

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

Schedule No. C 1392

Page 1 of 8

Agency: Howard County Government

Division/Unit: Recreation and Parks

Item No.	Description	Retention
	<p>THIS SUPERSEDES SCHEDULE C-1086</p> <p>"The issuance of a legal hold by the Office of Law overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the Office of Law. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so."</p>	

Schedule Approved by Department, Agency, or Division Representative -

Date:

Signature:

Typed Name: John Byrd

Title: Director

Schedule Approved by County Records Management Representative -

Date:

Signature:

Schedule Authorized by State Archivist -

Date:

Signature:

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

Schedule No. C-1392

Page 2 of 8

Agency: Howard County Government

Division/Unit: Recreation and Parks

Item No.	Description	Retention
1	<u>ADMINISTRATIVE</u> - Correspondence pertaining to and arising from the normal and routine administrative functioning of the policies, programs, services, and projects of department or agencies.	Review annually. Retain in office 3 years, then destroy.
2	<u>READER FILES</u> - Chronological order letters and document created by an individual or current director.	Retain until separation of the individual with whom the files are associated, then screen and destroy with the following exception: transfer any records bearing historical value to the Maryland State Archives.
3	<u>MINUTES</u> - Accounts of the proceedings and actions of the Recreation and Parks Advisory Board and the Golf Advisory Committee.	Retain in office for 5 years then forward to Maryland State Archives (MSA) for permanent retention.
4	<u>INDIVIDUAL FULL EMPLOYEE PERSONNEL FILES</u> - The Department of Recreation and Parks unofficial personnel files which are maintained on each employee (Human Resources retains the official files).	Retain in office for 3 years after employment, then destroy.
5	<u>PERSONNEL FILES/PART-TIME EMPLOYEES</u> - The Department of Recreation and Parks is the designated official record keeper. Also, part-time volunteer applications and paperwork.	Retain in office for 3 years after employment, then destroy.
6	<u>EMPLOYEE APPEAL CASE FILES AND RECLASSIFICATION FILES</u> - Employee files on appeals cases and reclassifications.	Retain in office for 2 years after resolution and then destroy.
7	<u>LEAVE REQUESTS</u> - Requests, reports, summaries, authorization, schedules and similar records relating to sick, vacation and other types of authorized leave for Department of Recreation and Parks employees. These requests are approved by their supervisors.	Retain in office for 2 years, then destroy.
8	<u>OFFICIAL LEAVE REQUESTS</u> - Requests and authorization <i>for travel</i> by Howard County employees. These requests must be approved by the County Administrator's Office.	Retain in office for 2 years after fiscal year of request, then destroy.

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

Schedule No. C-1392

Page 3 of 8

Agency: Howard County Government

Division/Unit: Recreation and Parks

Item No.	Description	Retention
9	<u>PERSONNEL REQUISITIONS</u> - Copies of full-time positions requested by the Department of Recs and Parks and submitted to Howard County Human Resources department.	Retain for 2 years in office, and then destroy.
10	<u>JOB ANNOUNCEMENTS</u> - For part-time staff. Howard County Human Resources office retains the full-time job announcements and Rec and Park retains the part-time.	Retain for 1 year in office, and then destroy.
11	<u>RESULTS OF JOB INTERVIEW FILES</u> - Applicant job interview results.	Retain in locked file cabinet in the Department for 3 years, and then destroy.
12	<u>ACCOUNTS PAYABLE RECORDS</u> - Copies of Purchase Orders, Procurement card statements and receipts, Sub-Orders, Direct Payment Claims, and Employee Expense Claims. (Department of Finance is official record holder)	Retain for 3 years, and then destroy.
13	<u>BUREAU OF PARKS AND BUREAU OF RECREATION ACCIDENT/INCIDENT REPORTS</u> - Reports of accidents, injury, personal injury, property damage, vandalism, participants in County sponsored programs, activities, sports, events, parks, etc. Note: Critical reports are faxed to HC Risk Management office	Retain for 5 years, then destroy.
14	<u>PAYROLL RECORDS</u> - Part-time staff time cards	Retain for 2 calendar years of employment of hiring staff, then destroy.
15	<u>FULL TIME PAYROLL TIME SHEETS</u> - Employees time sheets	Retain for 3 years, then destroy.
16	<u>LEASE AGREEMENTS</u> - Department of Recreation and Parks is official record holder.	Retain until agreement expires, plus 3 years after expiration date and then destroy.

