant or program), then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor		14 TELEPHONE NUMBER 410-548-4900, ext. 115		15 DATE 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 WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 7 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD		2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Budgets				5 EARLIEST YEAR/LATEST YEAR 1998 TO Present	
6 INPUT - Identify source of information to be entered Spreadsheets & Financial reports			7 OUTPUT - Identify the use/s of information generated by system Budget reports used in the normal course of Department business		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Operating and Enterprise budgets, back up documentation, related correspondence. Final year-end balance reports.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by Department Administration and used in the normal course of Department business.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Original budget is amended and/or updated as approved by the County Executive and County Council. Balance reports are updated monthly.					
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. Information is stored on desktop computers and Department server.					
12 RECOMMENDED RETENTION 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.					
13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor		14 TELEPHONE NUMBER 410-548-4900, ext. 115		15 DATE 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 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 8 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD		2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Project Files				5 EARLIEST YEAR/LATEST YEAR 2003 TO Present	
6 INPUT - Identify source of information to be entered Correspondence, contracts, bid documents, and emails			7 OUTPUT - Identify the use/s of information generated by system Project files used in the course of normal Department business		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Records related to acquisition and development of Department property. i.e. Park property, renovation of Youth & Civic Center. Includes grant applications, correspondence, bid documents, contracts, site plans and specifications, and property deeds.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by Department Administration. Used in the course of project management and administration.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are maintained by Department staff.					
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. Information is stored on desktop computers and Department server.					
12 RECOMMENDED RETENTION Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.					
13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor		14 TELEPHONE NUMBER 410-548-4900, ext. 115		15 DATE 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 WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 9 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD		2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Personnel Files				5 EARLIEST YEAR/LATEST YEAR 1975 TO Present	
6 INPUT - Identify source of information to be entered Application for employment, Performance Evaluation forms, disciplinary action, commendations			7 OUTPUT - Identify the use/s of information generated by system Personnel files used for operational purposes of the Department.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Department copy of active and inactive full-time employees and key part-time employee records including performance evaluations, FMLA documentation, worker's compensation documentation, change of address, records of disciplinary action. Official records are stored by the Human Resources Department.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by the Department Administration according to County Policy on confidentiality of Personnel Records.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Performance evaluations are updated annually, other information is updated as needed.					
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. Department Administration desktop computers and in the Human Resources section of Munis software.					
12 RECOMMENDED RETENTION Retain 3 years after employee has left County employment & until any audit requirements are fulfilled, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor		14 TELEPHONE NUMBER 410-548-4900, ext. 115		15 DATE 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 WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 10 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD		2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Leases & Licenses				5 EARLIEST YEAR/LATEST YEAR 2000 to Present	
6 INPUT - Identify source of information to be entered Bid documents, legal agreements and contracts			7 OUTPUT - Identify the use/s of information generated by system Housing, farming and hunting leases used in the course of Department business.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Lease agreements for farming, hunting, or resident caretakers on County-owned Park Property, equipment leases.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by Department Administration. Used by Department staff in the course of normal business.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are updated according to the terms of each lease as approved by the County Legal Department.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Information is stored on desktop computers and the Department Server.					
12 RECOMMENDED RETENTION Retain for life of the lease plus 3 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor		14 TELEPHONE NUMBER 410-548-4900, ext. 115		15 DATE 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 WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 11 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD		2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Recreation Registration				5 EARLIEST YEAR/LATEST YEAR 2010 TO Present	
6 INPUT - Identify source of information to be entered Registration forms from program participants			7 OUTPUT - Identify the use/s of information generated by system Registration files for Public Recreation Program		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Registration information of participants in Public Recreation Program – includes injury waiver.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by Department Administration and supervisors. Information is used in the course of administering the public recreation program.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information received is kept in original condition.					
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. Information is stored through the online service – www.activenetwork.com					
12 RECOMMENDED RETENTION Retain 3 years and until all audit requirements are fulfilled, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor		14 TELEPHONE NUMBER 410-548-4900, ext. 115		15 DATE 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 WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 12 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD		2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Volunteer records				5 EARLIEST YEAR/LATEST YEAR 2008 TO Present	
6 INPUT - Identify source of information to be entered Personal information provided by volunteers			7 OUTPUT - Identify the use/s of information generated by system Database of contact information for individuals volunteering at special events and/or as youth sports coaches		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Contact information for those volunteers at special events. Contact information & background checks for volunteers working with youth in Department sponsored sports programs.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by the Department Administration and Department staff. Used in the course of normal business.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is retained in original condition.					
