

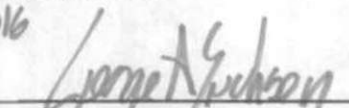
**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**


Schedule No. *C1268*

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<b>Agency</b> St. Mary's County Department of Public Works & Transportation	<b>Division/Unit</b> Administration, Highways, Transportation, Building Services & Solid Waste & Recycling
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Item No.	Description	Retention
	** Permanent Records will be transferred to the Maryland State Archives if space is not available at St. Mary's County Local Archives.	
1.	<p><b><u>Asset Inspection Reports</u></b> Condition assessment reports and studies of facilities maintained by St. Mary's County, including but not limited to buildings, bridges and culverts, roadway pavement, storm drain structures, stormwater management facilities, sidewalks, guardrails, and traffic signs.</p>	Scan to Maryland State Archives standards and maintain images until the asset is replaced or destroyed/removed, then destroy. Retain hard copy on site for 5 years, then destroy.
2.	<p><b><u>Budget - Transportation</u></b> St. Mary's Transit System (STS), Non-Public School Bus (NPSB), Co. mailroom, &amp; Vehicle Maintenance budget information, Transportation Division performance indicators, vehicle parts inventory yearly results, County's fuel usage and reports, and diesel tax information.</p>	Retain onsite for 7 years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.  
 Date 5-23-2016  
 Signature   
 Typed Name George A. Erichsen  
 Title DPWT Director

Schedule Authorized by State Archivist  
 Date 6-16-16  
 Signature 

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
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St. Mary's County Department of Public Works & Transportation	Administration, Highways, Transportation, Building Services & Solid Waste & Recycling	
Item No.	Description	Retention
3.	<p><b><u>Design Plans, Reports and Permits</u></b></p> <p>A. Engineering design plans, reports, calculations for development (subdivisions and site plans) and capital improvement projects (solid waste, airport, roadway, and county facilities).</p> <p>B. Permit documents obtained from other agencies for execution of County projects (e.g. Town, State, Federal, sediment control, and county permits).</p> <p>C. Sediment Control Plans</p>	<p>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 until 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.</p> <p>Retain on site for a period of 7 years after project completion, then destroy.</p> <p>Retain on site until project completion, then destroy.</p>
4.	<p><b><u>Transportation - Reports, Plans, Agreements &amp; Contracts</u></b></p> <p>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.</p>	<p>Retain on site for 7 years, then destroy.</p>
5.	<p><b><u>Permitting</u></b></p> <p>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.</p>	<p>Retain on site until 2 years after the facility is no longer in existence, then destroy.</p>

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Works & Transportation

Division/Unit  
Administration, Highways, Transportation,  
Building Services & Solid Waste & Recycling

Item No.	Description	Retention
6.	<p><b><u>Employee Personnel Files/Records</u></b></p> <p>A. Employee personnel information including application, evaluations, PO2's, medical information, certificates and licenses, education and training information, counseling forms and general correspondences.</p> <p>B. Leave slips</p>	<p>Retain onsite until employee leaves. At departure employee may take records or records are destroyed.</p> <p>Leave slips maintained for seven (7) years after employee leaves, then destroyed.</p>
7.	<p><b><u>Records - Transportation</u></b></p> <p>Contractors' files and STS Accident reports.</p>	<p>Retain onsite for 7 years, then destroy.</p>
8.	<p><b><u>Planning Documents</u></b></p> <p>A. Planning documents produced by the Department such as the Solid Waste Plan, County-wide Transportation Plan, STS Transportation Plan, and Airport Plan.</p> <p>B. Facility master plans, layout plans, emergency and security plans, maps, etc.</p>	<p>Retain draft documents onsite until approval of final document, then destroy. Retain approved documents onsite until a 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.</p> <p>Retain draft documents onsite until approval of final document, then destroy. Retain approved documents onsite until a 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.</p>

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St. Mary's County Department of Public Works & Transportation

**Division/Unit**

Administration, Highways, Transportation, Building Services & Solid Waste & Recycling

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
9.	<p><b><u>Policy &amp; Procedure Manual</u></b> Departmental, Legal and County Wide policies and memorandums, describing and outlining departmental policy.</p>	<p>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.</p>
10.	<p><b><u>Procurement Documents</u></b> Capital project purchase orders and contracts.</p>	<p>Retain until the project is complete, then destroy.</p>
11.	<p><b><u>Vehicle Files - Transportation</u></b> County's vehicle purchase orders, invoice, vehicle titles, and vehicle list.</p>	<p>Retain for the life of the vehicle, then destroy.</p>
12.	<p><b><u>Cash Receipts</u></b> Cash Receipts</p>	<p>Retain onsite one (1) year from the date it is accepted, then destroy.</p>
13.	<p><b><u>General Files</u></b></p> <ul style="list-style-type: none"> <li>a. County Road correspondence</li>   <li>b. Stormwater management, State road plans, State Aid, various other subjects.</li> </ul>	<p>Scan incoming and outgoing correspondence to Maryland State Archives standards, then destroy paper originals. Retain images 20 years, then destroy.</p> <p>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, development /accomplishments of the office and has continuing administrative, fiscal, legal, or historic value.</p>

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Works & Transportation

Division/Unit  
Administration, Highways, Transportation,  
Building Services & Solid Waste & Recycling

Item No.	Description	Retention
14.	<p><b>Recycling – General</b></p> <p>A. Correspondence.</p> <p>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.</p>	<p>Scan incoming and outgoing correspondence to Maryland State Archives standards, then destroy paper originals. Retain images of correspondence for 20 years, then destroy.</p> <p>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 &amp; accomplishments of the office and has continuing administrative, fiscal, legal, or historic value.</p>
15.	<p><b>Solid Waste – General</b></p> <p>A. Correspondence</p> <p>B. Files to include but not limited to: fees, ordinances, rules/regulations, disposal, waivers, permits, plans, proposals, on-going/pending mitigation, gas &amp; 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.</p>	<p>Scan incoming and outgoing correspondence to Maryland State Archives standards, then destroy paper originals. Retain images of correspondence for 20 years, then destroy.</p> <p>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.</p>

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Building Services & Solid Waste & Recycling

Item No.	Description	Retention
16.	<p><b>Transportation - General</b> A. St. Mary's Transit System (STS) , Non-Public School Bus (NPSP), Vehicle Maintenance correspondence.</p> <p>B. St. Mary's Co. Transportation Policy, Board of Education, County Insurance Information.</p>	<p>Scan incoming and outgoing correspondence to Maryland State Archives standards, then destroy paper originals. Retain images of correspondence for 20 years, then destroy.</p> <p>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. Paper and electronic versions will be maintained for the same period of time and destroyed or transferred simultaneously.</p>
17.	<p><b>Grants</b> Grant documents, including capital construction and storm related costs.</p>	<p>Retain onsite for 7 years after conclusion of the grant, then destroy.</p>