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

Schedule No. C-1392

Page 4 of 8

Agency: Howard County Government

Division/Unit: Recreation and Parks

Item No.	Description	Retention
17	<u>CONTRACTS WITH INDEPENDENT CONTRACTORS FOR PROGRAMS</u> - Independent contractor records.	Retain until contract expires plus 2 years after expiration date and then destroy.
18	<u>INTERNAL AUDIT REPORTS</u> - Internal audit reports of current contracts.	Retain until contract expires plus 2 years after expiration date and then destroy.
19	<u>PAVILION RENTAL</u> - Copy of application and payment received. Also any other permits or related records.	Retain for 5 fiscal years, and then destroy.
20	<u>SPORTS FIELDS</u> - Application any payment received for youth and adult groups.	Retain for 5 fiscal years, and then destroy.
21	<u>LIGHT FEES</u> - Payment received broken down to youth and adult groups.	Retain for 5 fiscal years, and then destroy.
22	<u>ALL OTHER RENTALS</u> - Camp fire ring, horse ring, conference rooms, etc. Payment receipts and applications.	Retain for 5 fiscal years, and then destroy.
23	<u>VAN MAINTENANCE</u> - Schedule of van maintenance and application and staff cost to use.	Retain for 5 fiscal years, and then destroy.
24	<u>WAREHOUSE RECORDS</u> - Internal transitions for warehouse storage including Department Requisitions and Purchase Orders.	Retain for 1 fiscal year, then destroy.

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

Schedule No. C-1392

Page 5 of 8

Agency: Howard County Government

Division/Unit: Recreation and Parks

Item No.	Description	Retention
25	<u>FIXED ASSET INVENTORY CONTROL SYSTEM (FAICS) TAG INFORMATION</u> - Track FAICS tag numbers and purchases.	Retain in office for the life of the asset plus 3 years and then destroy.
26	<u>COMMUNITY SERVICE RECORDS</u> - Names, addresses and time of service.	Retain for 5 years and then destroy.
27	<u>LOG-IN and LOG-OUT BOOKS</u> - Records of when purchases are purchased and received.	Retain for 5 years and then destroy.
28	<u>REGISTRATION FORMS</u> - (a) Forms completed by the registrants when enrolling in programs; payments are accepted by cash; check and credit cards. (b) Class registration listings for all programs. Contract for all RLC (Recreation Licensed Child Care) registrants.	(a-b) All records must be maintained for 7 years due to IRS requirements, then destroyed.
29	<u>FINANCIAL FORMS</u> - (a) Payment received listing - A record of the daily data entry for all programs. (b) Refund reports for credit card, check and direct payment claims. (c) Refund ledger maintains a listing of all refund checks that are issued by the Department. (d) Records of every credit card to customers' accounts. Return check listing all checks returned to the customers. (e) Receipt book - Receipts given to registrants for cash payment or upon request for payment by check.	(a-e) All records must be maintained for 7 years due to IRS requirements, then destroyed.

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

Schedule No. C-1392

Page 6 of 8

Agency: Howard County Government

Division/Unit: Recreation and Parks

Item No.	Description	Retention
30	<u>CHILDCARE PROGRAM ACCIDENT & INCIDENT REPORTS</u> - Contains copies of accident and incident reports written on children enrolled in the program. (Note: Critical reports are faxed to HC Risk Management office)	Retain for 7 years, then destroy.
31	<u>RATIO LOGS</u> - Contains number of children and staff present each day at the program and required in case of lawsuit, per Risk Management policy.	Retain for 21 years, and then destroy.
32	<u>CHILDREN'S FILES</u> - Contains emergency information, physical and immunization forms on each child in the program.	Retain until child is 21, and then destroy.
33	<u>EMPLOYEE ON-SITE FILES</u> - Contains licensing paperwork on employee per the Office of Child Care guidelines.	Retain in office 3 years and then destroy.
34	<u>ATTENDANCE SHEETS</u> - Contains names of children and days they attend the program.	Retain in office 7 years and then destroy.
35	<u>SIGN-IN/SIGN-OUT SHEETS</u> - Contains a record of who drops off & picks up a child in the program.	Retain in office 7 years and then destroy.
36	<u>TRAINING ATTENDANCE & AGENDA</u> - Contains record of staff participating in training and agenda.	Retain in office 3 years and then destroy.
37	<u>STAFFING PATTERNS FOR FULL DAY</u> - Contains staff assigned to work optional full day program.	Retain for 16 years, and then destroy.
38	<u>PROGRAM PLANS</u> - Contains daily scheduled activities for each program.	Retain for 5 years, and then destroy.
39	<u>PARENT & STAFF MANUALS/COUPON</u> - Rec and Parks manuals and coupon books that are distributed to parents and staff.	Retain in office for 3 years, and then destroy.
40	<u>BUDGET RECORDS</u> - Annual and Seasonal budgets.	Retain for 5 years, and then destroy.

