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

Schedule No. M.62

Agency
Hagerstown

Division/Unit
Utilities/Water

Item No	Description	Retention
1	Engineering drawings for as-built water lines, boundary surveys, fire protection details, road construction plans, sewer collection system, watershed plans	Permanent. Transfer periodically to the Maryland State Archives
2	Vehicle records/equipment -contains but not limited to: insuring and licensing of motor vehicles, registration 9copy) invoice, specifications, manual, report of delivery	Destroy material having no further Administrative or Operational value.
3	Accounting reports: variance reports, misc. accounting reports, budget worksheets, invoices	Destroy material having no further Administrative or Operational value.
4	Work cards: employee number, name, new work/maintenance, total hours, date, part number, quantity, location	Retain for three (3) years, then destroy.
5	Payroll reports: time card edit reports	Destroy material having no further Administrative or Operational value.
6	Edgemont Dam files: permits, application for payments, safety improvements progress meetings, drawings	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

Approved by Department, Agency or Division Representative

Date 11-10-99

Signature GeorgiAnn N. Breichner

Type Name GeorgiAnn N. Breichner

Title City Clerk

Schedule Authorized by State Archivist

Date DEC 3 1999

Signature Edward C. Papenfuse

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)		**Schedule No.** M.62 **Page** 2 **of** 4
Item No	**Description**	**Retention**
7	Washington County files -contains but not limited to: district court suits filed, utility installation permits, Washington County planning comm.	Destroy material having no further Legal, Administrative, Fiscal or Operational value.
8	General alpha file -contains but not limited to: affirmative action, airport, EPA regulations, brochures, C.I. programs, claims, health issues, local climatological data, fees and service charge, booster stations and tanks	Destroy material having no further Legal, Administrative, Fiscal or Operational value.
9	Project files -contains but not limited to: drawings, water construction permits, applications, correspondence, drawing review, instruction to bidders, bonds, specifications	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
10	Monthly reports -contains but not limited to: yearly summary, monthly summary by plant; date, operator hours, gallons treated	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)		**Schedule No.** M. 62 **Page** 3 **of** 4
Item No	**Description**	**Retention**
11	Meter record cards for each meter maintained by the city: location, make, size, style/model	Retain for life of equipment, plus two (2) years, then destroy
12	Planning department files -contains but not limited to: correspondence, site plans, annual reports of the planning commission Note: Record copies are located in the Planning Department.	Destroy material having no further Legal, Administrative, Fiscal or Operational value.
13	State of MD files -contains but not limited to: certification of plant operations, program open space, SHA permit requests, DHMH monitoring, MOSH citations, SHA traffic control	Destroy material having no further Legal, Administrative, Fiscal or Operational value.
14	Fire hydrant inspection: hydrant number, location, make, date, leaks, results of flushing, date repairs made	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.

M.62

Item No	Description	Retention
15	Weekly/monthly reports to the city administrator: water dept activities for the week, projects completed, problems corrected, handwritten notes; monthly reports: recap of weekly reports, various services performed by the dept for the month	Destroy material having no further Legal, Administrative, Fiscal or Operational value.

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 _____ Of _____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Utilities

3. UNIT: Water

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: Engineering Drawings

5. EARLIEST YEAR / LATETEST YEAR: 1977 TO Current

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Drawings for: As-Built Water Lines; Boundary Surveys; Fire Protection Details; Road Construction Plans; Sewer Collection System; Watershed Plans; Etc

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☒ Other (Specify) Drawings Various Sizes

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☒ Other (Specify) Flat Files

71 Number Cu. Ft.

10. ANNUAL ACCUMULATION

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

_____ Number

11. FILE IS USED

☐ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): Memorial Hosp - Shop

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

☐ Yes _____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes _____ ☒ No

18. RECOMMENDED RETENTION: Permanent. Transfer Periodically to the Md. State Archives.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93)

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

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1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Utilities

3. UNIT: Water

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: Vehicle Records / Equipment WORKING

5. EARLIEST YEAR / LATETEST YEAR: 1997 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: INSURING + LICENSING OF Motor Vehicles - Registration (copy) INVOICE; SPECIFICATIONS; MANUAL; Report of Delivery; ETC.

BACKHOE, Air Compressor

CENTRAL MAINT. ~~IS THE HOLD~~ CITY CLERK MAINT THE ORIGINAL RECORD.

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) ____

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) ____

Vehicle No.

