	DEPARTMENT OF GENERA		102.0	Schedule No. C1268
RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULI		LE	Page 1 of 12	
	's County Department of Public Transportation		ninistration	, Highways, Transportation, es & Solid Waste & Recycling
tem No.	Description			Retention
	** Permanent Records will be tr Maryland State Archives if space at St. Mary's County Local Archiv	e is not available		
1.	Asset Inspection Reports Condition assessment reports an facilities maintained by St. Mary' including but not limited to build culverts, roadway pavement, sto structures, stormwater managen sidewalks, guardrails, and traffic	s County, lings, bridges and rm drain nent facilities,	asset is replaced or destroyed/remo then destroy. Retain hard copy on for 5 years, then destroy.	
2.	Budget - Transportation St. Mary's Transit System (STS), Non-Public School Bus (NPSB), Co. mailroom, & Vehicle Maintenance budget information, Transportation Division performance indicators, vehicle parts inventory yearly results, County's fuel usage and reports, and diesel tax information.		Retain on	nsite for 7 years, then destroy.
or Division	Approved by Department, Agency, Representative.	Schedule Author		
Date 5.23 Signature Typed Nar Title	George A. Erichsen	Date	6.16.11 (in Y	Balu

DGS 550-1A

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No. CIZ68	
RE	CORDS RETENTION AND DISPOSAL SCHEI (Continuation Sheet)	DULE	Page 2 of 12	
		dministration,	/Unit ministration, Highways, Transportation, ilding Services & Solid Waste & Recycling	
ltem No.	Description		Retention	
3.	Design Plans, Reports and Permits A. Engineering design plans, reports, calculations for development (subdivisions and site plans) and capital improvement projects (solid waste, airport, roadway, and county facilities).	Scan to Maryland State Archives standards and retain both the hard copies and images until the asset is replaced or destroyed/removed, then destroy with the following exceptions: Retain draft plans and computations unti project approval, then destroy. Retain approved solid waste facility plans (both digital and hard copies) on site for 30 years after project close-out, then destroy.		
	<ul> <li>B. Permit documents obtained from other agencies for execution of County projects (e.g. Town, State, Federal, sediment control, and county permits).</li> </ul>	Retain on site for a period of 7 years after project completion, then destroy.		
	C. Sediment Control Plans	Retain on site until project completion, then destroy.		
4.	Transportation - Reports, Plans, Agreements & Contracts St. Mary's Transit System (STS) Annual Transportation Plans, Maryland Transit Administration (MTA) and Federal Transit Administration (FTA) compliance documents, and Non- Public School bus service agreements.	Retain on site for 7 years, then destroy.		
5. DGS 55	Permitting Permits issued to developers and government agencies for road and site construction. Grading permits, right-of-way permits, Public Works Agreement permits. Approved plans and reports, permit forms, surety, inspection reports, permit correspondence.	Retain on site until 2 years after the facility is no longer in existence, then destroy.		

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No. C/Z68
RECOR	DS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 3 of 12
	's County Department of Public Ad	vision/Unit ministration, Highways, Transportation, ilding Services & Solid Waste & Recycling
ltem No.	Description	Retention
6.	Employee Personnel Files/Records A. Employee personnel information includin application, evaluations, PO2's, medical information, certificates and licenses, education and training information,	g Retain onsite until employee leaves. At departure employee may take records or records are destroyed.
	counseling forms and general correspondences. B. Leave slips	Leave slips maintained for seven (7) years after employee leaves, then destroyed.
7.	Records - Transportation Contractors' files and STS Accident reports.	Retain onsite for 7 years, then
8.	Planning Documents A. Planning documents produced by the Department such as the Solid Waste Plan, County-wide Transportation Plan, STS Transportation Plan, and Airport Plan.	destroy. Retain draft documents onsite until approval of final document, then destroy Retain approved documents onsite until new plan is complete, then transfer superseded version to County Archive. Maintain digital version until superseded then destroy. If scanned, scan to Maryland State Archives standards and retain paper according to the preceding retention statement. Retain images until paper is transferred to County Archives, then destroy.
	B. Facility master plans, layout plans, emergency and security plans, maps, etc.	Retain draft documents onsite until approval of final document, then destroy Retain approved documents onsite until new plan is complete, then transfer superseded version to County Archive. Maintain digital version until superseded then destroy. If scanned, scan to Maryland State Archives standards and retain paper according to the preceding retention statement. Retain images unti paper is transferred to County Archives, then destroy.

	DEPARTMENT OF GENERAL SERVICES	Schedule No. C/268
RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		LE Page 4 of 12
Agency	Division/	Jnit
	ransportation Build	nistration, Highways, Transportation, ng Services & Solid Waste & Recycling
ltem No.	Description	Retention
9.	Policy & Procedure Manual Departmental, Legal and County Wide policies and memorandums, describing and outlining departmen policy.	Retain 7 years, then screen and destroy with the following exception: transfer to County Archives any records that document origin, development and accomplishments of the office and have continuing administrative, fiscal, or historic value.
10.	Procurement Documents Capital project purchase orders and contracts.	Retain until the project is complete, then destroy.
11.	Vehicle Files - Transportation County's vehicle purchase orders, invoice, vehicle to and vehicle list.	
12.	<u>Cash Receipts</u> Cash Receipts	Retain onsite one (1) year from the date it is accepted, then destroy.
13.	General Files	uate it is accepted, then destroy.
	a. County Road correspondence	Scan incoming and outgoing correspondence to Maryland State Archives standards, then destroy paper originals. Retain images 20 years, then destroy.
	b. Stormwater management, State road plans,	
	State Aid, various other subjects.	Retain for 7 years, then screen annually and destroy documents no longer needed for current business with the following exception: transfer to the Co. Archive any material that serves to document the origin, developmen /accomplishments of the office an has continuing administrative, fiscal, legal, or historic value.

	DEPARTMENT OF GENERAL SERVICES	Schedule No. C1268
RE	RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 5 of 12
	ry's County Department of Public Administra	ation, Highways, Transportation, ervices & Solid Waste & Recycling
ltem No.	Description	Retention
14.	Recycling – General A. Correspondence.	Scan incoming and outgoing correspondence to Maryland State Archives standards, then destroy paper originals. Retain images of correspondence for 20 years, then destroy.
	B. Files include but not limited to: plans, proposals, ordinances, costs, data, collection reports, rules and regulations, and references relating to St. Mary's County single stream, battery, electronic, fluorescent bulb, household hazardous, scrap metal, scrap tires, textiles, used oil, and yard waste recycling programs at the Convenience Centers, Landfill, and special events.	Retain for 7 years, then screen annually and destroy documents no longer needed for current business with the following exception: transfer to the County Archive any material that serves to document the origin, development & accomplishments of the office and has continuing administrative, fiscal, legal, or historic value.
15.	Solid Waste – General A. Correspondence	Scan incoming and outgoing correspondence to Maryland State Archives standards, then destroy paper originals. Retain images of correspondence for 20 years, then destroy.
	B. Files to include but not limited to: , fees, ordinances, rules/regulations, disposal, waivers, permits, plans, proposals, on-going/pending mitigation, gas & well water monitoring, data, inbound/outbound reports, plats, and historical information of and relating to St. Mary's County St. Andrews and Clements Landfills, six (6) Convenience centers, and permitted Transfer Station.	Retain for 7 years, then screen annually and destroy documents no longer needed for current business with the following exception: transfer to the County Archive any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historic value.

	DEPARTMENT OF GENERAL SERVICES	Schedule No.C/268	
RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Page 6 of 12	
		Highways, Transportation, s & Solid Waste & Recycling	
tem No.	Description	Retention	
16.	Transportation - General A. St. Mary's Transit System (STS) , Non-Public School Bus (NPSP), Vehicle Maintenance correspondence.	Scan incoming and outgoing correspondence to Maryland State Archive standards, then destroy paper originals. Retain images of correspondence for 20 years, then destroy.	
17.	B. St. Mary's Co. Transportation Policy, Board of Education, County Insurance Information.	Retain for 7 years, then screen annually and destroy documents no longer needed for current business with the following exception: transfer to the County Archive any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, of historic value. Paper and electronic versions will be maintained for the same period of time and destroyed or transferred simultaneously.	
	Grant documents, including capital construction and storm related costs.	Retain onsite for 7 years after conclusion of the grant, then destroy.	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. C 268Page 7of 12	
		Highways, Transportation, s & Solid Waste & Recycling	
ltem No.	Description	Retention	
18.	Maintenance Logs	Retain onsite for the period specified below, then destroy.	
	<ul> <li>A. Metcom Water Usage Log and Deer carcass log</li> <li>B. Pesticide Application Log</li> <li>C. Roadside Tree Care Log</li> <li>D. National Pollution Discharge Elimination System</li> </ul>	<ul><li>A. 1 year</li><li>B. 2 years</li><li>C. 3 years</li><li>D. 3 years</li></ul>	
	<ul> <li>Permitting Activities Log</li> <li>E. Daily Crew Assignments</li> <li>F. Material Safety Data Sheets Hazard Communication File</li> <li>G. Sign Maintenance Log, Work Request Log</li> </ul>	<ul><li>E. 7 years</li><li>F. 99 years</li><li>G. Until no longer maintained by the</li></ul>	
19.	<u>Traffic Data</u> Traffic Count and Speed Studies along County Highways to assess current usage and for future planning of capital projects and maintenance.	County Permanent. Retain for 7 years, then transfer to County Archives.	
20.	<u>Utility Permits</u> Permits issued to general public for work performed along the County Highways associated with utilities.	Retain onsite for 2 years after permit is closed, then destroy.	
21.	Scale Weigh Tickets Actual daily scale weight ticket generated at St. Andrews' Landfill Scale House used to reference (but not limited to) date, time, location, weight, and cost of inbound/outbound material.	Retain printed reference copy onsite for three years, then destroy. Retain digital version for 7 years, then destroy.	

RE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1268 Page 8 of 12
		lighways, Transportation, & Solid Waste & Recycling
ltem No.	Description	Retention
22.	Financial Documents Vehicle/equipment auction and disposal lists, Non-Public School Bus reimburse forms/invoices, STS Capital projects & bus information, and vehicle maintenance shop equipment information.	Retain onsite for 7 years, then destroy.
23.	Airport Advisory Committee Files By-laws, membership administration, agendas, meeting minutes, annual reports and other documents for the Airport Advisory Committee.	Permanent. Retain onsite for 5 years, then transfer to County Archives.
24.	Automated Weather Observation Station (AWOS) FAA approved AWOS operation and maintenance records, quarterly and annual inspections, connectivity to State- sponsored network link for reporting into national weather reporting system.	Retain for 5 years, then destroy.
25.	Economic Impact Study Business and employment data and studies, forecasts and other documents to assess and plan the economic benefit of the airport.	Permanent. Scanned to Maryland State Archives Standards. Retain hard copy and digital version onsite for 5 years, then transfer to County Archives.
26.	FAA Airport Capital Improvement Program (ACIP) GrantFilesAnnual ACIP summary from the FAA, Master GrantAgreement, records for federal System for AwardsManagement (SAM), grant applications, grant agreements,reimbursement/close-out files.	Retain for 7 years after grant period, then destroy

	DEPARTMENT OF GENERAL SERVICES	Schedule No. C1268
RE	RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 9 of 12
Agency	Division/Unit	
and the second sec		lighways, Transportation, & Solid Waste & Recycling
ltem No.	Description	Retention
27.	FAA National Based Aircraft Inventory List of aircraft by N-number, type/model of aircraft, owner and address. Working files between County and Fixed Base Operator to track changes.	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
28.	Maryland Aviation Administration (MAA) Grant Files MAA grant applications, agreements, reimbursement requests, close-out files.	Retain records related to grants 5 years after grant
29.	MOU NAS Pax River – Restricted Airspace Memorandum of Understanding (MOU), exhibits and correspondence between County and Naval Air Station Patuxent River governing restricted airspace.	period, then destroy. Correspondence maintained for 7 years, then destroyed. MOU and exhibits are permanent and scanned to Maryland State Archives standards. Retain both hard copy and digita
30.	Navigational Aids and Airspace	version on site for 5 years then transfer to County Archives.
	Federal Aviation Regulation Part 77 surfaces, approved Visual Flight Rule (VFR) and Instrument Flight Rule (IFR) approaches, approved Global Positioning System (GPS) approaches, Airport Facility Directory and field aids such as rotating beacon, Precision Approach Path Indicator (PAPI) lights, segmented circle, wind-T.	Retain for 5 years, then destroy.
31. DGS 550	Obstruction Evaluation Program Ground surveys, inspection reports, development review summaries and other records to monitor airport environs and approaches for potential height penetrations into controlled airspace associated with airport.	Retain for 5 years, then destroy.

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. C1268
RE	CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 10 of 12
Agency	Division/Unit	A DESCRIPTION OF A DESC
St. Mary's	County Department of Public Administration, H	lighways, Transportation,
and the second se		& Solid Waste & Recycling
Item No.	Description	Retention
32.	Operating Agreements and Leases Operating agreements for airport management and individual leases for aeronautical services provided to the public and other uses of airport property.	Retain for 5 years, then destroy.
33.	<ul> <li>Operating Licenses</li> <li>A. MAA Operating Licenses and supporting Airport Data Report, Airport Master Record (Form 5010-1)</li> <li>B. Federal Communications Commission (FCC) licenses for Ground Communications Outlet(GCO) and Universal Communications (UNICOM) ground to air frequency.</li> <li>C. Risk insurance documentation.</li> </ul>	A&B. Scanned to Maryland State Archives standards and retain paper and scanned copy until license has expired, then destroy. C. Scanned to Maryland State Archives standards, then retain until license has expired, then destroy. Paper and images.
34.	Property Management Files FAA Airport Property Map, deeds, plats, avigation easements.	Permanent. Scanned to Maryland State Archives standards. Retain paper for 5 years, then transfer to County Archives. Retain images until paper is transferred to County Archives, then destroy.
35.	<u>Accounting – Building Services</u> Invoicing.	Scan to Maryland State Archives standards. Retain current fiscal year onsite, then destroy after 1 year. Maintain digital version for 7 years, then destroy.
36.	<u>Contract Files – Building Services</u> Contract awards for HVAC, Electrical, Plumbing, Roofing, Carpentry and Painting.	Scan to Maryland State Archives standards, then retain paper for 3 years, then destroy. Maintain digital version for 7 years, then destroy.