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RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

Schedule No. C-1392

Page 7 of 8

Agency: Howard County Government

Division/Unit: Recreation and Parks

Item No.	Description	Retention
41	<u>CENTER FILES</u> - Contains copy of license, staffing patterns, and inspection checklists.	Retain for 2 years and then destroy.
42	<u>COMPREHENSIVE LAND PRESERVATION AND RECREATION PLANS</u> - Long range master plan for park acquisition and facility development, as well as policies and plans for programming, funding, operations and maintenance.	Retain for 5 years, and then transfer to MSA.
43	<u>CAPITAL PROJECT FILES AND CAPITAL PROJECT FINANCIAL FILES</u> - Records include the planning, design and construction of park facilities, purchasing documents, contracts, invoices and payment vouchers and other capital improvements managed by the Department of Recreation and Parks.	Retain for 20 years after completion of the project, and then destroy.
44	<u>LAND ACQUISITION FILES</u> - Files categorized by former property owners and containing a chronology of actions from owner notification through deed recordation.	Retain until the County no longer owns the property, then, transfer to MSA.
45	<u>PROGRAM OPEN SPACE GRANT FILES</u> - Documents pertaining to State funding of park planning, design, acquisition and construction.	Retain for 20 years after completion of the project, and then destroy.
46	<u>ANNUAL BUDGETS</u> - Copy of Annual Department of Recreation and Parks Budget. The Howard County Budget Office is the official records custodian for budget documents.	Retain in office for 3 years, then destroy.
47	<u>BUDGET WORKING PAPERS</u> - Records created exclusively for and used in the preparation of the Annual Department of Recreation and Parks budget including budgets requests and revenue estimates.	Retain in office for 3 years, then destroy.

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

Schedule No. C-1392

Page 8 of 8

Agency: Howard County Government

Division/Unit: Recreation and Parks

Item No.	Description	Retention
48	<u>GRANT DEVELOPMENT AND FINANCIAL FILES</u> - Grant proposals and financial records for state and federal grants. Files include the final grant proposal and invoices developed to reimburse the Department of Recreation and Parks for expenses.	Retain in office for 3 years, then destroy.
49	<u>THERAPEUTIC RECREATION/ACCOMMODATION SERVICES ASSESSMENTS</u> - Contains confidential information about the specific disability, medical condition or other condition that would require a type of accommodation or therapeutic recreation service.	Retain in office for 7 years after last participation or until a child is 21, whichever is sooner, then destroy.
50	<u>THERAPEUTIC PROGRAMS ACCIDENT/INCIDENT REPORTS</u> - Contains copies of accident and incident reports written on children and adults enrolled in therapeutic recreation programs or receiving accommodation services.	Retain in office for 7 years after last participation or until a child is 21, whichever is sooner, then destroy.
51	<u>CRIMINAL BACKGROUND INVESTIGATIONS</u> - State and Federal Criminal History records on part-time, benefitted, and contingent workers.	Retain for 3 years beyond end of employment, then destroy.
52	<u>ENFORCEMENT</u> - Contains confidential information about Forest Conservation and Park regulation enforcement such as warning notices, civil citations and parking citations.	Retain in office for as long as the County owns the land and then destroy.