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Building Services & Solid Waste & Recycling

Item No.	Description	Retention
18.	<p><u>Maintenance Logs</u></p> <ul style="list-style-type: none"> <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 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>	<p>Retain onsite for the period specified below, then destroy.</p> <ul style="list-style-type: none"> <li>A. 1 year</li> <li>B. 2 years</li> <li>C. 3 years</li> <li>D. 3 years</li> <li>E. 7 years</li> <li>F. 99 years</li> <li>G. Until no longer maintained by the County</li> </ul>
19.	<p><u>Traffic Data</u></p> <p>Traffic Count and Speed Studies along County Highways to assess current usage and for future planning of capital projects and maintenance.</p>	<p>Permanent. Retain for 7 years, then transfer to County Archives.</p>
20.	<p><u>Utility Permits</u></p> <p>Permits issued to general public for work performed along the County Highways associated with utilities.</p>	<p>Retain onsite for 2 years after permit is closed, then destroy.</p>
21.	<p><u>Scale Weigh Tickets</u></p> <p>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.</p>	<p>Retain printed reference copy onsite for three years, then destroy. Retain digital version for 7 years, then destroy.</p>

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
22.	<p><b><u>Financial Documents</u></b> Vehicle/equipment auction and disposal lists, Non-Public School Bus reimburse forms/invoices, STS Capital projects &amp; bus information, and vehicle maintenance shop equipment information.</p>	Retain onsite for 7 years, then destroy.
23.	<p><b><u>Airport Advisory Committee Files</u></b> By-laws, membership administration, agendas, meeting minutes, annual reports and other documents for the Airport Advisory Committee.</p>	Permanent. Retain onsite for 5 years, then transfer to County Archives.
24.	<p><b><u>Automated Weather Observation Station (AWOS)</u></b> FAA approved AWOS operation and maintenance records, quarterly and annual inspections, connectivity to State-sponsored network link for reporting into national weather reporting system.</p>	Retain for 5 years, then destroy.
25.	<p><b><u>Economic Impact Study</u></b> Business and employment data and studies, forecasts and other documents to assess and plan the economic benefit of the airport.</p>	Permanent. Scanned to Maryland State Archives Standards. Retain hard copy and digital version onsite for 5 years, then transfer to County Archives.
26.	<p><b><u>FAA Airport Capital Improvement Program (ACIP) Grant Files</u></b> Annual ACIP summary from the FAA, Master Grant Agreement, records for federal System for Awards Management (SAM), grant applications, grant agreements, reimbursement/close-out files.</p>	Retain for 7 years after grant period, then destroy.



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Item No.	Description	Retention
27.	<p><b><u>FAA National Based Aircraft Inventory</u></b> List of aircraft by N-number, type/model of aircraft, owner and address. Working files between County and Fixed Base Operator to track changes.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
28.	<p><b><u>Maryland Aviation Administration (MAA) Grant Files</u></b> MAA grant applications, agreements, reimbursement requests, close-out files.</p>	<p>Retain records related to grants 5 years after grant period, then destroy.</p>
29.	<p><b><u>MOU NAS Pax River – Restricted Airspace</u></b> Memorandum of Understanding (MOU), exhibits and correspondence between County and Naval Air Station Patuxent River governing restricted airspace.</p>	<p>Correspondence maintained for 7 years, then destroyed. MOU and exhibits are permanent and scanned to Maryland State Archives standards. Retain both hard copy and digital version on site for 5 years, then transfer to County Archives.</p>
30.	<p><b><u>Navigational Aids and Airspace</u></b> 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.</p>	<p>Retain for 5 years, then destroy.</p>
31.	<p><b><u>Obstruction Evaluation Program</u></b> 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.</p>	<p>Retain for 5 years, then destroy.</p>

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Item No.	Description	Retention
32.	<p><b><u>Operating Agreements and Leases</u></b> Operating agreements for airport management and individual leases for aeronautical services provided to the public and other uses of airport property.</p>	Retain for 5 years, then destroy.
33.	<p><b><u>Operating Licenses</u></b></p> <ul style="list-style-type: none"> <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. <i>Paper and images.</i>
34.	<p><b><u>Property Management Files</u></b> FAA Airport Property Map, deeds, plats, avigation easements.</p>	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.	<p><b><u>Accounting – Building Services</u></b> Invoicing.</p>	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.	<p><b><u>Contract Files – Building Services</u></b> Contract awards for HVAC, Electrical, Plumbing, Roofing, Carpentry and Painting.</p>	Scan to Maryland State Archives standards, then retain paper for 3 years, then destroy. Maintain digital version for 7 years, then destroy.

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Building Services & Solid Waste & Recycling

Item No.	Description	Retention
37.	<u>General Files – Building Services</u> 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.	<u>Employee Personnel Files – Building Services</u> Employee personnel information including application, evaluations, PO2's, medical information, certificates and licenses, education and training information, counseling forms and general correspondences.  A. Leave slips	Retain onsite until employee leaves. At departure employee may take records or records destroyed.  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.	<u>Elevator Maintenance Documents – Building Services</u> 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.	<u>Generator Maintenance files – Building Services</u> 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.

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Item No.	Description	Retention
43.	<u>Safety Checks Document – Building Services</u> Checks & Inspections of Automated External Defibrillator Equipment at various County facilities.	Retain on site for 2 years, then destroy.
44.	<u>Sprinkler/Fire Protection Documents – Building Services</u> 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.	<u>Boiler Certification – Building Services</u> Copies of Boiler Certificates for County facilities.	Retain on site until the equipment is no longer maintained by the County, then destroy.
46.	<u>Underground Tank Testing Documents – Building Services</u> 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.