	DEPARTMENT OF GENERAL SERVICES	Schedule No. C1268
RE	RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 11 of 12
		lighways, Transportation,
		& Solid Waste & Recycling Retention
ltem No.	Description	Retention
37.	General Files – Building Services General Maintenance Files for repair work performed at County facilities.	Retain onsite at the Wicomico Building until the facility or equipment is no longer maintained by the County, then destroy.
38.	Employee Personnel Files – Building Services Employee personnel information including application, evaluations, PO2's, medical information, certificates and licenses, education and training information, counseling forms and general correspondences.	Retain onsite until employee leaves. At departure employee may take records or records destroyed.
	A.Leave slips	Maintained for 7 years, then destroyed.
39.	<u>Vendor Files – Building Services</u> New Vendor Forms, Requisitions, Purchase Orders, Invoices, Credits.	Retain hard copy onsite for current Fiscal year and one subsequent year, then destroy. Maintain born- digital version for 7 years, then destroy.
40.	Elevator Maintenance Documents – Building Services Monthly & Yearly elevator maintenance inspections required for yearly elevator certificates done per contract.	Retain onsite 5 years, then destroy.
41.	<u>Custodial Services Files – Building Services</u> Custodial Inspections, contracts, Background checks, janitorial supplies.	Retain on site for 5 years, then destroy.
42.	Generator Maintenance files – Building Services Quarterly and Yearly preventive maintenance and testing of County generators.	Retain on site until the equipment is no longer maintained by the County, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No. C1268	
RE	CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 12 of 12	
		lighways, Transportation, & Solid Waste & Recycling	
Item No.	Description	Retention	
43.	Safety Checks Document – Building Services Checks & Inspections of Automated External Defibrillator Equipment at various County facilities.	Retain on site for 2 years, then destroy.	
44.	Sprinkler/Fire Protection Documents – Building Services Quarterly and Yearly test and inspections of fire sprinkler systems at County facilities. Performed by Contractor.	Retain on site for 5 years, then destroy.	
45.	Boiler Certification – Building Services Copies of Boiler Certificates for County facilities.	Retain on site until the equipment is no longer maintained by the County then destroy.	
46.	Underground Tank Testing Documents – Building Services Records of testing performed on underground fuel tanks at County facilities. Performed under contract at 5 year contract term.	Retain on site for 5 years, then destroy.	

Instructions - Type or Print a separate	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY	
orm for each new or revised record	RECORDS MANAGEMENT DIVISION		
eries. Forward with Records	7275 Waterloo Road, P.O. Box 275	Dens 4 -540	
Retention Schedule (DGS 550-1)	Jessup, Maryland 20794	Page 1 of 46	
	410-799-1930		
. Department/Agency	2. Division	3. Unit	
St. Mary's County Government Department of Public Works and			
	Transportation		
DEFINITION: RECORD SERIES: A grou	p of related records normally filed and used as a	unit for reference as well as retention and disposition purposes.	
Record Series Title		5. Earliest Year/Latest Year	
Asset Inspection Reports			
Asset inspection Reports		_ <u>1985</u> to _ <u>Current</u>	
. Record Series Description (Briefly des	cribe the types of information/documents/forms for	I ound in the series. Include the purpose or function of the series.)	
		nty, including but not limited to buildings, bridges and culverts,	
	res, stormwater management facilities, sidewall		
Davard Sarias Exempt(a) ( int all	B. Dassed Carlar Compose	9. Volume	
Record Series Format(s) List all	8. Record Series Sequence	9. Volume	
🖾 Letter Size 🔲 Microfilm	Alphabetical	Number	
🛛 Legal Size 🔲 Computer Tape	Numerical	File Drawer(s)	
	L Numerican	Microfilm Reel(s)	
Audio Tape Floppy Disk	Chronological	Computer Tape(s) Other (specify)	
Bound Book 🔲 Video Tape	Geographical		
Other (specify)_electronic	Other (specify)	10, Annual Accumulation	
		Number	
	and the second states and		
		File Drawer(s)  Microfilm Reel(s)	
		Computer Tape(s)	
		Other (specify)	
1. File is Used	Part of the second s	12. File Becomes inactive After	
	[생활: 20] [2] 전 [2] [2] [2] [2] [2] [2] [2] [2] [2] [2]	<u>_5</u>	
Daily Weekdy Monthly	Annually	Number Month(s) X Year(s)	
3. Current Location(s) (Bidg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
eonardtown Archives (files older than 1995), DPW&T	T Archives on second	Yes No	
loor of Transportation Building(1995 to older than 5 y	ears), Arnold Building (older than 5 years to present)	The state of the state of the state of the	
5. Access Restrictions (If Yes, cite Law(s) & Regulat	ion(s)	16. Audit Requirements	
Yes No			
		None State Federal Independent	
7. Is an Index System used? If yes, explain briefly a	nd describe requirements	18. Recommended Retention	
Yes 🛛 No		Scan to Maryland State Archives standards, and maintain imag	
		until the asset is replaced or destroyed/removed, then destroy.	
		Retain hard copy on site for 5 years, then destroy.	
	00 Talatan Nation		
19. Name and Title of Preparer	20. Telephone Number	21. Date	
	(301) 863-8400	5/20/16	
John J. Groeger, Deputy Director			
John J. Groeger, Deputy Director	the second second		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)			AGENCY RECORDS INVENTORY Page 2 of 46
1. Department/Agency St. Mary's County Government	2. Division Department of Public N	Norks and Transportation	3. Unit Transportation Division – St. Mary's Transit System
<ol> <li>Record Series Title:</li> <li><i>Transportation Division Budget Inf</i></li> <li>Record Series Description (Briefly description)</li> </ol>	ormation escribe the types of inform	nation/documents/forms found ir	r reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 2006_to _Current n the series. Include the purpose or function of the series.) Maintenance budget information, Transportation Division
performance indicators, vehicle parts         7. Record Series Format(s)         List all         Letter Size       Microfilm         Legal Size       Computer Tape         Audio Tape       Floppy Disk         Bound Book       Video Tape         Other (specify)_Computer Drive			
11. File is Used         Daily       Weekly       Month         13. Current Location(s)       (Bidg., Floor, Room)         Offices (older than 2 years to present), DPW&T Av         15. Access Restrictions (If Yes, cite Law(s) & Regularity of Yes         15. Access Restrictions (If Yes, cite Law(s) & Regularity of Yes         17. Is an Index System used? If yes, explain brieff         Yes       No	chives on second floor of Transp lation(s)	ortation Building(older than 2 years).	12. File Becomes Inactive After
19. Name and Title of Preparer Jacqueline Fournier, DPW&T Transpor Manager		phone Number(301) 863-8400 x	1122 21. Date 5/20/16

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Instructions –Type or Print a separate form for	DEPARTME	INT OF GENERAL	-	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			Page 3 of 46	
1. Department/Agency St. Mary's County Government	2. Division Department of Public Works and Transportation			3. Unit	
DEFINITION: RECORD SERIES: A group of rela	ated records normal	ly filed and used as a u	init	for reference as well as retention and disposition purposes.	
4. Record Series Title			T	5. Earliest Year/Latest Year	
3. Design plans, reports, and permit document	ts			_1985 to _Current	
A. Engineering design plans, reports, calculation roadway, and county facilities).	ons, for developmer	nt (subdivisions and si	te p	in the series. Include the purpose or function of the series.) A. plans) and capital improvement projects (solid waste, airport, wwn, State, Federal, sediment control, and county permits)	
C. Sediment Control Plans		the factor in	-		
7. Record Series Format(s) List all	8. Record Se	rries Sequence		9. Volume 80	
🖾 Letter Size 🔲 Microfilm	Alphabeti	ical		Number	
🖾 Legal Size 🔲 Computer Tape	Numerica	aĭ		File Drawer(s)	
Audio Tape Floppy Disk	Chronolo	gical	Computer Tape(s) Other (specify)_Disks kept in file folder		
Bound Book Video Tape	Geograp	hical	ŀ	10. Annual Accumulation	
Other (specify) Compact disk, DVD, Electronic	Clectronic Other (specify) Development files are numerical, CIP files are alphabetical		 Number		
11. File is Used		12.	File	Becomes Inactive After	
🛛 Daily 🗌 Weekly 🗌 Monthly 🛄 /	Annually		_vari nber inac		
13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&T Archives floor of Transportation Building(1995 to project completion date completion date)				ecord Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes 🛛 No	
completion date) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		1.00			
17. Is an Index System used? If yes, explain briefly and descri	be requirements	a. t hai dei dra Re coj	Sca rd c stro aft p etair pies	ecommended Retention in to Maryland State Archives standards, and retain both the copies and images until the asset is replaced or wed/removed then destroy with the following exceptions: retain plans and computations until project approval, then destroy. In approved solid waste facility plans (both digital and hard s) on site for 30 years after project close-out, then destroy. ain on site for 7 years after project completion, then destroy.	
		10 m m m m m m m m m m m m m m m m m m m	Re	tain Sediment Control Plans on site until project completion, then by.	
19. Name and Title of Preparer John J. Groeger, Deputy Director		20. Telephone Number 301) 863-8400			

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purpose         4. Record Series Title:       5. Earliest Year/Latest Year         2. Transportation Division Reports, Plans, Agreements & Contracts:       5. Earliest Year/Latest Year         6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Induct the purpose of function of the series.         8. Mary's Transit System (STS) Annual Transportation Plans, Maryland Transit Administration (MTA) and Federal Transit Administration (FTA) compliance documents, and Non- Public School bus service agreements.         7. Record Series Serue       8. Record Series Sequence         9. Letter Size       Microfilm         9. Letter Size       Microfilm         9. Audio Tape       Popp Diak         9. Bound Boole       Video Tape         9. Other (specify)_Computer Drive       Other (specify)_Computer Drive         11. File is Used       12. File Boones Inactive Afer         12. File Boones Inactive Afer       12. File Boones Inactive Afer         13. Current Locator(i)       (Broch, Recurs)         14. Is Record Beres Description       16. Audit Requirements         15. Access Retrictions (If Yes, ceptain Meddesche requirements)       16. Audit Requirements         13. Current Locator(i)       (Broch, Recurs)         14. Is Record Beres Deficit	Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	REC	ATMENT OF GENERAL SERVICES ORDS MANAGEMENT DIVISION 5 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY Page 4 of 46
4. Record Series Title:       5. Earliest Year/Latest Year         4. Transportation Division Reports, Plans, Agreements & Contracts:       2006_to_Current			Public Works and Transportation	3. Unit Transportation Division – St. Mary's Transit System
compliance documents, and Non-Public School bus service agreements.         7. Record Series Formal(s)       List all <ul> <li>Record Series Sequence</li> <li></li></ul>	<ol> <li>Record Series Title:</li> <li><i>Transportation Division Report</i></li> <li>Record Series Description (Brief</li> </ol>	s, <i>Plans, Agreeme</i> fly describe the typ	ents & Contracts: bes of information/documents/forms found in	5. Earliest Year/Latest Year <u>2006_to _Current</u> the series. Include the purpose or function of the series.)
□ Daily       Weekly       Monthly       Annually	compliance documents, and Non- Public School bus service.         7. Record Series Format(s)       List all         Q Letter Size       Microfilm         Legal Size       Computer Tape         Audio Tape       Floppy Disk         Bound Book       Video Tape		8. Record Series Sequence Alphabetical Numerical Chronological Geographical	9. Volume        1
Jacqueline Fournier, DPW&T Transportation 5/20/16	Daily Weekly I      Daily Bidg., Floor, Roc Offices (older than 2 years to present), DPW      S. Access Restrictions (If Yes, cite Law(s) &     Yes No      Yes No      Yes No      Yes, explain	om) /&T Archives on second Regulation(s)	floor of Transportation Building(older than 2 years),	
Manager DGS 550-4 (Rev. 1/93)	Jacqueline Fournier, DPW&T Tran Manager	nsportation	20. Telephone Number(301) 863-8400 x1	

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Instructions –Type or Print a separate form for	DEPARTMENT OF GE		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGE 7275 Waterloo Roa Jessup, Maryl 410-799-	ad, P.O. Box 275 and 20794	Page 5 of 46	
1. Department/Agency	2. Division	Statistics of the	3. Unit	
St. Mary's County Government	Department of Public Works	s and Transportation		
DEFINITION: RECORD SERIES: A group of relate	d records normally filed and us	ed as a unit for reference a	s well as retention and disposition purposes.	
4. Record Series Title 5. Permitting			5. Earliest Year/Latest Year _ <u>1985</u> to _ <u>Current</u>	
<ol> <li>Record Series Description (Briefly describe the termits issued to developers and government agpermits. Approved plans and reports, permit form</li> </ol>	gencies for road and site const	ruction. Grading permits, r		
7. Record Series Format(s) List all	8. Rec	cord Series Sequence	9. Volume	
🖾 Letter Size 🔲 Microfilm		phabetical	23 Number	
Legal Size Computer Tape Audio Tape Floppy Disk		rronological	File Drawer(s)  Microfilm Reel(s)	
Bound Book Uvideo Tape		eographical	Computer Tape(s) Other (specify)_Disks kept in file folder	
Other (specify)Compact disk, DVD		ther (specify) vision files are numerical,	10. Annual Accumulation <u>1</u> Number	
		ng permits and right-of-way ruction permits are numerical	File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)	
11. File is Used	nually		12. File Becomes Inactive Aftervaries Number	
<ol> <li>Current Location(s) (Bldg., Floor, Room)</li> <li>Leonardtown Archives (files older than 1995), DPW&amp;T Archives or floor of Transportation Building(1995 to project completion date), A</li> </ol>		tion date)	14. Is Record Series Duplicated Elsewhere? (If yes, speciagency or office.)     ☑ Yes □ No     Copies of active permits in Division of Construction and     Inspection while permit is active	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes	16. Audit Requirements □ None			
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recommended Retention	
			Retain on site until 2 years after the facility is no longer in existence, then destroy.	
19. Name and Title of Preparer		20. Telephone Number	21. Date	
John J. Groeger, Deputy Director		(301) 863-8400	5/20/16	