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	AGENCY RECORDS INVENTORY Page <u>1</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 ADMINISTRATIVE	5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) ADMINISTRATIVE - Correspondence pertaining to and arising from the normal and routine administrative functioning of the policies, programs, services, and projects of department or agencies.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>6</u> 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 <u>6</u> 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 Review annually. Retain in office 3 years and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>2</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 READER FILES	5. Earliest Year/Latest Year <u>2009</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>READER FILES</u> – Chronological order letters and document created by an individual or current director.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Binders per year</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2</u> 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 <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>NA</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 until separation of the individual with whom the files are associated, then screen and destroy with the following exception: transfer any records bearing historical value to the Maryland State Archives.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u> 3 </u> OF <u> 52 </u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 MINUTES	5. Earliest Year/Latest Year <u> 2013 </u> to <u> Present </u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) MINUTES - Accounts of the proceedings and actions of the Recreation and Parks Advisory Board and the Golf Advisory Committee.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u> 1 </u> 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) _____ Computer File - Network _____ 10. Annual Accumulation <u> 1 </u> 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) _____ Computer File - Network _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u> 5 </u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 in office for 5 years then forward to Maryland State Archives (MSA) for permanent retention.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>4</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 INDIVIDUAL FULL EMPLOYEE PERSONNEL FILES	5. Earliest Year/Latest Year <u>2013</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) INDIVIDUAL FULL EMPLOYEE PERSONNEL FILES - The Department of Recreation and Parks unofficial personnel files which are maintained on each employee (Human Resources retains the official files).		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>12</u> 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 <u>12</u> 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Human Resources	
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 in office for 3years after employment, then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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		AGENCY RECORDS INVENTORY Page <u>5</u> OF <u>52</u>	
1. Department/Agency Howard County Government		2. Division Recreation and Parks		3. Unit	
DEFINITION: Records 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 PERSONNEL FILES/PART-TIME EMPLOYEES			5. Earliest Year/Latest Year <u>2013</u> to <u>Present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>PERSONNEL FILES/PART-TIME EMPLOYEES</u> - The Department of Recreation and Parks is the designated official record keeper. Also, part-time volunteer applications and paperwork.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>12</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road		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 in office for 3 years after employment, then destroy.			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician		20. Telephone Number 410-313-1677		21. Date February 8, 2017	

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		AGENCY RECORDS INVENTORY Page <u>6</u> OF <u>52</u>	
1. Department/Agency Howard County Government		2. Division Recreation and Parks		3. Unit	
DEFINITION: Records 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 EMPLOYEE APPEAL CASE FILES AND RECLASSIFICATION FILES			5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>EMPLOYEE APPEAL CASE FILES AND RECLASSIFICATION FILES</u> - Employee files on appeals cases and reclassifications.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>2</u> 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 <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road			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 in office for 2 years after resolution and then destroy.		
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician		20. Telephone Number 410-313-1677		21. Date February 8, 2017	

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	AGENCY RECORDS INVENTORY Page <u>7</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 LEAVE REQUESTS		5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>LEAVE REQUESTS</u> - Requests, reports, summaries, authorization, schedules and similar records relating to sick, vacation and other types of authorized leave for Department of Recreation and Parks employees. These requests are approved by their supervisors.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2</u> 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 <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 in office for 2 years, then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>8</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 OFFICIAL LEAVE REQUESTS	5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) OFFICIAL LEAVE REQUESTS - Requests and authorization for travel by Howard County employees. These requests must be approved by the County Administrator's Office.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2</u> 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 <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No County Administration	
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 in office for 2 years after fiscal year of request, then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>9</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 PERSONNEL REQUISITIONS	5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>PERSONNELREQUISITIONS</u> - Copies of full-time positions requested by the Department of Recs and Parks and submitted to Howard County Human Resources department.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> 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 <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 2 years in office, and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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		AGENCY RECORDS INVENTORY Page <u>10</u> OF <u>52</u>	
1. Department/Agency Howard County Government		2. Division Recreation and Parks		3. Unit	
DEFINITION: Records 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 JOB ANNOUNCEMENTS			5. Earliest Year/Latest Year <u>2016</u> to <u>Present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>JOB ANNOUNCEMENTS</u> - Forpart-time staff. Howard County Human Resources office retains the full-time job announcements and Rec and Park retains the part-time.					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Email, website</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume _____ 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>Email, website</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Human Resources			
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 1 year in office, and then destroy.			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician		20. Telephone Number 410-313-1677		21. Date February 8, 2017	