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 1 of 46</p>
<p>1. Department/Agency  St. Mary's County Government</p>	<p>2. Division  Department of Public Works and Transportation</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  1. Asset Inspection Reports</p>	<p>5. Earliest Year/Latest Year  _1985_ to _Current_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Conditions assessments reports and studies of facilities maintained by St. Mary's County, including but not limited to buildings, bridges and culverts, roadway pavement, storm drain structures, stormwater management facilities, sidewalks, guardrails, and traffic signs.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) _electronic_</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  _4_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation  _0.5_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  _5_ Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  Leonardtown Archives (files older than 1995), DPW&amp;T Archives on second floor of Transportation Building(1995 to older than 5 years), Arnold Building (older than 5 years to present)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements  <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  Scan to Maryland State Archives standards, and maintain images until the asset is replaced or destroyed/removed, then destroy. Retain hard copy on site for 5 years, then destroy.</p>	
<p>19. Name and Title of Preparer  John J. Groeger, Deputy Director</p>	<p>20. Telephone Number  (301) 863-8400</p>	<p>21. Date  5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 2 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Transportation Division – St. Mary's Transit System</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title: 2. <i>Transportation Division Budget Information</i></p>	<p>5. Earliest Year/Latest Year 2006 to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <i>St. Mary's Transit System (STS), Non-Public School Bus (NPSB), Co. mailroom, &amp; Vehicle Maintenance budget information, Transportation Division performance indicators, vehicle parts inventory yearly results, County's fuel usage and reports, and diesel tax information.</i></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) Computer Drive</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify)</p>	<p>9. Volume 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Shelves</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After 7 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>
<p>13. Current Location(s) (Bldg., Floor, Room) Offices (older than 2 years to present), DPW&amp;T Archives on second floor of Transportation Building(older than 2 years).</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention Retain onsite for 7 years, then destroy.</p>
<p>19. Name and Title of Preparer Jacqueline Fournier, DPW&amp;T Transportation Manager</p>	<p>20. Telephone Number(301) 863-8400 x1122</p>	<p>21. Date 5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 3 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p>	<p>5. Earliest Year/Latest Year</p>	
<p>3. Design plans, reports, and permit documents</p>	<p>1985 to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. Engineering design plans, reports, calculations, for development (subdivisions and site plans) and capital improvement projects (solid waste, airport, roadway, and county facilities). B. Permit documents obtained from other agencies for execution of County projects(e.g. Town, State, Federal, sediment control, and county permits) C. Sediment Control Plans</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) Compact disk, DVD, Electronic</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____ Development files are numerical, CIP files are alphabetical</p>	<p>9. Volume</p> <p>80</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Disks kept in file folder</p> <hr/> <p>10. Annual Accumulation</p> <p>1</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>varies</p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p> <p>File inactive after project construction is completed</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Leonardtown Archives (files older than 1995), DPW&amp;T Archives on second floor of Transportation Building(1995 to project completion date), Arnold Building (current to project completion date)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p> <p>State audits on an as-needed basis</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>a. 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 until 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.</p> <p>b. Retain on site for 7 years after project completion, then destroy.</p> <p>c. Retain Sediment Control Plans on site until project completion, then destroy.</p>	
<p>19. Name and Title of Preparer John J. Groeger, Deputy Director</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 4 of 46</p>
<p>1. Department/Agency  <b>St. Mary's County Government</b></p>	<p>2. Division  <b>Department of Public Works and Transportation</b></p>	<p>3. Unit  <b>Transportation Division - St. Mary's Transit System</b></p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title:  <b>4 Transportation Division Reports, Plans, Agreements &amp; Contracts:</b></p>	<p>5. Earliest Year/Latest Year  2006 to Current _____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>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.</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Computer Drive</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>1</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation  <u>1</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <u>Shelves</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>7</u>  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  Offices (older than 2 years to present), DPW&amp;T Archives on second floor of Transportation Building(older than 2 years),</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements  <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  Retain on site for 7 years, then destroy.</p>	
<p>19. Name and Title of Preparer  <b>Jacqueline Fournier, DPW&amp;T Transportation Manager</b></p>	<p>20. Telephone Number(301) 863-8400 x1122</p>	<p>21. Date  5/20/16</p>



<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 5 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 5. Permitting</p>	<p>5. Earliest Year/Latest Year _1985_ to _Current_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Compact disk, DVD</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____ Subdivision files are numerical, Grading permits and right-of-way Construction permits are numerical</p>	<p>9. Volume _23_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Disks kept in file folder</u></p> <p>10. Annual Accumulation _1_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After _varies_ Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s) File inactive after project construction is completed</p>
<p>13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&amp;T Archives on second floor of Transportation Building(1995 to project completion date), Arnold Building (current to project completion date)</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Copies of active permits in Division of Construction and Inspection while permit is active</p>
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent State audits on an as-needed basis</p>
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention Retain on site until 2 years after the facility is no longer in existence, then destroy.</p>
<p>19. Name and Title of Preparer John J. Groeger, Deputy Director</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 6 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Administrative</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p>	<p>5. Earliest Year/Latest Year</p>	
<p>6. Employee Personnel Files</p>	<p>1985 to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. Employee personnel information including application, evaluations, PO2's, medical information, certificates and licenses, education and training information, counseling forms and general correspondences. B. Leave slips</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p style="text-align: center;">4</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p style="text-align: center;">0.5</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p style="text-align: center;">N/A</p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Records are kept onsite at the Arnold Building, at the Office Managers desk.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>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.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Contains personal, proprietary, confidential information. Must be kept locked up, only to be viewed by the employee themselves (their information only), their supervisor, and the Office Manager (responsible for maintaining confidentiality)</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>A. Retain onsite until employee leaves. At departure employee may take records or records are destroyed.</p> <p>B. Leave slips maintained seven (7) years after employee leaves, then destroyed.</p>	
<p>19. Name and Title of Preparer</p> <p>Joyce Ford, Office Manager</p>	<p>20. Telephone Number</p> <p>(301) 863-8400</p>	<p>21. Date</p> <p>5/20/16</p>