Instructions –Type or Print a separate form for each new	DEPA	ARTMENT OF GENERAL	AGENCY RECORDS INVENTORY	
or revised record series. Forward with Records Retention Schedule (DGS 550-1)	SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		Page 6 of 46	
1. Department/Agency St. Mary's County Government	2. Division Department of Public Works and Transportation		3. Unit Administrative	
DEFINITION: RECORD SERIES: A group of related records	s normally filed	d and used as a unit for reference	ce as well as retention and disposition purposes.	
4. Record Series Title			5. Earliest Year/Latest Year	
6. Employee Personnel Files			_1985to _Current	
<ol> <li>Record Series Description (Briefly describe the types of in A. Employee personnel information including application, information, counseling forms and general correspondence B. Leave slips</li> </ol>	evaluations, I			
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume	
Letter Size I Microfilm		Alphabetical	 Number	
🖾 Legal Size 🛛 Computer Tape		Numerical	File Drawer(s)	
Audio Tape Floppy Disk		Chronological	Computer Tape(s) Other (specify)	
Bound Book Video Tape		Geographical	10. Annual Annual Frances	
Other (specify)		Other (specify)	10. Annual Accumulation <u>0.5</u> Number	
			File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)	
11. File is Used	78.00		12. File Becomes Inactive After	
🛛 Daily 🖾 Weekly 🖾 Monthly 🖾 Annually			<u>N/A</u> Number	
13. Current Location(s) (Bidg., Floor, Room)	11 22 1	and the second	14. Is Record Series Duplicated Elsewhere? (If yes, specify	
Records are kept onsite at the Arnoid Building, at the Office Managers desk. 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			agency or office.)  Yes No Originals of Evaluations, counseling, medical, and personal information are kept in Human Resources in Leonardtown on the 3 <sup>rd</sup> floor of the Potomac Building.  16. Audit Requirements	
Yes No Contains personal, proprietary, confidential information. Must be kept locked to information only), their supervisor, and the Office Manager (responsible for ma			None State Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirement ☐ Yes	ts		<ul> <li>A.Retain onsite until employee leaves. At departure employee may take records or records are destroyed.</li> <li>B.Leave slips maintained seven (7) years after employee leaves, then destroyed.</li> </ul>	
19. Name and Title of Preparer Joyce Ford, Office Manager		20. Telephone Number (301) 863-8400	21. Date 5/20/16	

DGS 550-4 (Rev. 1/93)

Instructions – Type or Print a	DEDART	MENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO 7275	RDS MANAGEMENT DIVISION Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	Page 7 of 46
1. Department/Agency	2. Division		3. Unit
St. Mary's County Government		ublic Works and Transportation	Transportation Division – St. Mary's Transit System
DEFINITION: RECORD SERIES: A g	roup of related reco	ords normally filed and used as a unit for refer	ence as well as retention and disposition purposes.
4. Record Series Title: 7. Records - Transportation			5. Earliest Year/Latest Year 2006_to _Current
and a second	on-Public School B	lus (NPSB), Co. mailroom, & Vehicle Mainte	series. Include the purpose or function of the series.) nance personnel files, contractors' files, STS
7. Record Series Format(s) List all	COLUMN STATE	8. Record Series Sequence	9. Volume
🛛 Letter Size 🔲 Microfilm			Number
Legal Size Computer Tape		Numerical	File Drawer(s)
Audio Tape Floppy Disk		Chronological	Computer Tape(s)
Bound Book 🔲 Video Tape		Geographical	
Other (specify)_Computer Drive		Other (specify)	10. Annual Accumulation1 Number
			File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)_Shelves
11. File is Used	1.000		12. File Becomes Inactive After
Daily Weekly 🛛 Mor	nthly Annually		 Number ☐ Month(s) ⊠ Year(s)
13. Current Location(s)       (Bidg., Floor, Room)         Offices (older than 2 years to present), DPW&T Archives on second floor of Transportation Building(older than 2 years),			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements
17. Is an Index System used? If yes, explain bri ☐ Yes	efly and describe requirer	ments	18. Recommended Retention Retain onsite for 7 years, then destroy.
19. Name and Title of Preparer     20. Teleph       Jacqueline Fournier, DPW&T Transportation       Manager		20. Telephone Number(301) 863-8400 x1122	21. Date 5/20/16

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records				
			Page 8 of 46	
			ALL STREET STREET	
1. Department/Agency	2. Division		3. Unit	
St. Mary's County Government	Department of Public Works	and		
	Transportation			
DEFINITION: RECORD SERIES: A group of related reco	ords normally filed and used as a	unit for refer	ance as well as retention and disposition numoses	
4. Record Series Title	ndo normany med and dood do d	drift for foron	5. Earliest Year/Latest Year	
8. Planning Documents			_1985to_Current	
6. Record Series Description (Briefly describe the types	of information/documents/forms f	ound in the s	eries. Include the purpose or function of the series.) A	
A. Planning documents produced by the Department si	uch as the Solid Waste Plan, Tr	ansportation	Plan, Airport Plan.	
B. Facility master plans, layout plans, emergency and	security plans, maps, etc.			
7. Record Series Format(s) List all	8. Record Series Sequence		9, Volume	
🛛 Letter Size 🔲 Microfilm	Alphabetical		1 Number	
	M Albitabarcai		Number	
Legal Size Computer Tape	Numerical		File Drawer(s)	
Audio Tape Eloppy Disk	Chronological		Microfilm Reel(s)     Computer Tape(s)	
			Other (specify)_Disks kept in file folder	
Bound Book Video Tape	Geographical		10. Annual Accumulation	
Other (specify)Compact disk, DVD	Other (specify)			
			Number	
	1		K File Drawer(s)	
	1 Section of the section of		Microfilm Reel(s)	
			Computer Tape(s)	
	All second second		Other (specify)	
11. File is Used		12. File Becor	nes Inactive After	
Daily Weekly Monthly Annually		varies       Number       Image: State and the produced of		
13. Current Location(s) (Bidg., Floor, Room)			Series Duplicated Elsewhere? (If yes, specify agency or office.)	
Leonardtown Archives (files older than 1995), DPW&T Archives on secon floor of Transportation Building(1995 to project completion date), Arnold B		Yes	⊠ No	
date)	March and Same	1.1		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
Yes 🛛 No			None State Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirer	ments	18. Recommended Retention		
Yes No			etain draft documents onsite until approva	
			document, then destroy. Retain approved	
			documents onsite until a new plan is complete, then transfer superseded version to County	
		then des	stroy. If scanned, scan to Maryland State	
			s standards and retain paper according to	
			eding retention statement. Retain images	
			per is transferred to County Archives, then	
10 Name and Title of Deserve	00 7-1-1-1	destroy.		
19. Name and Title of Preparer	20. Telephone Number	21. Date		
John J. Groeger, Deputy Director	(301) 863-8400	5/20/16		

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 RECORDS MANAGEMENT 7275 Waterloo Road, P.O. Jessup, Maryland 20 410-799-1930	AGENCY RECORDS INVENTORY Page 9 of 46		
1. Department/Agency St. Mary's County Government	2. Division Department of Public Works and	Transportation	3. Unit Administrative	
DEFINITION: RECORD SERIES: A group of related records nor	mally filed and used as a unit for refe	rance as well as	retention and disposition purposes	
4. Record Series Title	many filed and used as a drift for feld		liest Year/Latest Year	
9. Departmental Policy & Procedures Manuals		_19		
<ol> <li>Record Series Description (Briefly describe the types of inform Departmental, Legal and County Wide policies and memorand</li> </ol>			ne purpose or function of the series.)	
7. Record Series Format(s) List all	8. Record Series Sequence		9. Volume	
Letter Size 🗍 Microfilm	Alphabetical		Number	
🔀 Legal Size 🔲 Computer Tape	Numerical		File Drawer(s)	
Audio Tape Floppy Disk	Chronological		Microfilm Reel(s)	
Bound Book Video Tape	Geographical		Other (specify)_Book Shelf Cabinet	
Other (specify)_Three Ring Binder	Other (specify)		10. Annual Accumulation 0.25 Number	
			File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify) Binder	
t1. File is Used	1 . M 28 18 . 8	12. File Becomes I	nactive After	
🛛 Daily 🖾 Weekly 🖾 Monthly 🖾 Annually		Number	Month(s) Year(s)	
13. Current Location(s) (Bidg., Floor, Room) Records are kept onsite at the Arnold Building, at the Office Managers desk.		office.)	es Duplicated Elsewhere? (If yes, specify agency	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yas ⊠ No			16. Audit Requirements	
17. Is an Index System used? If yes, explain briefly and describe requirements ⊠ Yes □ No Index page at the beginning of each binder details what is in each binder		Retain 7 years following exce material that d accomplishme	ended Retention s, then screen and destroy with the ption: transfer to County Archives any ocuments origin, development and ents of the office and has continuing , fiscal or historic value.	
19. Name and Title of Preparer Joyce Ford, Office Manager	20. Telephone Number (301) 863-8400	21. Date 5/20/16		

		Rev.	

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 10 of 46	
<ol> <li>Department/Agency</li> <li>St. Mary's County Government</li> </ol>	2. Division Department of Public Wo Transportation	rks and	3. Unit	
DEFINITION: RECORD SERIES: A group	of related records normally	filed and used as a un	It for reference as well as retention and disposition purposes.	
4. Record Series Title			5. Earliest Year/Latest Year	
10. Procurement Documents			_ <u>1985</u> to _ <u>Current</u>	
<ol> <li>Record Series Description (Briefly desc Capital project purchase orders and con</li> </ol>		/documents/forms four	nd in the series. Include the purpose or function of the series.)	
7. Record Series Format(s) List all	1	8. Record Series Sequence	9. Volume	
🛛 Letter Size 🔲 Microfilm		Alababatiant		
Letter Size Microfilm		Alphabetical	Number	
Legal Size Computer Tape		Numerical	File Drawer(s)	
Audio Tape Floppy Disk	1	Chronological	Microfilm Reel(s)     Computer Tape(s)	
D Round Book	St. 1994 1994		Other (specify)	
Bound Book Video Tape	12.5/12.1	Geographical	10. Annual Accumutation	
Other (specify)	S. C. Starting of the	Other (specify)	0.1 Number	
			File Drawer(s)     Microfilm Reel(s)     Computer Tape(s)     Other (specify)	
11. File is Used			12. File Becomes Inactive After	
🖾 Daily 🗌 Weekly 📄 Monthly	Annually		varies           Number         ☐ Month(s)         ☑ Year(s)           File inactive after capital project is complete, varies from six months month to five years	
13. Current Location(s) (Bldg., Floor, Room) Arnold Building and Building Services			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office Yes No Office Information Technology for digital information, Office of Procurement Copy of active contracts and purchase	
15. Access Restrictions (If Yes, cite Law(s) & Regulati	on(s)		16. Audit Requirements	
Yes ⊠ No      Yes ⊠ No      Yes ⊠ No			☐ None ⊠ State ⊠ Federal ☐ Independent Federal and State as needed	
			18. Recommended Retention Retain until the project is complete, then destroy.	
19. Name and Title of Preparer	20. Telephon	e Number	21. Date	
John J. Groeger, Deputy Director	(301) 863-84		5/20/16	

Instructions –Type or Print a separate DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY
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		Page 11 of 46
1. Department/Agency St. Mary's County Government	2. Division Department of Public	Works and Transportation	3. Unit Transportation Division – St. Mary's Transit System
	o of related records norm	nally filed and used as a unit for re	ference as well as retention and disposition purposes
Record Series Title:     Vobiole Files Transportation Object	ion		5. Earliest Year/Latest Year
11. Vehicle Files - Transportation Division		ation (dags up a static state state state)	2004_to _Current e series. Include the purpose or function of the serie
County's vehicle purchase orders, invoi			e series. Include the purpose of function of the serie
Record Series Format(s) List all		8. Record Series Sequence	9. Volume
Letter Size 🔲 Microfilm		Alphabetical	Number
Legal Size Computer Tape		Numerical	File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)
		-	
Audio Tape 🔲 Floppy Disk		Chronological	
Bound Book Video Tape		Geographical	
Other (specify)_Computer Drive		Other (specify)	10. Annual Accumulation
			File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)_Shelves
11. File is Used			12. File Becomes Inactive After
Daily Weakly Monthly	Annually	and the second	Number Month(s) X Year(s)
13. Current Location(s) (Bldg., Floor, Room) Offices (older than 2 years to present), DPW&T Archi	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation of Yes Inc. No	ion(s)		16, Audit Requirements
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes			18. Recommended Retention Retain for the life of the vehicle, then destroy
19. Name and Title of Preparer Jacqueline Fournier, DPW&T Transporta Manager	20. Telephone Number(301) 863-8400 x1122		21. Date 5/20/16

Instructions – Type or Print a separate form for each new or revised record series. Forward with		MENT OF GENERAL SERVICES	AGENCY RECORDS INVENTO	
Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		Page 12 of 46	
1. Department/Agency St. Mary's County Government	2. Division Department of Public	Works and Transportation	3. Unit Administrative	
DEFINITION: RECORD SERIES: A group of related re	cords normally filed and	d used as a unit for reference as well as re		
4. Record Series Title 12. Cash Receipts			5. Earliest Year/Latest Year <u>1985</u> to <u>Current</u>	
<ol> <li>Record Series Description (Briefly describe the type Cash Receipts</li> </ol>	s of information/docume	ents/forms found in the series. Include the	e purpose or function of the series.)	
7. Record Series Format(s) List all	8. Record Series Sequ	Jance	9. Volume	
Letter Size Microfilm	Alphabetical		4 Number	
Legal Size Computer Tape	Numerical		File Drawer(s)	
Audio Tape 🛛 Floppy Disk	Chronological		Microfilm Reel(s)	
Bound Book 🔲 Video Tape	Geographical		Other (specify)	
Other (specify)	Other (specify)	2P, Fees, Utility Permit, etc.)	10. Annual Accumulation  Number	
			File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)	
11. File is Used		12. File Becomes Inactive After <u>N/A</u> Number Number Year(	(s)	
<ol> <li>Current Location(s) (Bidg., Floor, Room)</li> <li>Records are kept onsite at the Arnold Building, at the Office Managers</li> </ol>	desk.	14, Is Record Series Duplicated Elsewhere? (If y ∑ Yes ☐ No Original are sent and kept by Finance Department		
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) ☐ Yes		16. Audit Requirements		
17. Is an Index System used? If yes, explain briefly and describe requi	rements	18. Recommended Retention Retain onsite one (1) year from the da	te it is accepted, then destroy,	
19. Name and Title of Preparer Joyce Ford, Office Manager	20. Telephone Number (301) 863-8400		21. Date 5/20/16	