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	AGENCY RECORDS INVENTORY Page <u>11</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 RESULTS OF JOB INTERVIEW FILES	5. Earliest Year/Latest Year <u>2014</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) RESULTS OF JOB INTERVIEW FILES - Applicant job interview results.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> 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 <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 in locked file cabinet in the Department for 3 years, and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>12</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records Series- A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title ACCOUNTS PAYABLE RECORDS	5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) ACCOUNTS PAYABLE RECORDS - Copies of Purchase Orders, Procurement card statements and receipts, Sub-Orders, Direct Payment Claims, and Employee Expense Claims. (Department of Finance is official record holder).		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>6</u> 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 <u>6</u> 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 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 3 years, and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>13</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 BUREAU OF PARKS AND BUREAU OF RECREATION ACCIDENT and INCIDENT REPORTS	5. Earliest Year/Latest Year <u>2013</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) BUREAU OF PARKS AND BUREAU OF RECREATION ACCIDENT and INCIDENT REPORTS - Reports of accidents, injury, personal injury, property damage, vandalism, participants in County sponsored programs, activities, sports, events, parks, etc. Note: Critical reports are faxed to HC Risk Management office.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>4</u> 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 <u>4</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Critical reports are faxed to Risk Management office	
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 Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>14</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 PAYROLL RECORDS	5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>PAYROLL RECORDS - Part-time staff time cards</u>		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>3</u> 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 <u>3</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 2 calendar years of employment of hiring staff, then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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		AGENCY RECORDS INVENTORY Page <u>15</u> OF <u>52</u>	
1. Department/Agency Howard County Government		2. Division Recreation and Parks		3. Unit	
DEFINITION: Records 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 FULL TIME PAYROLL TIME SHEETS			5. Earliest Year/Latest Year 2015 to Present		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) FULL TIME PAYROLL TIME SHEETS - Employees time sheets					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>3</u> 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) _____ computer file _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road		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 3 years, then destroy.			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician		20. Telephone Number 410-313-1677		21. Date February 8, 2017	

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	AGENCY RECORDS INVENTORY Page <u>16</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 LEASE AGREEMENTS	5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>LEASE AGREEMENTS</u> - Department of Recreation and Parks is official record holder.		
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>Binders</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2</u> 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) <u>computer file</u> 10. Annual Accumulation <u>2</u> 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) <u>computer file</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 until agreement expires, plus 3 years after expiration date and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>17</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 CONTRACTS WITH INDEPENDENT CONTRACTORS FOR PROGRAMS	5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>CONTRACTS WITH INDEPENDENT CONTRACTORS FOR PROGRAMS</u> - Independent contractor records.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> 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 <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 until contract expires plus 2 years after expiration date and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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		AGENCY RECORDS INVENTORY Page <u>18</u> OF <u>52</u>	
1. Department/Agency Howard County Government		2. Division Recreation and Parks		3. Unit	
DEFINITION: Records 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 INTERNAL AUDIT REPORTS			5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) INTERNAL AUDIT REPORTS - Internal audit reports of current contracts.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>1</u> 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 <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road			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 type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain until contract expires plus 2 years after expiration date and then destroy.		
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician		20. Telephone Number 410-313-1677		21. Date February 8, 2017	

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	AGENCY RECORDS INVENTORY Page <u>19</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 PAVILION RENTAL	5. Earliest Year/Latest Year <u>2013</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) PAVILION RENTAL - Copy of application and payment received. Also any other permits or related records.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Computer File</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>NA</u> 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>Computer File (Online System)</u> 10. Annual Accumulation <u>NA</u> 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>Computer File (Online System)</u>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 fiscal years, and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>20</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 SPORTS FIELDS	5. Earliest Year/Latest Year <u>2013</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>SPORTS FIELDS</u> - Application any payment received for youth and adult groups.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> 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 <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 fiscal years, and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>21</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 LIGHT FEES	5. Earliest Year/Latest Year <u>2013</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) LIGHT FEES - Payment received broken down to youth and adult groups.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> 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 <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 fiscal years, and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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		AGENCY RECORDS INVENTORY Page <u>22</u> OF <u>52</u>	
1. Department/Agency Howard County Government		2. Division Recreation and Parks		3. Unit	
DEFINITION: Records 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 ALL OTHER RENTALS			5. Earliest Year/Latest Year <u>2013</u> to <u>Present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>ALL OTHER RENTALS</u> - Camp fire ring, horse ring, conference rooms, etc. Payment receipts and applications.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Computer File</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>NA</u> 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>Computer File (Online System)</u>	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		10. Annual Accumulation <u>NA</u> 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>Computer File (Online System)</u>			
12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road			
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 fiscal years, and then destroy.		19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician			
20. Telephone Number 410-313-1677		21. Date February 8, 2017			