<p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 7 of 46</p>
<p>1. Department/Agency  <b>St. Mary's County Government</b></p>	<p>2. Division  <b>Department of Public Works and Transportation</b></p>	<p>3. Unit  Transportation Division - St. Mary's Transit System</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title:  <b>7. Records - Transportation</b></p>	<p>5. Earliest Year/Latest Year  2006 to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>St. Mary's Transit System (STS), Non-Public School Bus (NPSB), Co. mailroom, &amp; Vehicle Maintenance personnel files, contractors' files, STS Accidents and Employees Workers' comp (WC) claim forms.</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) Computer Drive _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>1</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation  <u>1</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) Shelves _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>		<p>12. File Becomes Inactive After  <u>7</u>  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>
<p>13. Current Location(s) (Bldg., Floor, Room)  Offices (older than 2 years to present), DPW&amp;T Archives on second floor of Transportation Building(older than 2 years).</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements  <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention  Retain onsite for 7 years, then destroy.</p>
<p>19. Name and Title of Preparer  Jacqueline Fournier, DPW&amp;T Transportation Manager</p>	<p>20. Telephone Number(301) 863-8400 x1122</p>	<p>21. Date  5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 8 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 8. Planning Documents</p>	<p>5. Earliest Year/Latest Year 1985 to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. A. Planning documents produced by the Department such as the Solid Waste Plan, Transportation Plan, Airport Plan. B. Facility master plans, layout plans, emergency and security plans, maps, etc.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) Compact disk, DVD</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify)</p>	<p>9. Volume 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Disks kept in file folder</p> <p>10. Annual Accumulation 0.1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After varies Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s) File inactive after a new plan is produced, which varies in time</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&amp;T Archives on second floor of Transportation Building(1995 to project completion date), Arnold Building (current to project completion date)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention A &amp; B. Retain draft documents onsite until approval of final document, then destroy. Retain approved documents onsite until a 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.</p>	
<p>19. Name and Title of Preparer John J. Groeger, Deputy Director</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  Page 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 normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 9. Departmental Policy & Procedures Manuals				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 of the series.) Departmental, Legal and County Wide policies and memorandums, describing and outlining departmental policy.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Three Ring Binder</u>		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _5_ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Book Shelf Cabinet</u>  10. Annual Accumulation _0.25_ Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binder</u>	
11. File is Used  <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After _N/A_ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Records are kept onsite at the Arnold Building, at the Office Managers desk.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Index page at the beginning of each binder details what is in each binder			18. Recommended Retention Retain 7 years, then screen and destroy with the following exception: transfer to County Archives any material that documents origin, development and accomplishments of the office and has continuing administrative, 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	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 10 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 10. Procurement Documents</p>	<p>5. Earliest Year/Latest Year _1985_ to _Current_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Capital project purchase orders and contracts</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _4_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation _0.1_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _varies_ Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p> <p>File inactive after capital project is complete, varies from six months month to five years</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Arnold Building and Building Services</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Office Information Technology for digital information, Office of Procurement Copy of active contracts and purchase</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input checked="" type="checkbox"/> Federal    <input type="checkbox"/> Independent</p> <p>Federal and State as needed</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain until the project is complete, then destroy.</p>	
<p>19. Name and Title of Preparer John J. Groeger, Deputy Director</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 11 of 46</p>
<p>1. Department/Agency  St. Mary's County Government</p>	<p>2. Division  Department of Public Works and Transportation</p>	<p>3. Unit  Transportation Division – St. Mary's Transit System</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title:  11. Vehicle Files - <i>Transportation Division</i></p>	<p>5. Earliest Year/Latest Year  2004_to_ Current_____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  County's vehicle purchase orders, invoice, vehicle titles and vehicle list.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____ Computer Drive_____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>1</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation  <u>1</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) _____ Shelves_____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>7</u>  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  Offices (older than 2 years to present), DPW&amp;T Archives on second floor of Transportation Building(older than 2 years).</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements  <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  Retain for the life of the vehicle, then destroy</p>	
<p>19. Name and Title of Preparer  Jacqueline Fournier, DPW&amp;T Transportation Manager</p>	<p>20. Telephone Number(301) 863-8400  x1122</p>	<p>21. Date  5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 12 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Administrative</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 12. Cash Receipts</p>	<p>5. Earliest Year/Latest Year 1985 to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Cash Receipts</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) by project type (GP, CP, Fees, Utility Permit, etc.)</p>	<p>9. Volume 4 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation 0.5 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After N/A Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Records are kept onsite at the Arnold Building, at the Office Managers desk.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Original are sent and kept by Finance Department, 2<sup>nd</sup> floor Chesapeake building.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain onsite one (1) year from the date it is accepted, then destroy.</p>	
<p>19. Name and Title of Preparer Joyce Ford, Office Manager</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>