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Instructions –Type or Print a separate form for each new or revised record series. Forward with		NT OF GENERAL	AGENCY RECORDS INVENTORY
Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794		Page 13 of 46
	410	-799-1930	The Basel strategic base Person
1. Department/Agency	2. Division		3. Unit
St. Mary's County Government	Department of Pu Transportation	blic Works and	Administration
DEFINITION: RECORD SERIES: A group of related	records normally filed	and used as a unit for r	eference as well as retention and disposition purposes.
Record Series Title			5. Earliest Year/Latest Year
13. General Files	State State		_1985 to _Current
6. Record Series Description (Briefly describe the typ	oes of information/doc	uments/forms found in th	ne series. Include the purpose or function of the series.)
A. County Road correspondence			
3. Stormwater management, State road correspon	dence and plans, Sta	ate Aid, various other su	ubjects.
Record Series Format(s) List all	Carlo and a star	8. Record Series Sequence	9. Volume
Milatter Size	1. 1. 1. 1. 1.		23 Number
Letter Size Microfilm	810 C 2014	Alphabetical	(NUMBER
Legal Size Computer Tape		Numerical	File Drawer(s)
			Microfilm Reel(s)
Audio Tape Floppy Disk		Chronological	Computer Tape(s) Other (specify)_Disks kept in file folder
Bound Book 🔲 Video Tape		Geographical	KR const (shoot). Construction to const
Other (specify) Compact disk, DVD, electronic	1.6.7.1	Other (specify)	10. Annual Accumulation
			Number
	2 Y - 2 Y		File Drawer(s)
			Microfilm Reel(s)
	Sec. 1		Computer Tape(s) Other (specify)
		and the second second	
11. File is Used			12. File Becomes Inactive After
Daily Weekly Monthly Annua	dly		Number Month(s) Vear(s)
	i Fa bat		
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or
Leonardtown Archives (files older than 1995), DPW&T Archives on s floor of Transportation Building(1995 to project completion date), Arn		ct completion date)	office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	34.75		16. Audit Requirements
Yes 🛛 No			None State Federal Independent
			State audit as needed
17. Is an Index System used? If yes, explain briefly and describe rec	uirements		18. Recommended Retention
Yes No			A Scan incoming and outgoing correspondence to Maryland Sta
			Archives standards, then destroy paper originals. Retain 20
			years, then destroy.
			B. Retain on site for 7 years, then screen annually and destroy
			any documents no longer needed for current business with the
			following exception: Transfer to County Archive for permanent
			retention any material that serves to document the origin,
			development, accomplishments of the office and has continuing administrative, fiscal, legal, or historic value.
19. Name and Title of Preparer	20. Telep	phone Number	21. Date
John J. Groeger, Deputy Director			5/20/16
John J. Groeger, Deputy Director	(301) 863-8400		

550-4 (	

Instructions -Type or Print a separate	DEPARTMENT OF	GENERAL SERVICES	AGENCY RECORDS INVENTORY
form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		Page 14 of 46
. Department/Agency	2. Division		3. Unit
St. Mary's County Government	Department of Public Transportation	Works and	Solid Waste & Recycling
DEFINITION: RECORD SERIES: A group of	related records norma	lly filed and used as a un	it for reference as well as retention and disposition purposes.
4. Record Series Title:			5. Earliest Year/Latest Year
14. Recycling (General)			1994 to _current
<ul> <li>A. Correspondence.</li> <li>B. Files include but not limited to plans, pr</li> </ul>	oposals, ordinances, o	costs, data, collection re	nd in the series. Include the purpose or function of the series.) ports, rules and regulations, and references relating to St. , scrap metal, scrap tires, textiles, used oil, and yard waste
ecycling programs at the Convenience Cer	ters, Landfill, and spe	ecial events.	
Record Series Format(s) List all		8. Record Series	9. Volume
		Sequence	15
X Letter Size Microfilm			Number
X Legal Size Computer Tape		X Alphabetical	X File Drawer(s)
x cega oze computer rape		Numerical	Microfilm Reel(s)
Audio Tape Floppy Disk		1 1 1 1 1 1	Computer Tape(s)
		Chronological	Other (specify)
X Bound Book Video Tape		Conservations	
X Other (specify)electronic		Geographical	10. Annual Accumulation0.25
A conditional apartity		Other (specify)	Number
		1. N. I. N. M. C. P.	X File Drawer(s)
			Microfilm Reel(s)
		and the second second	Computer Tape(s) Other (specify)
11. File is Used	and and a second		12. File Becomes inactive After
			_N/A
Daily Weekly X Monthly XAnnua	ily		Number Month(s) Year(s)
13. Current Location(s) (Bidg., Floor, Room)	K		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
Amold Building			Yes X No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		1000	16. Audit Requirements
Yes X No			
			X None State Federal Independent
17. Is an Index System used? If yes, explain briefly and de	scribe requirements		18. Recommended Retention
Yes X No			A. Scan incoming and outgoing correspondence to MD State
			Archives standards, then destroy paper originals. Retain
			images of correspondence for 20 years, then destroy.
			B. Retain for 7 years, then screen annually and destroy any
			documents no longer needed for current business with the
			following exception: Transfer to County 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 historic value.
19. Name and Title of Preparer	20 Telen	hone Number	21. Date
the second second second second			5/20/16
Nicholas Zurkan, Solid Waste & Recuel			
Nicholas Zurkan, Solid Waste & Recycl Manager	ing (301) 863	-0400	

			AGENCY RECORDS INVENTORY	
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MA 7275 Waterlo Jessup,	OF GENERAL SERVICES ANAGEMENT DIVISION to Road, P.O. Box 275 Maryland 20794 410-799-1930	Page 15 of 46	
1. Department/Agency St. Mary's County Government	2. Division Department of Public Works and Transportation		3. Unit Solid Waste & Recycling	
DEFINITION: RECORD SERIES: A group		ormally filed and used as a un	I at for reference as well as retention and disposition purposes.	
4. Record Series Title:			5. Earliest Year/Latest Year	
15. Solid Waste (General)			1982tocurrent	
6. Record Series Description (Briefly desc	ribe the types of infor	mation/documents/forms four	nd in the series. Include the purpose or function of the series.)	
	bound reports, plats,	, and historical information o	, permits, plans, proposals, on-going/pending mitigation, gas & of and relating to St. Mary's County St. Andrews and Clements	
7. Record Series Format(s) List all	ALC: NEW LINE	8. Record Series	9. Volume	
X Letter Size Microfilm		Sequence	30	
X Letter Size Micronim		X Alphabetical	Number	
X Legal Size Computer Tape			X File Drawer(s)	
		Numerical	Microfilm Reel(s)	
Audio Tape Floppy Disk		Chemological	Computer Tape(s) Other (specify)	
X Bound Book Video Tape		Chronological		
		Geographical	10. Annual Accumulation	
Other (specify)			1.5	
		Other (specify)	Number	
			X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)	
11. File is Used			12. File Becomes inactive After	
			_N/A	
Daily x Weekly x Monthly x A	Annually		Number Month(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room)	the state of the s		14. is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
Arnold Building1# floor file cabinets			Yes X No	
15. Access Restrictions (If Yes, cite Law(s) & Regulatio Yes X No	on(s)		16. Audit Requirements	
			X None State Federal Independent	
17. Is an Index System used? If yes, explain briefly an	d describe requirements	Stepper 2. Contraction in	18. Recommended Retention	
Yes X No			A. Scan incoming and outgoing correspondence to MD State	
			Archives standards, then destroy paper originals. Retain images	
			of correspondence for 20 years, then destroy.	
			B. Retain for 7 years, then screen annually and destroy any	
			documents no longer needed for current business with the	
			following exception: Transfer to County Archive for permanent	
			retention any material that serves to document the origin,	
			development, and accomplishments of the office and has	
			as supprising and accompnianmenta of the billed and has	
			continuing administrative fiscal legal or historic value	
19. Name and Title of Preparer	20 7-	elephone Number	continuing administrative, fiscal, legal, or historic value. 21. Date	

DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a DE	PARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY		
	ECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	Page 16 of 46		
	of Public Works and Transportation	3. Unit Transportation Division – St. Mary's Transit System		
4. Record Series Title: 16. Transportation Division General Corresponde	ance.	hit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 2006_to _Current		
<ol> <li>Record Series Description (Briefly describe the t</li> <li>A. St. Mary's Transit System (STS), Non-Public</li> <li>B. St. Mary's Co. Transportation Policy, Board of</li> </ol>	School Bus (NPSP), Vehicle Maintenan			
7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume 1 Number		
Legal Size Computer Tape     Audio Tape Floppy Disk	Numerical Chronological	File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)		
Bound Book Video Tape     Other (specify)_Computer Drive, _Electronic	Geographical	10. Annual Accumulation		
		<ul> <li>➢ File Drawer(s)</li> <li>➢ Microfilm Reel(s)</li> <li>➢ Computer Tape(s)</li> <li>☑ Other (specify)_Shelves</li> </ul>		
11. File is Used		12. File Becomes inactive After		
Daily Weekly Monthly Ann     Ann     Scurrent Location(s) (Bidg., Floor, Room)     Offices (older than 2 years to present), DPW&T Archives on secony     years),		Number         Month(s)         Year(s)           14. Is Record Series Duplicated Elsewhere?         (If yes, specify agency or office.)           Yes         No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	CONTRACTOR OF T	16. Audit Requirements		
17. Is an Index System used? If yes, explain briefly and describe n ☐ Yes ⊠ No		<ul> <li>18. Recommended Retention</li> <li>A. Scan incoming and outgoing correspondence to MD State Archives standards, then destroy paper originals. Retain images of correspondence for 20 years, then destroy.</li> <li>B. Retain for 7 years, then screen annually and destroy any documents no longer needed for current business with the following exception: Transfer to County 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 historic value.</li> <li>Paper and electronic versions will be maintained for the same period of time and destroyed or transferred simultaneously.</li> </ul>		
19. Name and Title of Preparer Jacqueline Fournier, DPW&T Trans. Manager	20. Telephone Number(301) 863- 8400 x1122	21. Date 5/20/16		

Instructions – Type or Print a separate form for	DE	EPARTMENT OF GENERAL		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930 2. Division Department of Public Works and Transportation		ENT DIVISION P.O. Box 275 d 20794	Page 17 of 46	
1. Department/Agency St. Mary's County Government			orks and	3. Unit Administration	
DEFINITION: RECORD SERIES: A group of related	records no	ormally filed and u	used as a unit for	reference as well as retention and disposition purposes.	
4. Record Series Title				5. Earliest Year/Latest Year	
17. Grants				_ <u>1985</u> to _ <u>Current</u>	
<ol> <li>Record Series Description (Briefly describe the typ Grant documents, including capital construction an</li> </ol>			ts/forms found in	the series. Include the purpose or function of the series.)	
7. Record Series Format(s) List all	8. R	lecord Series Sequenc	e	9. Volume	
🛛 Letter Size 🔲 Microfilm		Alphabetical		 Number	
	110				
Legal Size Computer Tape	Numerical			File Drawer(s)  Microfilm Reel(s)	
Audio Tape Floppy Disk		Chronological		Computer Tape(s) Other (specify)	
Bound Book 🔲 Video Tape	Geographical			U Other (specify)	
Other (specify)			- 11 - 2	10. Annual Accumulation	
				File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)	
11. File is Used	12. File Becomes In	nactive After			
🛛 Daily 🗌 Weekly 📄 Monthly 📄 Annuz	aliy	various Number File becomes inacti		Year(s) f the grant, which varies	
13. Current Location(s) (Bidg., Floor, Room) Arnold Building		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	1.1	16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe requirements 1 ☐ Yes ⊠ No		None State Federal independent Federal and State as needed 18. Recommended Retention Retain onsite for 7 years after conclusion of the grant, then destroy.			
					19. Name and Title of Preparer
	(301) 863-8400		5/20/16		
John J. Groeger, Deputy Director					

Instructions – Type or Print a separate form for each new or revised record series.       DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930       Page 18 of 46         1. Department/Agency       2. Division       3. Unit         St. Mary's County Government       Department of Public Works and Transportation       Highways         0       5. Earliest Year/Latest Year 1985 to _Current         18. Maintenance Logs       5. Earliest Year/Latest Year 1985 to _Current         6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function or A. Metcom Water Usage Log and Deer carcass log; B. Pestiside Application Log'       C. Roadside Tree Care Log; D. National Pollution D Elimination System Permitting Activities Log; E. Daily Crew Assignments; F. Material Safety Data Sheets Hazard Communication File a	Y	
Forward with Records Retention Schedule (DGS 550-1)       7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930       Page 18 of 46         1. Department/Agency       2. Division       3. Unit         St. Mary's County Government       Department of Public Works and Transportation       Highways         DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition       5. Earliest Year/Latest Year         4. Record Series Title       5. Earliest Year/Latest Year         18. Maintenance Logs       1.985		
(DGS 550-1)       Jessup, Maryland 20794       Page 18 of 46         1. Department/Agency       2. Division       3. Unit         St. Mary's County Government       Department of Public Works and Transportation       Highways         DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition       5. Earliest Year/Latest Year         4. Record Series Title       5. Earliest Year/Latest Year		
410-799-1930         1. Department/Agency       2. Division       3. Unit         St. Mary's County Government       Department of Public Works and Transportation       Highways         DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition       5. Earliest Year/Latest Year         18. Maintenance Logs       1. 1985		
1. Department/Agency       2. Division       3. Unit         St. Mary's County Government       Department of Public Works and Transportation       Highways         DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition       5. Earliest Year/Latest Year         4. Record Series Title       5. Earliest Year/Latest Year         18. Maintenance Logs       1985		
St. Mary's County Government       Department of Public Works and Transportation       Highways         DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition       5. Earliest Year/Latest Year         4. Record Series Title       5. Earliest Year/Latest Year		
Transportation         DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition         4. Record Series Title       5. Earliest Year/Latest Year         18. Maintenance Logs		
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition.         4. Record Series Title       5. Earliest Year/Latest Year         18. Maintenance Logs		
4. Record Series Title       5. Earliest Year/Latest Year         18. Maintenance Logs		
18. Maintenance Logs	n purposes.	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of A. Metcom Water Usage Log and Deer carcass log; B. Pestiside Application Log' C. Roadside Tree Care Log; D. National Pollution D		
A. Metcom Water Usage Log and Deer carcass log; B. Pestiside Application Log' C. Roadside Tree Care Log; D. National Pollution D		
A. Metcom Water Usage Log and Deer carcass log; B. Pestiside Application Log' C. Roadside Tree Care Log; D. National Pollution D	of the series.)	
	ino G. Sign	
Maintenance Log		
7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume	1	
Letter Size Microfilm Alphabetical Number		
Legal Size Computer Tape     Numerical File Drawer(6)		
Legar Size     Computer Tape     Wumencal     Microfilm Real(s)	File Drawer(s)  Microfilm Real(s)	
Audio Tape Floppy Disk Chronological Computer Tape(s)		
Other (specify)		
Bound Book 🖾 Video Tape	1011	
Other (specify) 0.5		
Other (specify) Other (specify) O.5 Number		
File Drawer(s)		
Microfilm Reel(s)		
Computer Tape(s)		
Other (specify)		
11. File Is Used 12. File Becomes Inactive After		
_ <u>_5</u>		
Daily Deliy Monthly Annually Number Month(s) Year(s)		
13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, spe	cify agency or office.	
Leonardtown Archives (files older than 1995), DPW&T Archives on second		
floor of Transportation Building(1995 to older than 5 years), Arnold Building (older than 5 years to present) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Regularements		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No		
None 🗌 State 🔲 Federal 🗌 Independent	1	
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention		
Yes X No	then destroy	
Retain onsite for the period specified below		
A. Metcom Water Usage Log and D	eer carcass log	
- 1 year.		
B. Pesticide Application Log- 2 year	S.	
C. Roadside Tree Care Log – 3 yea	rs.	
D. NPDES MS/4 Permitting Activitie		
E. Daily Crew Assignments – 7 year		
F. MSDS hazard communication file		
G. Sign Maintenance Log, Work Re		
road is no longer maintained by	he County.	
19. Name and Title of Preparer     20. Telephone Number     21. Date		
John J. Groeger, Deputy Director (301) 863-8400 5/20/16		

