

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	C1443
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Agency Information

Department / Agency	St. Mary's County Department of Recreation and Parks - <i>Museums</i>
Division / Unit	N/A
Mission Statement/Link to division/unit website	https://www.stmarysmd.com/recreate/

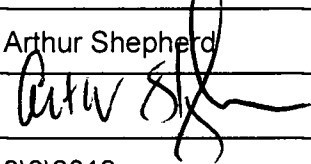
Schedule Information

Supersedes Schedule(s)	N/A
Amends Schedule(s)	N/A

Preparer Information

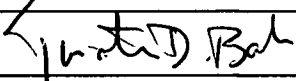
Name of Preparer	Robert Kelly
Title of Preparer	Chief Information Officer
Preparer Email Address	Bob.Kelly@stmarysmd.com
Preparer Telephone Number	301-475-4200 *1013
Date	9/3/2019

Agency Approval

Name of Agency Director	Arthur Shepherd
Agency Director Signature	
Date	9/3/2019

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State Archivist Approval

State Archivist Signature	
Date	11-20-19

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1443 (To be completed by DGS/Records Management Division)
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Records Series Title: General Files – St. Mary's Recreation and Parks - Museums	Page 1 of 6
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Record Series Content	General Files - Subject files containing interoffice memos, print correspondence, printed material
Record Series Function	General Files related to the operation of the Museum Division of Recreation and Parks for St. Mary's County Government.
Organization/Arrangement	Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	Pdf; loose paper
Volume (file drawers, gigabytes, etc.)	Twelve (12) file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	250-500 megabytes, .25 to .5 / file drawer
Current Location	County File Servers; Department office
Audit Requirements	N/A
Date Span	2017 - present
Completeness /Gaps	None Known

Schedule Item Number	1
Retention	Retain for one (1) year, then screen and destroy with the following exceptions: Scan to MD State Archives Standards any material that serves to document the origin, development and accomplishments of the department or its divisions, then destroy hard copy. Transfer digital copy to County Archives and State Archives after scanning is complete.
Justification for Permanent Retention	Select subject files have historical value in documenting the origin, development and significant accomplishments of the department or its divisions

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Records Series Title: Time and Attendance records – St. Mary’s County Recreation and Parks Museums	Page 2 of 6
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Record Series Content	Time and Attendance records
Record Series Function	Time sheets/Leave slips filled out by County employees. Excludes comp time requests – these are included in the Retention Schedules of the Finance Department.
Organization/Arrangement	Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	Loose paper
Volume (file drawers, gigabytes, etc.)	Five (5) file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	5% / file drawers
Current Location	Department Files
Audit Requirements	N/A
Date Span	2011 - present
Completeness /Gaps	None Known

Schedule Item Number	2
Retention	Retain five (5) years then destroy.
Justification for Permanent Retention	

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Records Series Title: Travel/Training Forms – St. Mary’s County Recreation and Parks Museums	Page 3 of 6
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Record Series Content	Travel\Training Forms
Record Series Function	Documentation on employees’ travel expenses or expenses for career training sessions.
Organization/ Arrangement	Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	Loose paper
Volume (file drawers, gigabytes, etc.)	Ten percent (.10) of a file drawer
Annual Accumulation (file drawers, gigabytes, etc.)	.05 / file drawer
Current Location	Department Files
Audit Requirements	N/A
Date Span	2013 - present
Completeness /Gaps	None Known

Schedule Item Number	3
Retention	Retain five (5) years then destroy.
Justification for Permanent Retention	

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Records Series Title: Non-Executive Correspondence – St. Mary’s County Recreation and Parks - Museums	Page 4 of 6
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Record Series Content	Non-Executive Email
Record Series Function	Internal and external email correspondence sent and received during office operations. These are "non-executive" in that they contain day-to-day administrative functions and do not document executive-level decisions.
Organization/ Arrangement	Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	PDF\E-Mail
Volume (file drawers, gigabytes, etc.)	1 gigabyte
Annual Accumulation (file drawers, gigabytes, etc.)	250 megabytes
Current Location	County File Servers
Audit Requirements	N/A
Date Span	Present minus 39 months.
Completeness /Gaps	None Known

Schedule Item Number	4
Retention	Department custody. Retain for thirty nine (39) months then destroy. Business related correspondence that is essential to a core function of another series should follow the retention period for that series.
Justification for Permanent Retention	

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Records Series Title: Publications, Exhibits and Documentary Items – St. Mary’s County Recreation and Parks Museums	Page 5 of 6
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Record Series Content	Publications, Research documents, Exhibits, and Documentary Items comprised of print correspondence, printed material.
Record Series Function	Historical and other research documents including exhibit scripts, photographs, film, videos, audio of programs and events and publications created or in possession of the Museums.
Organization/Arrangement	Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	PDF\CD Roms\ discs\loose paper
Volume (file drawers, gigabytes, etc.)	Three (3) file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	.5 / file drawer
Current Location	County Files and File Servers
Audit Requirements	N/A
Date Span	1978-present
Completeness /Gaps	None Known

Schedule Item Number	5
Retention	Permanent. Scan to MD State Archives Standards. Retain for life of related museum object, then transfer to Maryland State Archives and Transfer digital copy to County Archives and State Archives after scanning is complete.
Justification for Permanent Retention	Documents the origin, development and accomplishments of the Division.

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Records Series Title: Site Surveys, Maps and Plans – St. Mary’s County Recreation and Parks Museums	Page 6 of 6
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Record Series Content	Site Surveys, Maps and Plans comprised of printed material.
Record Series Function	Surveys and other data that document the history of the museums.
Organization/Arrangement	Chronological
Indexing System	N/A
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	PDF\Paper
Volume (file drawers, gigabytes, etc.)	Two (2) file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	.5 / file drawer
Current Location	County Files and File Servers
Audit Requirements	N/A
Date Span	1978-present
Completeness /Gaps	None Known

Schedule Item Number	6
Retention	Permanent. Scan to MD State Archives Standards. Retain for life of related museum object, then transfer to Maryland State Archives and Transfer digital copy to County Archives and State Archives after scanning is complete.
Justification for Permanent Retention	Documents the origin and development of the various museum sites.