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	AGENCY RECORDS INVENTORY Page <u>23</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 VAN MAINTENANCE	5. Earliest Year/Latest Year <u>2013</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) VAN MAINTENANCE - Schedule of van maintenance and application and staff cost to use.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> 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 <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 fiscal years, and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>24</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 WAREHOUSE RECORDS	5. Earliest Year/Latest Year <u>2016</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>WAREHOUSE RECORDS</u> - Internal transitions for warehouse storage including Department Requisitions and Purchase Orders.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> 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 <u>1</u> 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 1 fiscal year, then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>25</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 FIXED ASSET INVENTORY CONTROL SYSTEM (FAICS) TAG INFORMATION	5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>FIXED ASSET INVENTORY CONTROL SYSTEM (FAICS) TAG INFORMATION - Track FAICS tag numbers and purchases.</u>		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>NA</u> 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>Database</u> 10. Annual Accumulation 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>Database</u>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 in office for the life of the asset plus 3 years and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>26</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 COMMUNITY SERVICE RECORDS	5. Earliest Year/Latest Year <u>2013</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) COMMUNITY SERVICE RECORDS - Names, addresses and time of service.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> 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 <u>1</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>27</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 LOG-IN and LOG-OUT BOOKS	5. Earliest Year/Latest Year <u>2013</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>LOG-IN and LOG-OUT BOOKS</u> - Records of when purchases are purchased and received.		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Book</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2</u> 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 <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>28</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 REGISTRATION FORMS	5. Earliest Year/Latest Year <u>2011</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) REGISTRATION FORMS (a) Forms completed by the registrants when enrolling in programs; payments are accepted by cash; check and credit cards. (b) Class registration listings for all programs. Contract for all RLC (Recreation Licensed Child Care) registrants.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>4</u> 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) <u>Computer File</u> <hr/> 10. Annual Accumulation <u>4</u> 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) <u>Computer File</u>
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 (a-b) All records must be maintained for 7 years due to IRS requirements, then destroyed.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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		AGENCY RECORDS INVENTORY Page <u>29</u> OF <u>52</u>	
1. Department/Agency Howard County Government		2. Division Recreation and Parks		3. Unit	
DEFINITION: Records 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 FINANCIAL FORMS			5. Earliest Year/Latest Year <u>2011</u> to <u>Present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) FINANCIAL FORMS – (a) Payment received listing – a record of the daily date entry for all programs. (b) Refund reports for credit card, check and direct payment claims. (c) Refund ledger maintains a listing of all refund checks that are issued by the Department. (d) Records of every credit card to customer's accounts. Return check listing all checks returned to the customers. (e) Receipt book – Receipts given to registrants for cash payment or upon request for payment by check.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>4</u> 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road		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 (a-e) All records must be maintained for 7 years due to IRS requirements, then destroyed.			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician		20. Telephone Number 410-313-1677		21. Date February 8, 2017	

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	AGENCY RECORDS INVENTORY Page <u>30</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 CHILDCARE PROGRAM ACCIDENT & INCIDENT REPORTS		5. Earliest Year/Latest Year <u>2011</u> to <u>Present</u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) CHILDCARE PROGRAM ACCIDENT & INCIDENT REPORTS - Contains copies of accident and incident reports written on children enrolled in the program. (Note: Critical reports are faxed to HC Risk Management office).		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>4</u> 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 <u>4</u> 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 7 years, then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 9, 2017

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	AGENCY RECORDS INVENTORY Page <u>31</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 RATIO LOGS	5. Earliest Year/Latest Year <u>1996</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>RATIO LOGS - Contains number of children and staff present each day at the program and required in case of lawsuit, per Risk Management policy.</u>		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>15</u> 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>cold storage/boxes</u> 10. Annual Accumulation <u>15</u> 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>cold storage/boxes</u>
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>21</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 21 years, and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 9, 2017