DGS 5		

Instructions -Type or Print a separate form	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY	
or each new or revised record series. Forward with Records Retention Schedule DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	Page 19 of 46 3. Unit Highways	
. Department/Agency St. Mary's County Government	2. Division Department of Public Works and Transportation		
	States & Barris Barriel		
EFINITION: RECORD SERIES: A group of re . Record Series Title	lated records normally filed and used as a uni	t for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year	
9. Traffic Data		_ <u>1985</u> to _ <u>Current</u>	
		d in the series. Include the purpose or function of the series.) future planning of capital projects and maintenance.	
Record Series Format(s) List all	8. Record Series Sequence	e 9. Volume	
Letter Size 🔲 Microfilm	Alphabetical	4 Number	
🛛 Legal Size 🔄 Computer Tape	Numerical	File Drawer(s)	
Audio Tape 🔲 Floppy Disk	Chronological	Microfilm Reel(s) Computer Tape(s)	
		Other (specify)	
Bound Book 🛛 Video Tape	Geographical	10. Annual Accumulation	
Other (specify)	Other (specify)	0.5 Number	
		File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)	
1, File is Used	] Annually	12. File Becomes Inactive After 5 Number ☐ Month(s) ⊠ Year(s)	
3. Current Location(s) (Bidg., Floor, Room) eonardtown Archives (files older than 1995), DPW&T Archiv loor of Transportation Building(1995 to older than 5 years), A		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or offic	
5. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
Ves 🖾 No	None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and desc ☐ Yes	18. Recommended Retention Permanent. Retain for 7 years, then transfer to County Archives.		
9. Name and Title of Preparer	20. Telephone Number (301) 863-8400	21. Date 5/20/16	
John J. Groeger, Deputy Director			

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Instructions – Type or Print a separate form for	nstructions – Type or Print a separate form for DEPARTMENT OF GENERAL		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	Page 20 of 46	
. Department/Agency	2. Division	3. Unit	
it. Mary's County Government	Department of Public Works and Transportation	Highways	
EFINITION: RECORD SERIES: A group of relate	ed records normally filed and used as a u	init for reference as well as retention and disposition purposes.	
Record Series Title		5. Earliest Year/Latest Year	
0. Utility Permits		_ <u>1985</u> to _ <u>Current</u>	
Permits issued to general public for work perfor	8. Record Series Sequence	9. Volume	
Recurd Corres Formal(s) List an	o. Neuro dellas dequence		
Letter Size 🔲 Microfilm	Alphabetical	Number	
Legal Size 🔲 Computer Tape	Numerical	⊠ File Drawer(s)	
Z regericize Diceritaria rahe		Microfilm Reel(s)	
Audio Tape Disk	Chronological	Computer Tape(s)	
🛛 Bound Book 🛛 Video Tape	Geographical	Other (specify)	
Other (specify)	Other (specify)	10. Annual Accumulation 0.5	
		Number	
		File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)	
1. File is Used		12. File Becomes Inactive After	
🛛 Daily 🖾 Weakty 🖾 Monthly 🖾 An	5 Number ☐ Month(s) ⊠ Year(s)		
	13. Current Location(s) (Bidg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&T Archives on second floor of Transportation Building(1995 to older than 5 years), Arnold Building (older than 5 years to present)		
eonardtown Archives (files older than 1995), DPW&T Archives o		14. is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
eonardtown Archives (files older than 1995), DPW&T Archives o sor of Transportation Building(1995 to older than 5 years), Arnol			
eonardtown Archives (files older than 1995), DPW&T Archives o oor of Transportation Building(1995 to older than 5 years), Arnol 5. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No	d Building (older than 5 years to present)	Yes No 16. Audit Requirements	
eonardtown Archives (files older than 1995), DPW&T Archives o oor of Transportation Building(1995 to older than 5 years), Arnol 5. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No 7. Is an Index System used? If yes, explain briefly and describe	d Building (older than 5 years to present)	Yes No   16. Audit Requirements   None   State   Federal   Independent     18. Recommended Retention	

Instructions Type or Print a separate	DEPARTMENT O	F GENERAL SERVICES	AGENCY RECORDS INVENTORY
form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		PAGE 21 OF 46
<ol> <li>Department/Agency</li> <li>St. Mary's County Government</li> </ol>	2. Division Department of Public Works and Transportation		3. Unit Solid Waste & Recycling
DEFINITION: RECORD SERIES: A group	of related records nor	mally filed and used as a u	nit for reference as well as retention and disposition purposes.
<ol> <li>Record Series Title:</li> <li>21. Scale Weight Tickets</li> </ol>			5. Earliest Year/Latest Year 2013to _current
Actual daily scale weight ticket generate cost of inbound/outbound material.	ed at St. Andrews' Lan	dfill Scale House used to r	eference (but not limited to) date, time, location, weight, and
. Record Series Format(s) List all		8. Record Series Sequence	9. Volume 6
Letter Size Microfilm		And a state of the	Number
Legal Size Computer Tape		Alphabetical	File Drawer(s)
		Numerical	Microfilm Reel(s)
Audio Tape Floppy Disk		V Charles Inde	Computer Tape(s)
Bound Book Video Tape		X Chronological	Other (specify)_storage boxes
bound book Video rape		Geographical	10. Annual Accumulation
Other (specify)_ 5.5 inches X 8.5 inches			_6
		Other (specify)	Number
		- Sec. 1.	File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
		10.0	Other (specify)_storage boxes
1. File is Used	1.5	A	12. File Becomes Inactive After
			13
Daily x Weekly x Monthly A	knnually		Number X Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room)	1 2 2 2		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
Scale House			X Yes No St. Mary's County shared database on the network
5. Access Restrictions (If Yes, cite Law(s) & Regulati	ion(s)	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	16. Audit Requirements
Yes X No			X None State Federal Independent
7. Is an Index System used? If yes, explain briefly a	nd describe requirements	The second second	18. Recommended Retention
Yes X No			Retain printed reference copy onsite for three years then
			destroy. Retain digital version for 7 years, then destroy.
	20. Telephone Number		
19. Name and Title of Preparer	20. Tel	ephone Number	21. Date
9. Name and Title of Preparer Nicholas Zurkan, Solid Waste & Recy		ephone Number 63-8400	21. Date 5/20/16

	19 18 10		
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	REC	RTMENT OF GENERAL SERVICES CORDS MANAGEMENT DIVISION 75 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	PAGE 22 OF 46
1. Department/Agency	2. Division		3. Unit
		Public Works and Transportation	Transportation Division – St. Mary's Transit System
DEFINITION: RECORD SERIES: A gri	oup of related n	ecords normally filed and used as a unit for refe	rence as well as retention and disposition purposes.
4. Record Series Title:			5. Earliest Year/Latest Year
22. Financial Documents			2004_to _Current
6. Record Series Description (Briefly d	escribe the type	es of information/documents/forms found in the	series. Include the purpose or function of the series.)
			hool Bus reimburse forms/invoices, STS Capital
projects & bus information, and vehic			noo bas toimbarse toimaintroices, e te capitar
7. Record Series Format(s) List all	de mannenance		0.10
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume
Letter Size D Microfilm		Alphabetical	Number
Legal Size Computer Tape		Numerical	File Drawer(s) Microfilm Reel(s)
Audio Tape Floppy Disk		Chronological	Computer Tape(s)
Bound Book 🔲 Video Tape		Geographical	Other (specify)
Other (specify)_Computer Drive		Other (specify)	10. Annual Accumulation
		그는 것 이 것 같은 것 같아요.	Number
			File Drawer(s)
		A CONTRACT OF A CONTRACT OF	Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)Shelves
11. File is Used			12. File Becomes inactive After
Daily Weekly Month	hly 🗌 Annual	ly	Number Month(s) X Year(s)
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify
Offices (older than 2 years to present), DPW&T A	rchives on second fi	loor of Transportation Building(older than 2 years),	agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Reg	ulation(s)		16. Audit Requirements
Yes No			
17. Is an Index System used? If yes, explain brief	ly and describe real	iramants	None x State Federal Independent
Yes X No	ly and describe requ	an on remains	18. Recommended Retention
			Retain onsite for 7 years, then destroy.
19. Name and Title of Preparer		20 Telephone Number/2011 962 9400	21 Data
	dellar.	20. Telephone Number(301) 863-8400 x1122	21. Date
Jacqueline Fournier, DPW&T Transpo	rtation		5/20/16
Manager			
		and the second	

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nstructions –Type or Print a separate form	DEPARTMENT OF GENERAL	AGENCY RECORDS INVENTORY	
or each new or revised record series.	SERVICES		
orward with Records Retention Schedule	RECORDS MANAGEMENT DIVISION	PAGE 23 OF 46	
DGS 550-1)	7275 Waterloo Road, P.O. Box 275	PAGE 23 OF 46	
	Jessup, Maryland 20794 410-799-1930		
. Department/Agency 2. Division		3. Unit	
t. Mary's County Government	Department of Public Works and	Airport Operations	
	Transportation		
DEFINITION: RECORD SERIES: A group of related records normally filed and used			
. Record Series Title		5. Earliest Year/Latest Year	
3. Airport Advisory Committee Files	the American Plantaneous Name I. S. and American Street	_ <u>1985</u> to _ <u>Current</u>	
		ound in the series. Include the purpose or function of the series.)	
y-laws, memoership administration, agenda	as, meeting minutes, annual reports and o	ther documents for the Airport Advisory Committee.	
Record Series Format(s) List all	8. Record Series Sequence	9. Volume	
resord dense normal(a) rist en	o, record Series Sequence	9. volume	
🛛 Letter Size 🔲 Microfilm	Alphabetical	Number	
Legal Size Computer Tape	Numerical	File Drawer(s)	
	1. NO 10 10 10 10 10 10 10 10 10 10 10 10 10	Microfilm Reel(s)	
Audio Tape Floppy Disk	Chronological	Computer Tape(s) Other (specify)shared drive	
Bound Book Video Tape	Geographical	Conter (specify)snared drive	
		10. Annual Accumulation	
Other (specify)_shared drive_	Other (specify)	<u>0.5</u> Number	
	그렇게 그 비는 것 도망한 것이.		
		File Drawer(s) Microfilm Reel(s)	
		Computer Tape(s)	
	state of the state of the	Other (specify)_shared drive	
1. File is Used		12. File Becomes Inactive After	
		<u>5</u>	
Daily Weekly Monthly	Annually	Number Month(s) X Year(s)	
3. Current Location(s) (Bldg., Floor, Room)	THE SECOND STREET	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
eonardtown Archives (files older than 1995), DPW&T Archi		Yes No	
loor of Transportation Building(1995 to older than 5 years),	Arnold Building (older than 5 years to present)		
5. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
Yes No		None State Federal Independent	
7. Is an Index System used? If yes, explain briefly and des	cribe requirements	18. Recommended Retention	
Yes No		Permanent. Retain onsite for 5 years, then transfer to County	
		Archives.	
9. Name and Title of Preparer	20. Telephone Number	21. Date	
	20. Telephone Number (301) 863-8400	21. Date 5/20/16	
19. Name and Title of Preparer John J. Groeger, Deputy Director			
lohn J. Groeger, Deputy Director			
ohn J. Groeger, Deputy Director			

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instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	PAGE 24 OF 46
1. Department/Agency	2. Division	3. Unit
St. Mary's County Government	Department of Public Works and Transportation	Airport Operations
DEFINITION: RECORD SERIES: A group of relate	ed records normally filed and used as a unit for referer	ce as well as retention and disposition purposes.
4. Record Series Title	5. Earliest Year/Latest Year	
24. Automated Weather Observation Station (AV	_1985 to _Current	
nto national weather reporting system.	e records, quarterly and annual inspections, connec	
7. Record Series Format(s) List all	B. Record Series Sequence	9. Volume
🛛 Letter Size 🔲 Microfilm	Alphabetical	Number
Legal Size Computer Tape	Numerical	File Drawer(s)
Audio Tape Floppy Disk	Chronological	Microfilm Reel(s)     Computer Tape(s)
		Other (specify)shared drive
Bound Book Video Tape	Geographical	10. Annual Accumulation
Other (specify)_shared drive_	Other (specify)	0.5 Number
		File Drawer(s)
		Microfilm Reel(s)
	요즘 아이는 것 같아요. 영화	Computer Tape(s) Other (specify)_shared drive
11. File is Used		12. File Becomes Inactive After
Daily 🗌 Weekly 🛛 Monthly 🖾 An	Number Month(s) Xear(s)	
13. Current Location(s) (Bidg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify	
Leonardtown Archives (files older than 1995), DPW&T Archives o floor of Transportation Building(1995 to older than 5 years), Arnol	agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements	
		None State Federal Independent
	18. Recommended Retention	
		Retain for 5 years, then destroy.
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes		Retain for 5 years, then desiroy.
<ul> <li>17. Is an Index System used? If yes, explain briefly and describe</li> <li>Yes X No</li> <li>19. Name and Title of Preparer</li> </ul>	20. Telephone Number	21. Date

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		NAGEMENT	DIVISION Box 275	AGENCY RECORDS INVENTORY PAGE 25 OF 46	
1. Department/Agency St. Mary's County Government	2. Division Department of Public V	Works and "	Fransportation	3. Unit Airport Operations	
<ol> <li>Record Series Title</li> <li>Economic Impact Studies</li> <li>Record Series Description (Briefly describe)</li> </ol>	y describe the types of information/documents/fo			series. Include the purpose or function of the series.)	
Business and employment data and studies, 7. Record Series Format(s) List all		Record Series		9. Volume	
				4	
Letter Size Microfilm	1	Alphabetical		Number	
Legal Size Computer Tape	C	Numerical		File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)shared drive	
Audio Tape Floppy Disk	D	Chronologica	£		
Bound Book Video Tape	C	Geographica			
Other (specify)_shared drive_, electronic	C	Other (specif	y)	10. Annual Accumulation 0.5 Number	
				File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)_shared drive_	
11. File is Used			12. File Becomes Inc	active After	
🗌 Daily 🗌 Weekly 🗌 Monthly 🛛	Annually				
13. Current Location(s) (Bidg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&T Archi floor of Transportation Building(1995 to older than 5 years),		s to present)			
<ul> <li>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s) <ul> <li>Yes</li> <li>No</li> </ul> </li> <li>17. Is an Index System used? If yes, explain briefly and describe requirements <ul> <li>Yes</li> <li>No</li> </ul> </li> </ul>			16. Audit Requirements		
				nded Retention anned to Maryland State Archives Standards. Retain digital version onsite for 5 years, then transfer to County	
19. Name and Title of Preparer	20. Telephone	e Number	21. Date		
		00	5/20/16		