<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 13 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Administration</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 13. General Files</p>	<p>5. Earliest Year/Latest Year 1985 to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p>		
<p>A. County Road correspondence</p>		
<p>B. Stormwater management, State road correspondence and plans, State Aid, various other subjects.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Compact disk, DVD, electronic</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>23</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Disks kept in file folder</u></p> <p>10. Annual Accumulation <u>0.5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>N/A</u> Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&amp;T Archives on second floor of Transportation Building(1995 to project completion date), Arnold Building (current to project completion date)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent State audit as needed</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention A Scan incoming and outgoing correspondence to Maryland State 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.</p>	
<p>19. Name and Title of Preparer John J. Groeger, Deputy Director</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 14 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Solid Waste &amp; Recycling</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title: 14. Recycling (General)</p>	<p>5. Earliest Year/Latest Year 1994 to current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. Correspondence. 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.</p>		
<p>7. Record Series Format(s) List all</p> <p>X Letter Size Microfilm</p> <p>X Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>X Bound Book Video Tape</p> <p>X Other (specify) electronic</p>	<p>8. Record Series Sequence</p> <p>X Alphabetical</p> <p>Numerical</p> <p>Chronological</p> <p>Geographical</p> <p>Other (specify)</p>	<p>9. Volume 15 Number</p> <p>X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)</p> <p>10. Annual Accumulation 0.25 Number</p> <p>X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)</p>
<p>11. File is Used</p> <p>Daily Weekly X Monthly X Annually</p>	<p>12. File Becomes inactive After N/A Number Month(s) Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Arnold Building.....1<sup>st</sup> floor..... file cabinets.</p>	<p>14. is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) Yes X No</p>	<p>16. Audit Requirements X None State Federal Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No</p>	<p>18. Recommended Retention 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.</p>	
<p>19. Name and Title of Preparer Nicholas Zurkan, Solid Waste &amp; Recycling Manager</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  Page 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 of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title: 15. Solid Waste (General)			5. Earliest Year/Latest Year ___ 1982 ___ to ___ current ___		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) A. Correspondence 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.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size Microfilm  <input checked="" type="checkbox"/> Legal Size Computer Tape  Audio Tape Floppy Disk  <input checked="" type="checkbox"/> Bound Book Video Tape  Other (specify) _____		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical  Numerical  Chronological  Geographical  Other (specify) _____		9. Volume ___ 30 ___ Number  <input checked="" type="checkbox"/> File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) Other (specify) _____	
				10. Annual Accumulation ___ 1.5 ___ Number  <input checked="" type="checkbox"/> File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) Other (specify) _____	
11. File is Used  Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After ___ N/A ___ Number                      Month(s)    Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Arnold Building, ...1 <sup>st</sup> floor file cabinets			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None    State    Federal    Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention 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 Nicholas Zurkan, Solid Waste & Recycling Manager		20. Telephone Number (301) 863-8400		21. Date 5/20/16	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 16 of 46</p>
<p>1. Department/Agency  <b>St. Mary's County Government</b></p>	<p>2. Division  <b>Department of Public Works and Transportation</b></p>	<p>3. Unit  <b>Transportation Division – St. Mary's Transit System</b></p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title:  <b>16. Transportation Division General Correspondence.</b></p>	<p>5. Earliest Year/Latest Year  <b>2006 to Current</b></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>A. St. Mary's Transit System (STS), Non-Public School Bus (NPSP), Vehicle Maintenance correspondences</b>  <b>B. St. Mary's Co. Transportation Policy, Board of Education, County Insurance Information</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) <u>Computer Drive, Electronic</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>1</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation  <u>1</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <u>Shelves</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>7</u>  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  Offices (older than 2 years to present), DPW&amp;T Archives on second floor of Transportation Building(older than 2 years),</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements  <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>A. Scan incoming and outgoing correspondence to MD State Archives standards, then destroy paper originals. Retain images of correspondence for 20 years, then destroy.</p> <p>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. Paper and electronic versions will be maintained for the same period of time and destroyed or transferred simultaneously.</p>	
<p>19. Name and Title of Preparer  <b>Jacqueline Fournier, DPW&amp;T Trans. Manager</b></p>	<p>20. Telephone Number(301) 863-8400 x1122</p>	<p>21. Date  <b>5/20/16</b></p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 17 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Administration</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 17. Grants</p>	<p>5. Earliest Year/Latest Year _1985_ to _Current_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Grant documents, including capital construction and storm related costs</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _2_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation _0.1_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _various_ Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s) File becomes inactive at the conclusion of the grant, which varies</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Arnold Building</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Department of Finance</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input checked="" type="checkbox"/> Federal    <input type="checkbox"/> Independent Federal and State as needed</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain onsite for 7 years after conclusion of the grant, then destroy.</p>	
<p>19. Name and Title of Preparer John J. Groeger, Deputy Director</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  Page 18 of 46	
1. Department/Agency St. Mary's County Government		2. Division Department of Public Works and Transportation		3. Unit Highways	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 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 of the series.) A. Metcom Water Usage Log and Deer carcass log; B. Pesticide Application Log' C. Roadside Tree Care Log; D. National Pollution Discharge Elimination System Permitting Activities Log; E. Daily Crew Assignments; F. Material Safety Data Sheets Hazard Communication File and G. Sign Maintenance Log					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _4_ Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation _0.5_ Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used  <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After _5_ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., 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)			14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain onsite for the period specified below, then destroy. A. Metcom Water Usage Log and Deer carcass log – 1 year. B. Pesticide Application Log- 2 years. C. Roadside Tree Care Log – 3 years. D. NPDES MS/4 Permitting Activities Log – 3 years. E. Daily Crew Assignments – 7 years. F. MSDS hazard communication file – 99 years. G. Sign Maintenance Log, Work Request Log – until road is no longer maintained by the County.		
19. Name and Title of Preparer John J. Groeger, Deputy Director		20. Telephone Number (301) 863-8400		21. Date 5/20/16	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 19 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Highways</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 19. Traffic Data</p>	<p>5. Earliest Year/Latest Year 1985 to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Traffic Count and Speed Studies along County Highways to assess current usage and for future planning of capital projects and maintenance.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book    <input checked="" type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input checked="" type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 4 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation 0.5 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 5 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&amp;T Archives on second floor of Transportation Building(1995 to older than 5 years), Arnold Building (older than 5 years to present)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Permanent. Retain for 7 years, then transfer to County Archives.</p>	
<p>19. Name and Title of Preparer John J. Groeger, Deputy Director</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 20 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Highways</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 20. Utility Permits</p>	<p>5. Earliest Year/Latest Year _1985_ to _Current_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Permits issued to general public for work performed along the County Highways associated with utilities.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book    <input checked="" type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _4_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation _0.5_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _5_ Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&amp;T Archives on second floor of Transportation Building(1995 to older than 5 years), Arnold Building (older than 5 years to present)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain onsite for 2 years after permit is closed, then destroy.</p>	
<p>19. Name and Title of Preparer John J. Groeger, Deputy Director</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>



<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 21 OF 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Solid Waste &amp; Recycling</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title: 21. Scale Weight Tickets</p>	<p>5. Earliest Year/Latest Year __2013__ to __current__</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.</p>		
<p>7. Record Series Format(s) List all</p> <p>Letter Size    Microfilm</p> <p>Legal Size    Computer Tape</p> <p>Audio Tape    Floppy Disk</p> <p>Bound Book    Video Tape</p> <p>Other (specify) _ 5.5 inches X 8.5 inches _____</p>	<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p>X Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>	<p>9. Volume _6____ Number</p> <p>File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)_storage boxes_____</p> <p>10. Annual Accumulation _6____ Number</p> <p>File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)_storage boxes_____</p>
<p>11. File is Used</p> <p>Daily    x Weekly    x Monthly    Annually</p>	<p>12. File Becomes Inactive After __13____ Number            X Month(s)    Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Scale House</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes    No St. Mary's County shared database on the network</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) Yes    X No</p>	<p>16. Audit Requirements</p> <p>X None    State    Federal    Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements Yes    X No</p>	<p>18. Recommended Retention Retain printed reference copy onsite for three years then destroy. Retain digital version for 7 years, then destroy.</p>	
<p>19. Name and Title of Preparer Nicholas Zurkan, Solid Waste &amp; Recycling Manager</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 22 OF 46</p>
<p>1. Department/Agency  <b>St. Mary's County Government</b></p>	<p>2. Division  <b>Department of Public Works and Transportation</b></p>	<p>3. Unit  <b>Transportation Division – St. Mary's Transit System</b></p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title:  <b>22. Financial Documents</b></p>	<p>5. Earliest Year/Latest Year  <b>2004_to_Current</b></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <i>County's vehicle and equipment lists, vehicle/equipment auction and disposal lists, Non-Public School Bus reimburse forms/invoices, STS Capital projects &amp; bus information, and vehicle maintenance shop equipment information.</i></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) __Computer Drive__</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>1</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation  <u>1</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) __Shelves__</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>7</u>  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  Offices (older than 2 years to present), DPW&amp;T Archives on second floor of Transportation Building(older than 2 years),</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements  <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  Retain onsite for 7 years, then destroy.</p>	
<p>19. Name and Title of Preparer  <b>Jacqueline Fournier, DPW&amp;T Transportation Manager</b></p>	<p>20. Telephone Number(301) 863-8400 x1122</p>	<p>21. Date  <b>5/20/16</b></p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 23 OF 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Airport Operations</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 23. Airport Advisory Committee Files</p>	<p>5. Earliest Year/Latest Year _1985_ to _Current_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) By-laws, membership administration, agendas, meeting minutes, annual reports and other documents for the Airport Advisory Committee.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify)_shared drive_</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _4_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_</p> <p>10. Annual Accumulation _0.5_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes inactive After _5_ Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&amp;T Archives on second floor of Transportation Building(1995 to older than 5 years), Arnold Building (older than 5 years to present)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Permanent. Retain onsite for 5 years, then transfer to County Archives.</p>	
<p>19. Name and Title of Preparer John J. Groeger, Deputy Director</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 24 OF 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Airport Operations</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 24. Automated Weather Observation Station (AWOS)</p>	<p>5. Earliest Year/Latest Year 1985 to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) FAA approved AWOS operation and maintenance records, quarterly and annual inspections, connectivity to State-sponsored network link for reporting into national weather reporting system.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify)_shared drive_</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 4 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_</p> <p>10. Annual Accumulation 0.5 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 5 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&amp;T Archives on second floor of Transportation Building(1995 to older than 5 years), Arnold Building (older than 5 years to present)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None    <input type="checkbox"/> State    <input checked="" type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for 5 years, then destroy.</p>	
<p>19. Name and Title of Preparer John J. Groeger, Deputy Director</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 25 OF 46</p>
1. Department/Agency St. Mary's County Government	2. Division Department of Public Works and Transportation	3. Unit Airport Operations
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 25. Economic Impact Studies	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 of the series.) Business and employment data and studies, forecasts and other documents to assess and plan the economic benefit of the airport		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify)_shared drive_ electronic</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _4_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_</p> <p>10. Annual Accumulation _0.5_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_</p>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After _5_ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., 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)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input type="checkbox"/> No	18. Recommended Retention Permanent. Scanned to Maryland State Archives Standards. Retain hard copy and digital version onsite for 5 years, then transfer to County Archives.	
19. Name and Title of Preparer John J. Groeger, Deputy Director	20. Telephone Number (301) 863-8400	21. Date 5/20/16