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	AGENCY RECORDS INVENTORY Page <u>32</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 CHILDREN'S FILES		5. Earliest Year/Latest Year <u>1996</u> to <u>Present</u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) CHILDRENS FILES - Contains emergency information, physical and immunization forms on each child in the program.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>15</u> 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>cold storage/boxes</u> 10. Annual Accumulation <u>15</u> 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>cold storage/boxes</u>
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>21</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road		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 until child is 21, and then destroy.
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 9, 2017

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	AGENCY RECORDS INVENTORY Page <u>33</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 EMPLOYEE ON-SITE FILES	5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) EMPLOYEE ON-SITE FILES - Containslicensingpaperworkonemployee per the Office of Child Care guidelines.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> 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 <u>1</u> 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 in office 3 years, then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 9, 2017

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	AGENCY RECORDS INVENTORY Page <u>34</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 ATTENDANCE SHEETS	5. Earliest Year/Latest Year <u>2010</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) ATTENDANCE SHEETS - Contains names of children and days they attend the program.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> 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 <u>1</u> 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 in office <u>7</u> years, then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 9, 2017

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	AGENCY RECORDS INVENTORY Page <u>35</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 SIGN-IN/SGN-OUT SHEETS	5. Earliest Year/Latest Year <u>2010</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) SIGN-IN/SGN-OUT SHEETS - Contains a record of who drops off & picks up a child in the program.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> 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 <u>1</u> 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 in office 7 years and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 9, 2017

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	AGENCY RECORDS INVENTORY Page <u>36</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 TRAINING ATTENDANCE & AGENDA	5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>TRAINING ATTENDANCE & AGENDA</u> - Contains record of staff participating in training and agenda.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> 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 <u>1</u> 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 in office 3 years, then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 9, 2017

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	AGENCY RECORDS INVENTORY Page <u>37</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 STAFFING PATTERNS FOR FULL DAY	5. Earliest Year/Latest Year <u>2001</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>STAFFING PATTERNS FOR FULL DAY - Contains staff assigned to work optional full day program.</u>		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>4</u> 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 <u>4</u> 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>16</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 16years, then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 9, 2017

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	AGENCY RECORDS INVENTORY Page <u>38</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 PROGRAM PLANS	5. Earliest Year/Latest Year <u>2013</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) PROGRAM PLANS - Contains daily scheduled activities for each program.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2</u> 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 <u>2</u> 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 9, 2017

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	AGENCY RECORDS INVENTORY Page <u>39</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 PARENT & STAFF MANUALS/COUPON	5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>PARENT & STAFF MANUALS/COUPON</u> – Rec and Parks manuals and coupon books that are distributed to parents and staff.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2</u> 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 <u>2</u> 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road,	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 in office for 3 years, then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 9, 2017