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. Information is stored on desktop computers and Department Server.					
12 RECOMMENDED RETENTION Retain 5 years & until all audit requirements are fulfilled, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor		14 TELEPHONE NUMBER 410-548-4900, ext. 115		15 DATE 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 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 13 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD		2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Property Maintenance Records				5 EARLIEST YEAR/LATEST YEAR 2000 TO Present	
6 INPUT - Identify source of information to be entered Service and repair logs			7 OUTPUT - Identify the use/s of information generated by system Property maintenance records used in maintaining Department vehicles, equipment, and facilities.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Preventive maintenance and repair records for Department fleet of vehicles, off road equipment, structural repairs and mechanical systems of Department facilities.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by Department Administration. Used in the normal course of business.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updated by Department staff responsible for performance maintenance and repairs.					
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. Information is stored on desktop computers.					
12 RECOMMENDED RETENTION Retain for life of equipment or facility, plus 3 years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor		14 TELEPHONE NUMBER 410-548-4900, ext. 115		15 DATE 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 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	
1 DEPARTMENT/AGENCY Wicomico County, MD		2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Event Records				5 EARLIEST YEAR/LATEST YEAR 1993 TO Present	
6 INPUT - Identify source of information to be entered Contracts, technical riders, correspondence			7 OUTPUT - Identify the use/s of information generated by system Event records used in the course of normal Department business.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Rental contracts, settlement records, ticket sales records, performance riders for events at the Civic Center as well as Dept. Special Events held on Park property. Includes budgets for events, advertising plans, site layout, etc.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Controlled by Department Administration and supervisors. Used in the normal course of Department business.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are maintained by designated Department staff.					
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. Information is stored on desktop computers and Department server.					
12 RECOMMENDED RETENTION Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.					
13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor		14 TELEPHONE NUMBER 410-548-4900, ext. 115		15 DATE 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 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 15 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD		2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Advisory Board & Commission Minutes				5 EARLIEST YEAR/LATEST YEAR 2003 TO Present	
6 INPUT - Identify source of information to be entered Internal & external operational and business documents			7 OUTPUT - Identify the use/s of information generated by system Board & Commission records.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Formal record of business conducted by Department Advisory Boards and Commissions.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Agendas and approved minutes are available to the public upon request according to Maryland Open Meetings Act.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Approved minutes are retained in their original condition.					
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. Information is stored on desktop computers and Department server.					
12 RECOMMENDED RETENTION Retain for 5 years then transfer to State Archives for permanent storage.					
13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor		14 TELEPHONE NUMBER 410-548-4900, ext. 115		15 DATE 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 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 16 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD		2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Departmental Procedure & Policy Manuals				5 EARLIEST YEAR/LATEST YEAR 2008 TO Present	
6 INPUT - Identify source of information to be entered Personnel experience & ideas, county rules & regulations & other laws.			7 OUTPUT - Identify the use/s of information generated by system Procedure & Policy manuals used in the normal course of business operations.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Manuals of procedures and policies for various divisions within the Department.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Available to all employees upon request.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Portions are updated as needed. Outdated material is removed and destroyed.					
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. Division Manuals are stored on desktop computers and Department server.					
12 RECOMMENDED RETENTION Retain copy until updated and approved, then destroy superseded copy					
13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor		14 TELEPHONE NUMBER 410-548-4900, ext. 115		15 DATE 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 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 17 of 17	
1 DEPARTMENT/AGENCY Wicomico County, MD		2 DIVISION Department of Recreation, Parks & Tourism		3 UNIT	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Digital photos				5 EARLIEST YEAR/LATEST YEAR 2008 TO Present	
6 INPUT - Identify source of information to be entered Camera memory cards and emailed photos			7 OUTPUT - Identify the use/s of information generated by system Photos used to promote Department programs & events		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Digital photographs of program participants and attendees at special events.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Release for use of photos is included with program registration.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Additional photos are taken at the request of the Department Administration and supervisors.					
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 Department server.					
12 RECOMMENDED RETENTION Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.					
13 TYPED OR PRINTED NAME OF PREPARER Tammy Taylor		14 TELEPHONE NUMBER 410-548-4900, ext. 115		15 DATE February 12, 2015	
16 TITLE OF PREPARER Administrative Assistant					
DGS 550-6					