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 26 OF 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Airport Operations</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 26. FAA Airport Capital Improvement Program (ACIP) Grant Files</p>	<p>5. Earliest Year/Latest Year _1985_ to _Current_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Annual ACIP summary from the FAA, Master Grant Agreement, records for federal System for Awards Management (SAM), grant applications, grant agreements, reimbursement/close-out files.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify)_shared drive_</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _by grant_</p>	<p>9. Volume _4_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_</p> <p>10. Annual Accumulation _0.5_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)_</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _5_ Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&amp;T Archives on second floor of Transportation Building(1995 to older than 5 years), Arnold Building (older than 5 years to present)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None    <input type="checkbox"/> State    <input checked="" type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Files are indexed by grant numbers assigned by FAA. i.e. 3-24-0022-XXX-YYYY</p>	<p>18. Recommended Retention Retain for 7 years after grant period, then destroy.</p>	
<p>19. Name and Title of Preparer John J. Groeger, Deputy Director</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 27 OF 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Airport Operations</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 27. FAA National Based Aircraft Inventory</p>	<p>5. Earliest Year/Latest Year _1985_ to _Current_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) List of aircraft by N-number, type/model of aircraft, owner and address. Working files between County and FBO to track changes</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify)_shared drive and FAA website_</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _4_</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify)_shared drive_</p> <p>10. Annual Accumulation _0.5_</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify)_shared drive_</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>		<p>12. File Becomes inactive After _5_</p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>
<p>13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&amp;T Archives on second floor of Transportation Building(1995 to older than 5 years), Arnold Building (older than 5 years to present)</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>FAA NBAIP website (www.basedaircraft.com)</p>
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>		<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input type="checkbox"/> State    <input checked="" type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>
<p>17. Is an index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>		<p>18. Recommended Retention</p> <p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.</p>
<p>19. Name and Title of Preparer John J. Groeger, Deputy Director</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 28 OF 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Airport Operations</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 28. Maryland Aviation Administration (MAA) Grant Files</p>		<p>5. Earliest Year/Latest Year 1985 to Current</p>
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) MAA grant applications, agreements, reimbursement requests, close-out files</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify)_shared drive_</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _by grant_</p>	<p>9. Volume 4 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_</p> <p>10. Annual Accumulation 0.5 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 5 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&amp;T Archives on second floor of Transportation Building(1995 to older than 5 years), Arnold Building (older than 5 years to present)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No  Files are indexed by grant numbers assigned by MAA. i.e. MAA-GR-FY-XXX</p>	<p>18. Recommended Retention Retain records related to grants 5 years after grant period, then destroy.</p>	
<p>19. Name and Title of Preparer John J. Groeger, Deputy Director</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>