Instructions –Type or Print a separate	DEPARTMENT OF	GENERAL SERVICES	AGENCY RECORDS INVENTORY	
form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo F Jessup, Ma	AGEMENT DIVISION Road, P.O. Box 275 aryland 20794 799-1930	PAGE 26 OF 46	
1. Department/Agency St. Mary's County Government	2. Division Department of Public W	Vorks and Transportation	3. Unit Airport Operations	
DEFINITION: DECORD SERIES: A around	finiated records permally	Flad and used as a unit for	reference as well as retratics and disperition supercon-	
4. Record Series Title	related records normally i	nied and used as a drift for	reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year	
26. FAA Airport Capital Improvement Pro	aram (ACIP) Grant Files		_1985to_Current	
		Ideas and the second former days	the series. Include the purpose or function of the series.)	
Annual ACIP summary from the FAA, Mas agreements, reimbursement/close-out file		ords for federal System for	r Awards Management (SAM), grant applications, grant	
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume	
			_4	
Letter Size Microfilm	to design preserve	Alphabetical	Number	
Legal Size Computer Tape		Numerical	File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)shared drive	
		A. 6. 199		
Audio Tape Floppy Disk	A 10 10 10 10	Geographical		
Bound Book Video Tape	State State			
			10. Annual Accumulation	
Other (specify)_shared drive_		Other (specify) _by		
	34 6 T	grant_	Number	
	1 - 5 - 5 - 6		File Drawer(s)	
	The second		Microfilm Reel(s)	
			Computer Tape(s)	
	1.09.10.29		Other (specify)	
11. File is Used			12. File Becomes Inactive After	
			<u>5</u>	
Daily Weekly Monthly	Annually		Number 🔲 Month(s) 🖾 Year(s)	
13. Current Location(s) (Bidg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&T A	rchives on second		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office	
floor of Transportation Building(1995 to older than 5 year	rs), Arnold Building (older than 5 year	ars to present)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation	(s)	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	16. Audit Requirements	
Yes No			🗌 None 📄 State 🔯 Federal 📄 Independent	
17. Is an Index System used? If yes, explain briefly and	describe requirements		18. Recommended Retention	
Yes No				
Files are indexed by grant numbers assigned by EAA	a 3.24.0022.YYY VVVV		Retain for 7 years after grant period, then destroy.	
Files are indexed by grant numbers assigned by FAA. i.	8. 3*24-0022*AAA+1111			
IO Normal The LO				
19. Name and Title of Preparer John J. Groeger, Deputy Director	20. Teleph (301) 863-	none Number	21. Date 5/20/16	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MAN 7275 Waterloo F Jessup, M	GENERAL SERVICES AGEMENT DIVISION Road, P.O. Box 275 aryland 20794 <sup>799-1930</sup>	PAGE 27 OF 46	
1. Department/Agency St. Mary's County Government	2. Division Department of Public V	Norks and Transportation	3. Unit Airport Operations	
4. Record Series Title 27. FAA National Based Aircraft Inventory	/ be the types of information	n/documents/forms found in	reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year1985toCurrent the series. Include the purpose or function of the series.) County and FBO to track changes	
7. Record Series Format(s) List all  Letter Size   Microfilm  Legal Size   Computer Tape Audio Tape   Floppy Disk Bound Book   Video Tape Other (specify)_shared drive and FAA website_		8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify)	9. Volume4 Number  All File Drawer(s) Ble Drawer(s) Computer Tape(s) Computer Tape(s) Other (specify)shared drive  10. Annual Accumulation0.5 Number  File Drawer(s) Blic Drawer(s) Computer Tape(s) Computer Ta	
11. File is Used			12. File Becomes Inactive After 5 Number	
13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&T A floor of Transportation Building(1995 to older than 5 year		ears to present)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
15: Access Restrictions (if Yes, cite Law(s) & Regulation(s) ☐ Yes			16. Audit Requirements	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material	
19. Name and Title of Preparer John J. Groeger, Deputy Director		phone Number i3-8400	21. Date 5/20/16	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENE RECORDS MANAGEM 7275 Waterloo Road, Jessup, Marylan 410-799-1930	ENT DIVISION P.O. Box 275 d 20794	AGENCY RECORDS INVENTORY PAGE 28 OF 46 3. Unit Airport Operations		
1. Department/Agency St. Mary's County Government	2. Division Department of Public Works a	nd Transportation			
DEFINITION RECORD SERIES A group of	related records normally filed and	used as a unit for refe	erence as well as retention and disposition purposes.		
4. Record Series Title	dialed reading normany mee and	0300 03 0 0111 101 101	5. Earliest Year/Latest Year		
28. Maryland Aviation Administration (MAA	) Grant Files		_1985to_Current		
MAA grant applications, agreements, reimbo			series. Include the purpose or function of the series.)		
Record Series Format(s) List all	8. Record	Series Sequence	9. Volume		
Letter Size Microfilm		etical	4 Number		
Legal Size     Computer Tape     Audio Tape     Floppy Disk     Bound Book     Video Tape	amputer Tape   Numerical  Noppy Disk  Chronologica		Number  File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)shared drive		
Other (specify)_shared drive_	Geogra	specify) _by grant	10. Annual Accumulation 0.5 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Computer Tape(s) Other (specify)_shared drive		
and a state of the second s		12. File Becomes In	active After		
11. File is Used			5 Number ☐ Month(s) ⊠ Year(s)		
	Annually	<u>5</u> Number	Month(s) Xear(s)		
Daily Weekly Monthly      Annothing      Annothing      Annothing      Bidg., Floor, Room)      Leonardtown Archives (files older than 1995), DPW&T Arch      Roor of Transportation Building(1995 to older than 5 years).	ives on second	14. Is Record Series	Month(s) Year(s) s Duplicated Elsewhere? (If yes, specify agency or office.) No		
🗋 Dally 📄 Weekty 🖾 Monthly	ives on second Arnold Building (older than 5 years to	14. Is Record Serier	s Duplicated Elsewhere? (If yes, specify agency or office.) I No		
Daily Weekly Monthly      According (Bidg., Floor, Room)      Leonardtown Archives (files older than 1995), DPW&T Arch      floor of Transportation Building(1995 to older than 5 years),      present)      Access Restrictions (If Yes, cite Law(s) & Regulation(s)	ives on second Arnold Building (older than 5 years to	14. Is Record Series	s Duplicated Elsewhere? (If yes, specify agency or office.) No ents state Federal Independent		
Daily	ives on second Arnold Building (older than 5 years to scribe requirements MAA-GR-FY-XXX	14. Is Record Series	s Duplicated Elsewhere? (If yes, specify agency or office.) No Internation No		
□ Daily       □ Weekly       ☑ Monthly         13. Current Location(s)       (Bidg., Floor, Room)         Leonardtown Archives (files older than 1995), DPW&T Arch         Boor of Transportation Building(1995 to older than 5 years), present)         15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)         □ Yes       ☑ No         17. Is an Index System used? If yes, explain briefly and de         ☑ Yes       ☑ No	ives on second Arnold Building (older than 5 years to	14. Is Record Series	s Duplicated Elsewhere? (If yes, specify agency or office.) No Interns Istate  Federal  Independent Inded Retention		

nstructions Type or Print a separate	DEPARTMENT OF GENER	ERVICES AGENCY RECORDS INVENTORY
orm for each new or revised record	RECORDS MANAGEME	
eries. Forward with Records Retention	7275 Waterloo Road, P.	
chedule (DGS 550-1)	Jessup, Maryland	DACE 22 OF 12
	410-799-1930	
. Department/Agency	2. Division	3. Unit
St. Mary's County Government	Department of Public Works a	ransportation Airport Operations
EFINITION: RECORD SERIES: A group	of related records normally filed a	ed as a unit for reference as well as retention and disposition purposes.
Record Series Title		5. Earliest Year/Latest Year
9. MOU NAS Pax River - Restricted Air	space	_1985 to _Current
		forms found in the series. Include the purpose or function of the series.)
Memorandum of Understanding (MOU), e	exhibits and correspondence betw	County and Naval Air Station Patuxent River governing restricted airspace
Record Series Format(s) List all		Series 9. Volume
🛛 Letter Size 🔲 Microfilm	Seq	 Number
		etical
🛛 Legal Size 🔲 Computer Tape	. 전에 영양 전 영향	File Drawer(s)
Audio Tape Floppy Disk		Computer Tape(s)  Other (specify)shared drive
Bound Book 🔲 Video Tape		aphical 10. Annual Accumulation
Other (specify)_shared drive_, electronic	A	
		specify) Number
		File Drawer(s)
		Microfilm Reel(s)
		Computer Tape(s)
		Other (specify)_shared drive
1. File is Used		12. File Becomes Inactive After
Daily Weekly Monthly	Annually	Number Month(s) Year(s)
	A Hundary	Hounday 🖂 Homitay
3. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.
eonardtown Archives (files older than 1995), DPW&T A loor of Transportation Building(1995 to older than 5 yea		🗋 Yes 🖾 No
5. Access Restrictions (If Yes, cite Law(s) & Regulation	5(s)	16. Audit Requirements
		🖾 None 🔲 State 🔲 Federal 🔲 Independent
7. Is an Index System used? If yes, explain briefly and	describe requirements	18. Recommended Retention
Yes No		Correspondence maintained for 7 years, then destroyed.
		MOU and exhibits are permanent and scanned to Maryland
		State Archives standards. Retain both hard copy and digita
		version on site for 5 years, then transfer to County Archives
	100-12-12-12	
0 Name and Title of Departure	20 Telephone	hor 21 Date
9. Name and Title of Preparer ohn J. Groeger, Deputy Director	20. Telephone (301) 863-8400	ber 21. Date 4/25/16

instructions – Type or Print a separate	DEPARTMENT O		ERVICES	AGENCY RECORDS INVENTORY	
orm for each new or revised record eries. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MAN 7275 Waterloo Jessup, N	NAGEMENT D	IVISION ox 275	PAGE 30 OF 46	
<ol> <li>Department/Agency</li> <li>Mary's County Government</li> </ol>	2. Division Department of Public Wo	orks and Trans	sportation	3. Unit Airport Operations	
DEFINITION: RECORD SERIES: A grou	o of related records normally	filed and used	d as a unit for re	ference as well as retention and disposition purposes.	
. Record Series Title				5. Earliest Year/Latest Year	
0. Navigational Aids and Airspace				_ <u>1985</u> to _ <u>Current</u>	
ederal Aviation Regulation Part 77 sur	faces, approved Visual Flig	ht Rule (VFR)	and Instrument	e series. Include the purpose or function of the series.) t Flight Rule (IFR) approaches, approved Global beacon, Precision Approach Path Indicator (PAPI) ligh	
Record Series Format(s) List all		8. Record Series	s Sequence	9. Volume	
Letter Size Microfilm		Alphabetical		Number	
Legal Size Computer Tape	분장 않았습	Numerical		File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)	
Audio Tape 🔄 Floppy Disk		Chronologic	al		
Bound Book 🔲 Video Tape	1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.	Geographica	al.	Other (specify)shared drive	
Other (specify)_shared drive_		Other (speci		10. Annual Accumulation 0.5 Number	
				<ul> <li>File Drawer(s)</li> <li>Microfilm Reel(s)</li> <li>Computer Tape(s)</li> <li>Other (specify)_shared drive_</li> </ul>	
1. File is Used	1 920 8 10	1251 11	12. File Becomes Inactive After 5 Number		
🗆 Daily 🗌 Weekly 🛛 Monthly	Annually				
3. Current Location(s) (Bldg., Floor, Room) eonardtown Archives (files older than 1995), DPW& oor of Transportation Building(1995 to older than 5 y		ears to present)	14. is Record Ser	ies Duplicated Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes XINo			rended Retention rears, then destroy.		
9. Name and Title of Preparer	00 Talash	20. Telephone Number		21. Date	

DGS 550-4 (Rev. 1/93)

Instructions -Type or Print a separate	DEPARTMENT OF	GENERAL SERVICES	AGENCY RECORDS INVENTORY	
form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R Jessup, Ma	GEMENT DIVISION Road, P.O. Box 275 aryland 20794 199-1930	PAGE 31 OF 46	
I. Department/Agency St. Mary's County Government	2. Division Department of Public W	orks and Transportation	3. Unit Airport Operations	
DEFINITION: RECORD SERIES: A grou	p of related records norma	ally filed and used as a unit f	or reference as well as retention and disposition purposes.	
Record Series Title		ing mod and abou ab a ann	5. Earliest Year/Latest Year	
1. Obstruction Evaluation Program			_ <u>1985</u> to _ <u>Current</u>	
	velopment review summa		in the series. Include the purpose or function of the series onitor airport environs and approaches for potential heig	
Record Series Format(s) List all	A STATE OF STATE	8. Record Series Sequence	9. Volume	
🛛 Letter Size 🔲 Microfilm		Alphabetical	4 Number	
Legal Size 🔲 Computer Tape		Chronological	File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)	
Audio Tape 🔲 Floppy Disk				
Bound Book 🔲 Video Tape		Geographical	Other (specify)shared drive	
Other (specify)_shared drive_		Other (specify)	10. Annual Accumulation 0.5 Number	
			File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)_shared drive	
1. File is Used			12. File Becomes Inactive After	
🗋 Daily 🗌 Weekly 🔯 Monthly	Annually		5 Number ☐ Month(s) ⊠ Year(s)	
<ol> <li>Current Location(s) (Bldg., Floor, Room)</li> <li>conardtown Archives (files older than 1995), DPW&amp;</li> <li>loor of Transportation Building(1995 to older than 5 (</li> </ol>		5 years to present)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)         ☐ Yes       ⊠ No         17. Is an Index System used? If yes, explain briefly and describe requirements         ☐ Yes       ⊠ No			16. Audit Requirements	
			18. Recommended Retention Retain for 5 years, then destroy	
19. Name and Title of Preparer	20. Tel	lephone Number	21. Date	
ter repare and research reparer	20. Telephone Number (301) 863-8400			