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	AGENCY RECORDS INVENTORY Page <u>40</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 BUDGET RECORDS	5. Earliest Year/Latest Year <u>2013</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>BUDGET RECORDS - Annual and Seasonal budgets</u>		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>3</u> 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 <u>3</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road,	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No County budget office and online	
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, and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>41</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 CENTER FILES	5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>CENTER FILES</u> - Contains copy of license, staffing patterns, and inspection checklists.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> 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 <u>1</u> 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road,	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 2 years and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>42</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 COMPREHENSIVE LAND PRESERVATION AND RECREATION PLANS	5. Earliest Year/Latest Year <u>2012</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) COMPREHENSIVE LAND PRESERVATION AND RECREATION PLANS - Long range master plan for park acquisition and facility development, as well as policies and plans for programming, funding, operations and maintenance.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> 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) _____online_____ 10. Annual Accumulation <u>1</u> 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) _____online_____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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, and then transfer to MSA.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>43</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 CAPITAL PROJECT FILES AND CAPITAL PROJECT FINANCIAL FILES	5. Earliest Year/Latest Year <u>1996</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>CAPITAL PROJECT FILES AND CAPITAL PROJECT FINANCIAL FILES</u> - Records include the planning, design and construction of park facilities, purchasing documents, contracts, invoices and payment vouchers and other capital improvements managed by the Department of Recreation and Parks.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>21</u> 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 <u>21</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>21</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 20 years after completion of the project, and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>44</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 LAND ACQUISITION FILES	5. Earliest Year/Latest Year <u>1959</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>LAND ACQUISITION FILES</u> - Files categorized by former property owners and containing a chronology of actions from owner notification through deed recordation.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>20</u> 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 <u>20</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>NA</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Real Estate Services	
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 until the County no longer owns the land, then, transfer to MSA.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>45</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 PROGRAM OPEN SPACE GRANT FILES	5. Earliest Year/Latest Year <u>1997</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) PROGRAM OPEN SPACE GRANT FILES - Documents pertaining to State funding of park planning, design, acquisition and construction.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>3</u> 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 <u>3</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>20</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 20 years after completion of the project, then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>46</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 ANNUAL BUDGETS	5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>	
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 BUDGETS - Copy of Annual Department of Recreation and Parks Budget. The Howard County Budget Office is the official records custodian for budget documents.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>3</u> 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 <u>3</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No County Budget Office	
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 in office for 3 years, then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>47</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 BUDGET WORKING PAPERS	5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) BUDGET WORKING PAPERS - Records created exclusively for and used in the preparation of the Annual Department of Recreation and Parks budget including budgets requests and revenue estimates.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>4</u> 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 <u>4</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 in office for 3 years, then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>48</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 GRANT DEVELOPMENT AND FINANCIAL FILES	5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>	
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 DEVELOPMENT AND FINANCIAL FILES - Grant proposals and financial records for state and federal grants. Files include the final grant proposal and invoices developed to reimburse the Department of Recreation and Parks for expenses.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>2</u> 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 <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 in office for 3 years, then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017

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	AGENCY RECORDS INVENTORY Page <u>49</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 THERAPEUTIC RECREATION/ACCOMMODATION SERVICES ASSESSMENTS	5. Earliest Year/Latest Year <u>2011</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) THERAPEUTIC RECREATION/ACCOMMODATION SERVICES ASSESSMENTS - Contains confidential information about the specific disability, medical condition or other condition that would require a type of accommodation or therapeutic recreation service.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>3</u> 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 <u>3</u> 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 in office for 7 years after last participation or until a child is 21, whichever is sooner, then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 9, 2017

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		AGENCY RECORDS INVENTORY Page <u>50</u> OF <u>52</u>	
1. Department/Agency Howard County Government		2. Division Recreation and Parks		3. Unit	
DEFINITION: Records 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 THERAPEUTIC PROGRAMS ACCIDENT/INCIDENT REPORTS			5. Earliest Year/Latest Year <u>2011</u> to <u>Present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) THERAPEUTIC PROGRAMS ACCIDENT/INCIDENT REPORTS - Contains copies of accident and incident reports written on children and adults enrolled in therapeutic recreation programs or receiving accommodation services.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>3</u> 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road,		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 in office for 7 years after last participation or until a child is 21, whichever is sooner, then destroy.			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician		20. Telephone Number 410-313-1677		21. Date February 9, 2017	

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		AGENCY RECORDS INVENTORY Page <u>51</u> OF <u>52</u>	
1. Department/Agency Howard County Government		2. Division Recreation and Parks		3. Unit	
DEFINITION: Records 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 CRIMINAL BACKGROUND INVESTIGATIONS			5. Earliest Year/Latest Year <u>2015</u> to <u>Present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <u>CRIMINAL BACKGROUND INVESTIGATIONS</u> - State and Federal Criminal History records on part-time, benefitted, and contingent workers.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <u>2</u> Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road,		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 3 years beyond end of employment, then destroy.			
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician		20. Telephone Number 410-313-1677		21. Date February 8, 2017	

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	AGENCY RECORDS INVENTORY Page <u>52</u> OF <u>52</u>
1. Department/Agency Howard County Government	2. Division Recreation and Parks	3. Unit
DEFINITION: Records 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 ENFORCEMENT	5. Earliest Year/Latest Year <u>1990</u> to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) ENFORCEMENT - Contains confidential information about Forest Conservation and Park regulation enforcement such as warning notices, civil citations and parking citations.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>20</u> 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 <u>20</u> 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 type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>NA</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7120 Oakland Mills Road	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 in office for as long as the County owns the land and then destroy.	
19. Name and Title of Preparer Dawn Poholsky, Engineering Support Technician	20. Telephone Number 410-313-1677	21. Date February 8, 2017