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<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Airport Operations</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 29. MOU NAS Pax River – Restricted Airspace</p>	<p>5. Earliest Year/Latest Year _1985_ to _Current_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Memorandum of Understanding (MOU), exhibits and correspondence between County and Naval Air Station Patuxent River governing restricted airspace</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify)_shared drive_, electronic</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _4_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_</p> <p>10. Annual Accumulation _0.5_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _5_ Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&amp;T Archives on second floor of Transportation Building(1995 to older than 5 years), Arnold Building (older than 5 years to present)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Correspondence maintained for 7 years, then destroyed. MOU and exhibits are permanent and scanned to Maryland State Archives standards. Retain both hard copy and digital version on site for 5 years, then transfer to County Archives.</p>	
<p>19. Name and Title of Preparer John J. Groeger, Deputy Director</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 4/25/16</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  PAGE 30 OF 46	
1. Department/Agency St. Mary's County Government		2. Division Department of Public Works and Transportation		3. Unit Airport Operations	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title 30. Navigational Aids and Airspace				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 of the series.) 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.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (specify)_shared drive_		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input checked="" type="checkbox"/> Other (specify) _____		9. Volume 4 Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_  10. Annual Accumulation 0.5 Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After 5 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., 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)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 5 years, then destroy.		
19. Name and Title of Preparer John J. Groeger, Deputy Director		20. Telephone Number (301) 863-8400		21. Date 5/20/16	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 31 OF 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Airport Operations</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 31. Obstruction Evaluation Program</p>	<p>5. Earliest Year/Latest Year _1985_ to _Current_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify)_shared drive_</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _4_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_</p> <p>10. Annual Accumulation _0.5_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _5_ Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&amp;T Archives on second floor of Transportation Building(1995 to older than 5 years), Arnold Building (older than 5 years to present)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input checked="" type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for 5 years, then destroy</p>	
<p>19. Name and Title of Preparer John J. Groeger, Deputy Director</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DÉPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY  Page 32 of 46	
1. Department/Agency <b>St. Mary's County Government</b>		2. Division <b>Department of Public Works and Transportation</b>		3. Unit <b>Airport Operations</b>	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title <b>32. Operating Agreements and Leases</b>				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 of the series.) <b>Operating agreements for airport management and individual leases for aeronautical services provided to the public and other uses of airport property</b>					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify)_shared drive, electronic			8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) _by lease_		9. Volume _4_ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_
			10. Annual Accumulation _0.5_ Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_		
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually				12. File Becomes Inactive After _5_ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., 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)				14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No				16. Audit Requirements  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Files are indexed by lease numbers assigned.				18. Recommended Retention Retain for 5 years, then destroy.	
19. Name and Title of Preparer <b>John J. Groeger, Deputy Director</b>		20. Telephone Number <b>(301) 863-8400</b>		21. Date <b>5/20/16</b>	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 33 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Airport Operations</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 33. Operating Licenses</p>	<p>5. Earliest Year/Latest Year _1985_ to _Current_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>A. MAA Operating Licenses and supporting Airport Data Report, Airport Master Record (Form 5010-1).</p> <p>B. Federal Communications Commission (FCC) licenses for Ground Communications Outlet(GCO) and Universal Communications (UNICOM) ground to air frequency</p> <p>C. Risk insurance documentation</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify)_shared drive_</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _by license_</p>	<p>9. Volume _4_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify)_shared drive_</p> <hr/> <p>10. Annual Accumulation _0.5_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify)_shared drive_</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _5_ Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&amp;T Archives on second floor of Transportation Building(1995 to older than 5 years), Arnold Building (older than 5 years to present)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input checked="" type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Files are indexed by license numbers assigned.</p>	<p>18. Recommended Retention</p> <p>A. and B. Scanned to Maryland State Archives standards and retain paper and scanned copy until license has expired, then destroy.</p> <p>C. Scanned to Maryland State Archives standards, then retain until license has expired, then destroy.</p>	
<p>19. Name and Title of Preparer John J. Groeger, Deputy Director</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-796-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 34 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Airport Operations</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 34. Property Management Files</p>	<p>5. Earliest Year/Latest Year _1985_ to _Current_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) FAA Airport Property Map, deeds, plats, avigation easements</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify)_shared drive, electronic_</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _4_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_</p> <p>10. Annual Accumulation _0.5_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_shared drive_</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _5_ Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Leonardtown Archives (files older than 1995), DPW&amp;T Archives on second floor of Transportation Building(1995 to older than 5 years), Arnold Building (older than 5 years to present)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input checked="" type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention 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.</p>	
<p>19. Name and Title of Preparer John J. Groeger, Deputy Director</p>	<p>20. Telephone Number (301) 863-8400</p>	<p>21. Date 5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 35 of 46</p>
<p>1. Department/Agency  St. Mary's County Government</p>	<p>2. Division  Department of Public Works and Transportation</p>	<p>3. Unit  Building Services Division</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  35. Accounting – building services</p>	<p>5. Earliest Year/Latest Year  <u>FY2007</u> to <u>Current</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Invoicing</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Sound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Electronically stored Excel Spreadsheets.</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>8</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) 2 stacking 4 drawer cabinets  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <u>Excel Spreadsheet</u></p> <hr/> <p>10. Annual Accumulation  <u>4</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) one 4 drawer file cabinet  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>1</u>  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  Coordinator's Office, Wicomico Building</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No  Department of Finance</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements  <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No Date</p>	<p>18. Recommended Retention  Scanned to Maryland State Archives standards. Retain current fiscal year onsite. Destroy after year. Maintain digital version for 7 years, then destroy.</p>	
<p>19. Name and Title of Preparer  Joann Copsey, Coordinator</p>	<p>20. Telephone Number  (301) 475-4200 X 1152</p>	<p>21. Date  5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 36 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Building Services Division</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 36. Contract Files – building services</p>	<p>5. Earliest Year/Latest Year FY2006 to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contract awards for HVAC, Electrical, Plumbing, Roofing, Carpentry and Painting</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify)</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify)</p>	<p>9. Volume 3 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) 1 4 drawer cabinet-3 drawers used</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation 3 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) one 4 drawer file cabinet</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 1 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Main Office, Wicomico Building</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Procurement</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Scan to Maryland State Archives standards, then retain paper for 3 years, then destroy. Maintain digital version for 7 years, then destroy.</p>	
<p>19. Name and Title of Preparer Joann Copsey, Coordinator</p>	<p>20. Telephone Number (301) 475-4200 X 1152</p>	<p>21. Date 5/20/16</p>



<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 37 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Building Services Division</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 37. General Files – Building Services</p>	<p>5. Earliest Year/Latest Year _____2003_____ to <u>Current</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) General Maintenance Files for repair work performed at County facilities.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _____2_____</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) 7 drawers</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation _____2_____</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _____5_____</p> <p>Number                      <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Wicomico Building main office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain onsite at the Wicomico Building until the facility or equipment is no longer maintained by the County, then destroy.</p>	
<p>19. Name and Title of Preparer Joann Copsey, Coordinator</p>	<p>20. Telephone Number (301) 475-4200 X 1152</p>	<p>21. Date 5/20/16</p>