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Instructions –Type or Print a separate		SENERAL SERVICES	AGENCY RECORDS INVENTORY		
form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo Ro Jessup, Mar	GEMENT DIVISION oad, P.O. Box 275 ryland 20794 IP-1930	Page 32 of 46		
1. Department/Agency St. Mary's County Government	2. Division Department of Public Wo	orks and Transportation	3. Unit Airport Operations		
DEFINITION: RECORD SERIES: A grou	p of related records normall	y filed and used as a unit fi	or reference as well as retention and disposition purposes.		
4. Record Series Title			5. Earliest Year/Latest Year		
32. Operating Agreements and Leases			_1985 to _Current		
			in the series. Include the purpose or function of the series.) es provided to the public and other uses of airport property		
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume		
🖾 Letter Size 🔲 Microfilm		Alphabetical	Number		
Legal Size Computer Tape		Numerical	File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)shared drive		
Audio Tape Floppy Disk		Chronological			
Bound Book Video Tape		Geographical			
Other (specify)_shared drive, electronic		Other (specify) _by lease_	10. Annual Accumulation 0.5 Number		
11. File is Used			12. File Becomes Inactive After 5 Number		
Daily Weekly Monthly	Annually				
13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW8 floor of Transportation Building(1995 to older than 5		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regula	ition(s)	16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly ⊠ Yes □ No	and describe requirements		18. Recommended Retention Retain for 5 years, then destroy.		
Files are indexed by lease numbers assigned.	and the second	and the second states			
19. Name and Title of Preparer John J. Groeger, Deputy Director	20. Telep (301) 863	hone Number	21. Date 5/20/16		

DGS 550-4 (Rev. 1/93)

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Instructions -Type or Print a separate form for	DEPARTMENT (	OF GENER	AL SERVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MA				
with Records Retention Schedule (DGS 550-	7275 Waterlo	o Road, P.	O. Box 275	1 2 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
1)	Jessup, Maryland 2		0794	Page 33 of 46	
		410-799-1930			
1. Department/Agency	2. Division		1.1.1	3. Unit	
St. Mary's County Government	Department of Publ	ic Works ar	d Transportation	Airport Operations	
	1. 2. 1.				
	ted records normally fil	led and use	d as a unit for refer	ence as well as retention and disposition purposes.	
4. Record Series Title				5. Earliest Year/Latest Year	
33. Operating Licenses				_ <u>1985</u> to _ <u>Current</u>	
5. Record Series Description (Briefly describe the	types of information/d	locuments/f	orms found in the s	eries. Include the purpose or function of the series.)	
A. MAA Operating Licenses and supporting Ain					
				and Universal Communications (UNICOM) ground	
air frequency				and a manual control of the only ground	
C. Risk insurance documentation					
Record Series Format(s) List all	8.	Record Series	Sequence	9. Volume	
🛛 Letter Size 🔲 Microfilm		] Alphabetical		4 Number	
Legal Size Computer Tape		] Numerical		File Drawer(s) Microfilm Reel(s)	
Audio Tape Floppy Disk	E	Chronologica	1	Computer Tape(s)	
Bound Book Video Tape		] Geographica		Other (specify)shared drive	
				10. Annual Accumulation	
Other (specify)_shared drive_		7 Oner (speci	y) _by license_	0.5 Number	
	6 C - 1				
	1 1 1 1 1 1			File Drawer(s) Microfilm Reel(s)	
	N. TON ST.			Computer Tape(s)	
				Other (specify)_shared drive	
11. File is Used			12. File Becomes Inac	tive After	
Daily Weekly Monthly A	nnually	1.1	Number Month(s) X Year(s)		
	in course	1022	comport Clanning Manager (a)		
		1.00			
13. Current Location(s) (Bldg., Floor, Room)	1.141.14			uplicated Elsewhere? (If yes, specify agency or office.)	
Leonardtown Archives (files older than 1995), DPW&T Archives floor of Transportation Building(1995 to older than 5 years), Arro		rs to	Yes 🛛 No		
present) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
TYes No					
		- 1	None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describ	e requirements	-	40 Dece	Ind Detection	
Yes No	- I - dan minerina	1.00	18. Recommend		
They are boldered by Barrer weeks and a second		1.1.1		ed to Maryland State Archives standards and retain	
Files are indexed by license numbers assigned.		12.0		ed copy until license has expired, then destroy.	
				laryland State Archives standards, then retain until ed, then destroy.	
			license has expired, then destroy.		
19. Name and Title of Preparer	20. Telephone	e Number	21. Date	21. Date 5/20/16	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS 7275 Wa	INT OF GENERAL S MANAGEMENT I aterioo Road, P.O. I isup, Maryland 207 410-799-1930	DIVISION Box 275	Page 34 of 46	
<ol> <li>Department/Agency</li> <li>St. Mary's County Government</li> </ol>	2. Division Department of Pu	blic Works and Tra	ansportation	3. Unit Airport Operations	
DEFINITION: RECORD SERIES: A group of	of related records no	rmally filed and use	ed as a unit for re	ference as well as retention and disposition purposes.	
<ol> <li>Record Series Title</li> <li>Property Management Files</li> </ol>				5. Earliest Year/Latest Year _ <u>1985</u> to_ <u>Current</u>	
6. Record Series Description (Briefly descri FAA Airport Property Map, deeds, plats, a			forms found in th	e series. Include the purpose or function of the series.)	
7. Record Series Format(s) List all		8. Record Series	s Seguence	9. Volume	
🛛 Letter Size 🔲 Microfilm		Alphabetical		 Number	
🖾 Legal Size 🔲 Computer Tape		Numerical		File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)	
Audio Tape Floppy Disk		Chronologica	al		
Bound Book Video Tape		Geographica	1	Other (specify)shared drive	
Other (specify)_shared drive, electronic_		Other (speci		10. Annual Accumulation0.5	
				Number  File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)_shared drive_	
11. File is Used			12. File Becomes I	nactive After	
Daily Weekly 🛛 Monthly	🛛 Annualiy		5		
13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&T A floor of Transportation Building(1995 to older than 5 yea		han 5 years to			
present) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes INO			16. Audit Requirements		
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention Permanent. Scanned to Maryland State Archives standards. Retain paper for 5 years, then transfer to County Archives. Retain images paper is transferred to County Archives, then destroy.			
19. Name and Title of Preparer	20. Telephone Number (301) 863-8400		21. Date 5/20/16		
John J. Groeger, Deputy Director	(301) 8	563-5400	5/20/16		

Instructions –Type or Print a separate	DEPARTME	ENT OF GEN		/ICES	AGENCY RECORDS INVENTORY		
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		ION	Page 35 of 46			
1. Department/Agency St. Mary's County Government	2. Division Department of Public Works and Transportation			portation	3. Unit Building Services Division		
DEFINITION: RECORD SERIES: A group of 4. Record Series Title 35. Accounting – building services	of related records	normally file	ed and used a	r reference as well as retention and disposition purposes. st Year/Latest Year 007 to <u>Current</u>			
6. Record Series Description (Briefly description) Invoicing	be the types of in	formation/de	ocuments/for	ms found in	the series. Include the purpose or function of the series.)		
7. Record Series Format(s) List all	1.1.1.1	8. Record Se	ries Sequence	9. Volume			
Letter Size Microfilm	1.1.1.1	Alphabeli	cal	8 Number			
🖾 Legal Size 🔲 Computer Tape	1.2	Numerica 🛛	Chronological		wer(s) 2 stacking 4 drawer cabinets m Reel(s)		
Audio Tape Floppy Disk	1. and 1. and	Chronolog			omputer Tape(s) ther (specify) Excel Spreadsheet		
Bound Book Video Tape		Geograph					
Other (specify) Electronically stored Excel Spreads			Cther (specify)		10. Annual Accumutation4 Number Second File Drawer(s) one 4 drawer file cabinet Second Microfilm Reel(s) Computer Tape(s) Other (specify)		
11. File is Used	Annually		12. File Becomes Inactive After 1 Number  Month(s)				
19 Current Landing (a) (Bide Elear Base)							
13. Current Location(s) (Bidg., Floor, Room) Coordinator's Office, Wicomico Building  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ⊠ No		1.03	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  Yes □ No Department of Finance				
		16. Audit Requirements		Federal Independent			
17. Is an Index System used? If yes, explain briefly and ☐ Yes	describe requirements		Scanned t		Retention I State Archives standards. Retain current fiscal year onsite. laintain digital version for 7 years, then destroy.		
19. Name and Title of Preparer Joann Copsey, Coordinator		20. Telepho (301) 475	ne Number -4200 X 115		21. Date 5/20/16		

nstructions –Type or Print a separate orm for each new or revised record eries. Forward with Records Retention ichedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			Page 36 of 46		
1. Department/Agency St. Mary's County Government	2. Division Department of Public We	orks and Trans	sportation	3. Unit Building Services Division		
<ol> <li>Record Series Title</li> <li>Contract Files – building services</li> </ol>		filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year				
<ol> <li>Record Series Description (Briefly descri Contract awards for HVAC, Electrical, Plu</li> </ol>			ms found in	the series. Include the purpose or function of the series.)		
Record Series Format(s) List all       8. Record Series Format(s) List all         Letter Size       Microfilm         Legal Size       Computer Tape         Audio Tape       Floppy Disk         Bound Book       Video Tape         Other (specify)       Other (specify)		ical ⊠ File Drawer(s) 1 4 drawer cabinet-3 drawers used				
13. Current Location(s) (Bidg., Floor, Room) Main Office, Wicomico Building		14, Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  Ves No Procurement				
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) ☐ Yes			16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe requirements Yes Xo		Scan to M	18. Recommended Retention Scan to Maryland State Archives standards, then retain paper for 3 year destroy. Maintain digital version for 7 years, then destroy.			
19. Name and Title of Preparer Joann Copsey, Coordinator		Dhone Number 75-4200	21. Date 5/20/16			

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORD 7275 W	MENT OF GENERAL SERVICES RDS MANAGEMENT DIVISION Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		Page 37 of 46			
1. Department/Agency St. Mary's County Government	2. Division Department of	Public Work	s and Transportation	3. Unit Building Services Division			
4. Record Series Title 37. General Files – Building Services		s of informat	brds normally filed and used as a unit for reference as well as retention and disposition purposes.     5. Earliest Year/Latest Year    2003 toCurrent     of information/documents/forms found in the series. Include the purpose or function of the series.)     t County facilities.				
☑ Daily       Weekly       Monthly       Number         Annually       13. Current Location(s)       (Bldg., Floor, Room)       14. Is F         13. Current Location(s)       (Bldg., Floor, Room)       14. Is F         Wicomico Building main office       16. Au         15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)       16. Au         Yes       No         17. Is an Index System used? If yes, explain briefly and describe requirements       18. F         Yes       No		cal d gical	9. Volume  2   Number   Selie Drawer(s) 7 drawers   Microflim Reel(s)   Computer Tape(s)   Other (specify)				
		12. File Becc 5 Number					
		Retain on					
19. Name and Title of Preparer     20. Telephone Number       Joann Copsey, Coordinator     (301) 475-4200			21. Date 5/20/16				

nstructions –Type or Print a separate	DEPARTMENT OF GENER	AL SERVICES	AGENCY RECORDS INVENTORY	
orm for each new or revised record	RECORDS MANAGEMEI	NT DIVISION		
eries. Forward with Records Retention	7275 Waterloo Road, P.	.O. Box 275		
Schedule (DGS 550-1)	Jessup, Maryland	20794	Page 38 of 46	
	410-799-1930			
1. Department/Agency	2. Division		3. Unit	
St. Mary's County Government	Department of Public Works and Tran	sportation	Building Services Division	
DEFINITION: RECORD SERIES: A group of	f related records normally filed and used	as a unit for reference as w	ell as retention and disposition purposes.	
4. Record Series Title			5. Earliest Year/Latest Year	
38. Employee Personnel Files			1985 to Current	
6. Record Series Description (Briefly descri	be the types of information/documents/fo	rms found in the series. Inc	lude the purpose or function of the series.)	
Employee personnel information including	application, evaluations, PO2's, medic	al information, certificates a	and licenses, education and training informatio	
counseling forms and general corresponde	ences.			
a. Leave slips				
7. Record Series Format(s) List all		8. Record Series Sequence	9. Volume	
Letter Size D Microfilm		Alphabetical	Number	
Legal Size Computer Tape		Numerical	File Drawer(s)  Microfilm Reel(s)	
Audio Tape Floppy Disk		Chronological	Computer Tape(s)	
Bound Book Video Tape		Geographical	Other (specify)	
			10. Annual Accumulation	
Other (specify)		Other (specify)	1 Number	
			1 SUTTING	
		A CONTRACTOR OF THE OWNER OF	File Drawer(s) 2 drawers  Microfilm Reel(s)	
			Computer Tape(s)	
			Other (specify)	
11. File is Used		12. File Becomes Inactive Afte	r.	
Daily Weekly Monthly	Annually	Number Mc	inth(s) Year(s)	
		1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.		
0			the second s	
13. Current Location(s) (Bldg., Floor, Room) Wicomico Building Main Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  Xes □ No		
		Human Resources in the Poto	mac Building	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(	(s)	16. Audit Requirements		
Yes No Contains personal, proprietary, confidential information. I	Must be kept locked up, only to be viewed by the	None State Federal Independent		
employee themselves (their information only), their super		1		
17. Is an index System used? If yes, explain briefly and describe requirements		18. Recommended Retention		
🗌 Yes 🛛 No		Retain onsite until employee leaves. At departure employee may to		
		records or records destroyed.		
		a. Leave slips r	naintained for 7 years, then destroyed.	
		20. Telephone Number	21. Date	
19. Name and Title of Preparer			the second se	
19. Name and Title of Preparer Joann Copsey, Coordinator		(301) 475-4200	5/20/16	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORD 7275 Wa	S MANAGEN		AGENCY RECORDS INVENTORY Page 39 of 46			
1. Department/Agency St. Mary's County Government	2. Division Department of F	ublic Works	and Transportation	3. Unit Building Services Division			
DEFINITION: RECORD SERIES: A	group of related re	ecords norm	ally filed and used as a	unit for reference as well as retention and disposition purposes.			
4. Record Series Title 39. Vendor Files			5. Earliest Year/Late 2004				
<ol> <li>Record Series Description (Briefly New Vendor Forms, Requisitions, F</li> </ol>				ound in the series. Include the purpose or function of the series.)			
7. Record Series Format(s) List all	8. Record Se	ries Sequence	9. Volume				
Letter Size Microfilm	X Alphabet	ical	2 Number				
Legal Size Computer Tape	Numerica		File Drawer(s)     Microfilm Reel(s)     Computer Tape(s)     Other (specify)				
Audio Tape Floppy Disk	Chronolo						
Bound Book Video Tape	Geograp	hical	10. Annual Accumulation				
Other (specify) Other (specify) Other (specify)		eony)	2Number				
11. File is Used		12. File Bec	omes Inactive After				
		Number	1.16 4	₫ Year(s)			
Wicomico Building, Coordinator's office.     Origina       15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)     16. Au       Yes     No		X Yes	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ⊠ Yes □ No Original invoices are sent to Finance, Chesapeake Building.				
			16. Audit Requirements				
requirements Retain		Retain ha	tecommended Retention n hard copy onsite for current Fiscal year and one subsequent year, then destroy. Maintair digital version for 7 years, then destroy.				
19. Name and Title of Preparer 20. Telephone Number Joann Copsey, Coordinator (301) 475-4200 X 1152		21. Date 5/20/16					