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 38 of 46</p>
<p>1. Department/Agency  <b>St. Mary's County Government</b></p>	<p>2. Division  <b>Department of Public Works and Transportation</b></p>	<p>3. Unit  <b>Building Services Division</b></p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  <b>38. Employee Personnel Files</b></p>	<p>5. Earliest Year/Latest Year  <u>   </u> 1985 <u>   </u> to <u>Current</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Employee personnel information including application, evaluations, PO2's, medical information, certificates and licenses, education and training information, counseling forms and general correspondences.</b>  <b>a. Leave slips</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>   19   </u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation  <u>   1   </u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) 2 drawers  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>   N/A   </u>  Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  <b>Wicomico Building Main Office</b></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No  <b>Human Resources in the Potomac Building</b></p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No  Contains personal, proprietary, confidential information. Must be kept locked up, only to be viewed by the employee themselves (their information only), their supervisor, and the Office Manager.</p>	<p>16. Audit Requirements  <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  Retain onsite until employee leaves. At departure employee may take records or records destroyed.  <b>a. Leave slips maintained for 7 years, then destroyed.</b></p>	
<p>19. Name and Title of Preparer  <b>Joann Copsey, Coordinator</b></p>	<p>20. Telephone Number  <b>(301) 475-4200</b>   X 112</p>	<p>21. Date  <b>5/20/16</b></p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 39 of 46</p>
<p>1. Department/Agency  <b>St. Mary's County Government</b></p>	<p>2. Division  <b>Department of Public Works and Transportation</b></p>	<p>3. Unit  <b>Building Services Division</b></p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  <b>39. Vendor Files</b></p>	<p>5. Earliest Year/Latest Year  <u>2004</u> to <u>Current</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>New Vendor Forms, Requisitions, Purchase Orders, Invoices, Credits</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>2</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation  <u>2</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>1</u>  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  Wicomico Building, Coordinator's office.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No  Original invoices are sent to Finance, Chesapeake Building.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements  <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  Retain hard copy onsite for current Fiscal year and one subsequent year, then destroy. Maintain born digital version for 7 years, then destroy.</p>	
<p>19. Name and Title of Preparer  Joann Copsey, Coordinator</p>	<p>20. Telephone Number  (301) 475-4200  X 1152</p>	<p>21. Date  5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 40 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Building Services Division</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 40. Elevator Maintenance – building services</p>	<p>5. Earliest Year/Latest Year 2009 to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Monthly &amp; Yearly elevator maintenance inspections required for yearly elevator certificates done per contract</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify)</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify)</p>	<p>9. Volume 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 5 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Senior Lead Mechanic's Office, Wicomico Building</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No Department of Finance</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Date Separated into elevators per building</p>	<p>18. Recommended Retention Retain onsite 5 years, then destroy.</p>	
<p>19. Name and Title of Preparer Randy Miedzinski, Manager</p>	<p>20. Telephone Number (301) 475-4200 X 1155</p>	<p>21. Date 5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 41 of 46</p>
<p>1. Department/Agency  <b>St. Mary's County Government</b></p>	<p>2. Division  <b>Department of Public Works and Transportation</b></p>	<p>3. Unit  <b>Building Services Division</b></p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  <b>41. Custodial Services File</b></p>	<p>5. Earliest Year/Latest Year  <u>2009</u> to <u>Current</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Custodial Inspections, contracts, Background checks, janitorial supplies</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify)</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>1</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation  <u>1</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>5</u>  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  Senior Lead Mechanic's Office, Wicomico Building</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No  HTE work orders</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements  <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No Date</p>	<p>18. Recommended Retention  Retain on site for 5 years, then destroy.</p>	
<p>19. Name and Title of Preparer  Randy Miedzinski, Manager</p>	<p>20. Telephone Number  (301) 475-4200  X 1155</p>	<p>21. Date  5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 42 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Building Services Division</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 42. Generator Maintenance – building services</p>	<p>5. Earliest Year/Latest Year 2009 to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Quarterly and Yearly preventive maintenance and testing of County generators</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify)</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually and quarterly</p>	<p>12. File Becomes Inactive After 5 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Senior Lead Mechanic's Office, Wicomico Building</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No Department of Finance</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No Date</p>	<p>18. Recommended Retention Retain on site until the equipment is no longer maintained by the County, then destroy.</p>	
<p>19. Name and Title of Preparer Randy Miedzinski, Manager</p>	<p>20. Telephone Number (301) 475-4200 X 1155</p>	<p>21. Date 5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 43 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Building Services Division</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 43. Safety Checks Documents – building services</p>	<p>5. Earliest Year/Latest Year 2014 to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Checks &amp; Inspections of AED Equipment at various County facilities</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify)</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually and quarterly</p>	<p>12. File Becomes Inactive After 5 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Senior Lead Mechanic's Office, Wicomico Building</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No HTE work orders</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No Date</p>	<p>18. Recommended Retention Retain on site for 2 years, then destroy.</p>	
<p>19. Name and Title of Preparer Randy Miedzinski, Manager</p>	<p>20. Telephone Number (301) 475-4200 X 1155</p>	<p>21. Date 5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 44 of 46</p>
<p>1. Department/Agency  <b>St. Mary's County Government</b></p>	<p>2. Division  <b>Department of Public Works and Transportation</b></p>	<p>3. Unit  <b>Building Services Division</b></p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  <b>44. Sprinkler/Fire Protection Documents – building services</b></p>	<p>5. Earliest Year/Latest Year  <u>2009</u> to <u>Current</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Quarterly and Yearly test and inspections of fire sprinkler systems at County facilities. Performed by Contractor.</b></p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify)</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify)</p>	<p>9. Volume  <u>1</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation  <u>1</u>  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually and quarterly</p>	<p>12. File Becomes Inactive After  <u>5</u>  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  Senior Lead Mechanic's Office, Wicomico Building</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No  Department of Finance</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements  <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No    Date</p>	<p>18. Recommended Retention  Retain on site for 5 years, then destroy.</p>	
<p>19. Name and Title of Preparer  Randy Miedzinski, Manager</p>	<p>20. Telephone Number  (301) 475-4200  X 1155</p>	<p>21. Date  5/20/16</p>



<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 45 of 46</p>
<p>1. Department/Agency  St. Mary's County Government</p>	<p>2. Division  Department of Public Works and Transportation</p>	<p>3. Unit  Building Services Division</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  45. Boiler Certification – Building Services</p>	<p>5. Earliest Year/Latest Year  2009 to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Copies of Boiler Certificates for County facilities</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify)</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  1  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation  1  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually and quarterly</p>	<p>12. File Becomes Inactive After  5  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  Senior Lead Mechanic's Office, Wicomico Building</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No  HTE work orders</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements  <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No Date</p>	<p>18. Recommended Retention  Retain on site until the equipment is no longer maintained by the County, then destroy.</p>	
<p>19. Name and Title of Preparer  Randy Miedzinski, Manager</p>	<p>20. Telephone Number  (301) 475-4200  X 1155</p>	<p>21. Date  5/20/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page 46 of 46</p>
<p>1. Department/Agency St. Mary's County Government</p>	<p>2. Division Department of Public Works and Transportation</p>	<p>3. Unit Building Services Division</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 46. Underground Tank Testing Documents – Building Services</p>	<p>5. Earliest Year/Latest Year 2009 to Current</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records of testing performed on underground fuel tanks at County facilities. Performed under contract at 5 year contract term.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify)</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After 5 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Senior Lead Mechanic's Office, Wicomico Building</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No HTE work orders</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No Date</p>	<p>18. Recommended Retention Retain on site for 5 years, then destroy.</p>	
<p>19. Name and Title of Preparer Randy Miedzinski, Manager</p>	<p>20. Telephone Number (301) 475-4200 X 1155</p>	<p>21. Date 5/20/16</p>