nstructions –Type or Print a separate form or 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 40 of 46		
1. Department/Agency St. Mary's County Government	2. Division Department of Public Works and Transportation			3. Unit Building Services Division		
DEFINITION: RECORD SERIES: A group of r R. Record Series Title R. Elevator Maintenance – building service		y filed and us	sed as a unit for ref 5. Earliest Year/I 2009_to_			
<ol> <li>Record Series Description (Briefly describe Monthly &amp; Yearly elevator maintenance insp</li> </ol>				series. Include the purpose or function of the series.) per contract		
7. Record Series Format(s) List all	8. Record Se	ries Sequence	9. Volume			
Letter Size 🔲 Microfilm	Alphabeti	cal	 Number			
🛛 Legal Size 🔲 Computer Tape	🗌 Numerica		File Drawer(s)			
Audio Tape Floppy Disk	Chronological		Microfilm Reel(s)  Computer Tape(s)			
물건이 많은 것이 같아요. 그는	1		Cther (specify			
Bound Book Video Tape	Geograph	10. Annual Accumulation				
Other (specify)	C Other (sp	BCBY)	Number  File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)			
11. File is Used		12. File Becomes Inactive After				
🗋 Daily 🗌 Weekly 🖾 Monthly [	Annually	5 Number	Month(s)	⊠ Year(s)		
13. Current Location(s) (Bidg., Floor, Room) Senior Lead Mechanic's Office, Wicomico Building			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)     ☐ Yes			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			Separation of manage       16. Audit Requirements       None     State       Federal     Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements Yes Do Date Separated into elevators per building		18. Recommended Retention Retain onsite 5 years, then d				
	20. Telephone Number (301) 475-4200		21. Date 5/20/16			

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Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS M 7275 Waterie	DF GENERAL SERVICES NAGEMENT DIVISION to Road, P.O. Box 275 Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY Page 41 of 46	
1. Department/Agency St. Mary's County Government	2. Division Department of Public	ic Works an	d Transportation	3. Unit Building Services Division	
DEFINITION: RECORD SERIES: A group of r	elated records normally	filed and use	d as a unit for referen	ce as well as retention and disposition purposes.	
4. Record Series Title 41. Custodial Services File			5. Earliest Year/La 2009 to Cu	test Year	
<ol> <li>Record Series Description (Briefly describe Custodial Inspections, contracts, Backgr</li> </ol>			orms found in the seri	es. Include the purpose or function of the series.	
7. Record Series Format(s) List all	8. Record S	eries Sequence	9. Volume		
🛛 Letter Size 🔲 Microfilm	Alphabe	tical	1 Number		
🛛 Legal Size 🔲 Computer Tape	Numeric	al	S File Drawer(s)		
Audio Tape Floppy Disk	Chronol	ogical	Microfilm Reel(s)		
Bound Book Video Tape Geogra		phical	Other (specify		
Other (specify)	Other (s		10. Annual Accumulation	n	
		File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)			
11. File is Used	The store of the	12. File Becc	omes inactive After		
Daily Weekly Monthly	Annually	5 Number		Year(s)	
Senior Lead Mechanic's Office, Wicomico Building		Yes No HTE work orders			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
17. Is an Index System used? If yes, explain briefly and des ☐ Yes	cribe requirements		mmended Retention site for 5 years, then	destroy.	
19. Name and Title of Preparer 20. Telepho Randy Miedzinski, Manager (301) 475 X 1155					

Instructions – Type or Print a separate form for each new or revised record series. Forward			AL SERVICES	AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550- 1)	7275 Wate	MANAGEMEN rloo Road, P. ip, Maryland 2 410-799-1930	O. Box 275	Page 42 of 46		
1. Department/Agency	2. Division	1.1.1.5	1000	3. Unit		
St. Mary's County Government	Department of Publ	ic Works and	Transportation	Building Services Division		
DEFINITION: RECORD SERIES: A group of rela	ted records normally fil	ed and used	as a unit for reference	ce as well as retention and disposition purposes.		
4. Record Series Title			5. Earliest Year/Li			
42. Generator Maintenance - building services			2009 to 0	Current		
<ol> <li>Record Series Description (Briefly describe the Quarterly and Yearly preventive maintenance a</li> </ol>			ms found in the serie	es. Include the purpose or function of the series.)		
7. Record Series Format(s) List all	8. Record S	eries Sequence	9. Volume			
🛛 Letter Size 🔲 Microfilm	Alphabe	tical	1 Number			
🛛 Legal Size 🔲 Computer Tape	Numeric	al	File Drawer(s)			
Audio Tape Floppy Disk	Audio Tape 🔲 Floppy Disk		Microfilm Reel(s)     Computer Tape(s)     Other (specify			
Bound Book Video Tape	Geograp	phical				
C Other (specify)		pecify)	10. Annual Accumulation 1 Number Verify File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)			
11. File is Used			mes Inactive After			
🗋 Daily 🗌 Weekly 📄 Monthly 🖾 A	nnually and quarterly	5 Number	Month(s)	Year(s)		
13. Current Location(s) (Bidg., Floor, Room) Senior Lead Mechanic's Office, Wicomico Building      15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)         □ Yes       ⊠ No         Department of Finance			
			16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention Retain on site until the equipment is no longer maintained by the County, then			
	destroy.					
19. Name and Title of Preparer	20. Teleph	one Number	21. Date			
Randy Miedzinski, Manager (301) 475 X 1155		5-4200	5/20/16			

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Instructions -Type or Print a separate form	DEPARTMENT O	F GENERAL	SERVICES	AGENCY RECORDS INVENTORY	
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MA 7275 Waterloo Jessup,	NAGEMENT	DIVISION Box 275	VISION x 275	
<ol> <li>Department/Agency</li> <li>St. Mary's County Government</li> </ol>	2. Division Department of Public Works and Transportation			3. Unit Building Services Division	
DEFINITION: RECORD SERIES: A group of re 4. Record Series Title 43. Safety Checks Documents – building serv	filed and used	5. Earliest Ye	erence as well as retention and disposition purposes. ar/Latest Year		
<ol> <li>Record Series Description (Briefly describe t Checks &amp; Inspections of AED Equipment at v</li> </ol>			l prms found in the	e series. Include the purpose or function of the series.)	
Record Series Format(s) List all	8. Record Se	eries Sequence	9. Volume		
Letter Size 🔲 Microfilm	Alphabet	ical	Number		
Legal Size Computer Tape Audio Tape Floppy Disk	비행을 알려 있는 것 이 같아요.		File Drawer(s)	(s)	
	Geograp	Other (specify			
		becify)	10. Annual Accum	(s) e(s)	
11. File is Used		12 Ella Baca	mes Inactive After		
	Annually and quarterly	5 Number	Monthi	(s) ⊠ Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Senior Lead Mechanic's Office, Wicomico Building	14. is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	HTE work orders  16. Audit Requirements  None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and desc ☐ Yes		18. Recommended Retention Retain on site for 2 years, then destroy.			
19. Name and Title of Preparer Randy Miedzinski, Manager	20. Telephone Num (301) 475-4200		21. Date 5/20/16		

Instructions – Type or Print a separate form for	DEPARTMENT			AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550- )	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			Page 44 of 46		
I. Department/Agency St. Mary's County Government	2. Division Department of Public Works and Transportation			3. Unit Building Services Division		
DEFINITION: RECORD SERIES: A group of relat	ed records normally fi	led and used	as a unit for referen	ce as well as retention and disposition purposes.		
<ol> <li>Record Series Title</li> <li>Sprinkler/Fire Protection Documents – build</li> </ol>	ing services		5. Earliest Year/L 2009 to (			
Record Series Description (Briefly describe the Quarterly and Yearly test and inspections of fire				es. Include the purpose or function of the series.) Contractor.		
Record Series Format(s) List all	8. Record S	eries Sequence	9. Volume			
🛛 Letter Size 🔲 Microfilm	Alphabetical					
Legal Size 🔲 Computer Tape	Chronological		File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify			
Audio Tape 🔲 Floppy Disk						
Bound Book Video Tape	Geograf		10. Annual Accumulation			
Other (specify)	Other (s	pecify)				
			File Drawer(s)  Hicrofilm Reel(s)  Computer Tape(s)  Other (specify)			
1. File is Used	11111		mes Inactive After			
🗋 Daily 🗌 Weekly 🖾 Monthly 🗌 Ar	snually and quarterly	5 Number	Month(s)	Year(s)		
13. Current Location(s) (Bidg., Floor, Room) Senior Lead Mechanic's Office, Wicomico Building			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)         Yes       No         Department of Finance			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe requirements Yes No Date			mmended Retentior site for 5 years, the			
19. Name and Title of Preparer Randy Miedzinski, Manager		ione Number 5-4200	21. Date 5/20/16			
	(301) 475-4200		A second s			

Instructions – Type or Print a separate form	DEPARTMENT	OF GENERA	L SERVICES	AGENCY RECORDS INVENTORY		
or each new or revised record series.		ANAGEMEN				
orward with Records Retention Schedule		rloo Road, P.O		Dogo 45 of 46		
	Commence and the second	and all the second of the		Page 45 of 46		
DGS 550-1)	Jessu	p, Maryland 20 410-799-1930	1794			
. Department/Agency	2. Division	14		3. Unit		
St. Mary's County Government	Department of Put	blic Works and	Transportation	Building Services Division		
	Later de la competition de la	Electre d				
Record Series Title	alated records normally	y filed and use		ence as well as retention and disposition purposes.		
			5. Earliest Year			
5. Boiler Certification – Building Services			2009 to	Current		
Record Series Description (Briefly describe	the types of informatio	n/documents/f	orms found in the s	series. Include the purpose or function of the series.		
Copies of Boiler Certificates for County facilit	ies					
Record Series Format(s) List all	8. Record	Series Sequence	9. Volume			
🛛 Letter Size 🛛 Microfilm	C Alphat	petical	1 Number			
Legal Size 🔲 Computer Tape	Numer	rical	File Drawer(s) Microfilm Reel(s)			
Audio Tape 🛛 Floppy Disk	Chronological		Computer Tape(s) Other (specify			
Bound Book 🔲 Video Tape	Geogr	aphical	10. Annual Accumulation			
Other (specify)	C Other	(specify)	1	auon		
			Number			
	6.45 (M.C.)		File Drawer(s)			
	199	1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1				
	Section			s)		
11. File is Used			omes Inactive After			
		5	_5			
Daily Weekly Monthly	Annually and quarterly	Number	Month(s)	⊠ Year(s)		
Marked Street,			1.1.1.1			
3. Current Location(s) (Bidg., Floor, Room) enior Lead Mechanic's Office, Wicomico Building		Yes	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
5. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		HTE work of		The second s		
Yes      No		TO. AUGIL PO	16. Audit Requirements			
			None State Federal Independent			
	1.00	. 3 E	in the second			
<ol> <li>Is an Index System used? If yes, explain briefly and des</li> <li>Yes No Date</li> </ol>	cribe requirements		ommended Retenti			
			n site until the equip	pment is no longer maintained by the County, then		
		destroy.				
9. Name and Title of Preparer	20. Tele	phone Number	21. Date			
9. Name and Title of Preparer Randy Miedzinski, Manager		phone Number 75-4200	21. Date 5/20/16			
		75-4200				

Instructions –Type or Print a separate form	DEPARTMENT O	F GENERAL	SERVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series.	RECORDS MAN					
Forward with Records Retention Schedule	7275 Waterloo					
DGS 550-1)		Maryland 207		Page 46 of 46		
		10-799-1930	a sent			
1. Department/Agency	2. Division			3. Unit		
St. Mary's County Government	Department of Public	Works and Tr	ransportation	Building Services Division		
	l elated records normally fil	ed and used	and the second sec	ence as well as retention and disposition purposes.		
4. Record Series Title			5. Earliest Year			
<ol> <li>Underground Tank Testing Documents –</li> </ol>	Building Services		<u>2009</u> to	Current		
3. Record Series Description (Briefly describe	the types of information/d	ocuments/for	I ms found in the s	eries. Include the purpose or function of the series.		
Records of testing performed on underground	d fuel tanks at County fac	cilities. Perfo	rmed under contr	act at 5 year contract term.		
. Record Series Format(s) List all	8. Record Se	eries Sequence	9. Volume			
Letter Size  Microfilm	Alphabet	ical	Number			
🖾 Legal Size 🔄 Computer Tape	Numerica	Numerical		File Drawer(s)  Microfilm Reel(s)		
Audio Tape Floppy Disk	Chronolo	ogical	Computer Tape(s) Other (specify			
Bound Book Video Tape	Geograp	hical				
Other (specify)	Other (sp	pecify) 1				
		전문 비 모님		Number		
	14.54		File Drawer(s)			
			Microfilm Reel(s			
	1.1.1	Computer Tape				
11. File is Used		12. File Becc	mes inactive After			
	Annually	5 Number ☐ Month(s) ⊠ Year(s)				
🗌 Daily 🗌 Weekty 🛛 Monthly 🗌	Annually	Number		) 🔯 Year(s)		
10 Ourseal Landbacks) (Pilds Piles Piles)	Fallest M					
13. Current Location(s) (Bldg., Floor, Room) Senior Lead Mechanic's Office, Wicomico Building		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		HTE work on 16. Audit Re				
Yes No						
		None 🗌 State 🔲 Federal 🔲 Independent				
17. Is an Index System used? If yes, explain briefly and dese	cribe requirements	18. Recommended Retention				
Yes No Date	1000	site for 5 years, t				
		1.2.				
	20 7.1	and blomber	21 Date			
10 Name and Title of Prospersor	20. Teleph	relephone Number         21. Date           ) 475-4200         5/20/16				
19. Name and Title of Preparer Randy Miedzinski, Manager		5-4200	5/20/16			