9. VOLUME

- [ ] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) ____

____ Number

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) ____

____ Number

11. FILE IS USED

- [x] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): Memorial Bldg - OFF.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- [ ] Yes ____
- [ ] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- [ ] Yes ____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

central maint. City clerk

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes ____
- [x] No

18. RECOMMENDED RETENTION: MAINTAIN for the life of the Vehicle/Equipment, plus 2 years then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

Destroy Material showing no Further Admin/Oper.

RECORD SERIES - FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Utilities

3. UNIT: Water

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: Accounting Reports

5. EARLIEST YEAR / LATETEST YEAR: 1992 to 1997

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

VARIANCE REPORTS; MISC. ACCOUNTING REPORTS; BUDGET WORK SHEETS; INVOICES; ETC.

WORKING

7. RECORD SERIES-FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [x] Other (Specify) 11 x 14"

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) ____

9. VOLUME

- [ ] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [x] Other (Specify) Boxes

12 Number 6 CU. FT.

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) ____

____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number
- [ ] Month(s)
- [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): MEMORIAL HALL-SHOP

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- [ ] Yes ____
- [ ] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- [ ] Yes ____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes ____
- [x] No

18. RECOMMENDED RETENTION

~~Retain for 3 years and until all audit requirements have been fulfilled, then destroy.~~

DESTROY MATERIAL NO FURTHER ADMIN. OPER.

19. NAME AND TITLE OF PREPARER

20. T

DGS 550-4 Revised 1/93

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

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1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Utilities

3. UNIT: Water

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: Work Cards

5. EARLIEST YEAR / LATETEST YEAR: 1989 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Daily Work Cards: Employee No.-Name; New Work/Maintenance; Total Hours Date; Part No; Quantity; Location; Etc.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (Specify) 8 1/2 X 9

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☑ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) ____

DATE

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☑ Other (Specify) Boxes

30 Number CU. FT

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) ____

____ Number

11. FILE IS USED

- ☑ Daily
- ☐ Weekly
- ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): Memorial Hgtty-Shop

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes ____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

☐ Yes ____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes ____ ☑ No

18. RECOMMENDED RETENTION: Retain for 3 years, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

SCHEDULE (DGS 550-1)

RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Utilities

3. UNIT: Water

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 Reports

5. EARLIEST YEAR / LATETEST YEAR: ~~1986~~ 1977 TO ~~1989~~ 1998

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Misc Payroll Reports: Time Card Edit Report; Etc.

computer generated

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [x] Other (Specify) 11 x 14"

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) Date

9. VOLUME

6 Number

- [ ] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [x] Other (Specify) Boxes cu. FT

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) ____

____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number

- [ ] Month(s)
- [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): Memorial Hgtty-Shop

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- [ ] Yes ____
- [ ] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- [ ] Yes ____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes ____
- [x] No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20. Destroy material having

DGS 550-4 Revised 1/93

REVISED RECORD SERIES - FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

Page ____ Of ____

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Hagerstown	Utilities	Water

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	5. EARLIEST YEAR / LATETEST YEAR
Edgemont Dam Files	1991 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Permits - Application for payments - safety improvements Progress Meetings - Drawings,

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [x] Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) ____

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) ____

2 Number Cu. Ft.

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) ____

____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

MEMORIAL HgHy.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- [ ] Yes ____
- [ ] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- [ ] Yes ____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes ____
- [x] No

18. RECOMMENDED RETENTION

Use General File Retention

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

DGS 550-4 Revised 1/93

SCHEDULE (DGS 550-1)

RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

Page ____ Of ____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Utilities

3. UNIT: Water

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: Washington Co. Files

5. EARLIEST YEAR / LATETEST YEAR: 1970 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series):
CONTAINS, BUT NOT LIMITED TO: DISTRICT COURT SUITS FILED; UTILITY INSTALLATION PERMITS; WASHINGTON CO. PLANNING COMM.;

7. RECORD SERIES FORMAT(S)
- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) ____

8. RECORD SERIES SEQUENCE
- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) ____

9. VOLUME
- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) ____

2 Number CUB. FT.

10. ANNUAL ACCUMULATION
- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) ____

____ Number

11. FILE IS USED
- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER
____ Number
- [ ] Month(s)
- [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): MEMORIAL HGHY.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
- [ ] Yes ____
- [ ] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))
- [ ] Yes ____
- [ ] No

16. AUDIT REQUIREMENTS
- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
- [ ] Yes ____
- [x] No

18. RECOMMENDED RETENTION: USE GENERAL FILES RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93)

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Utilities

3. UNIT: Water

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: St. of Maryland Files

5. EARLIEST YEAR / LATETEST YEAR: 1962 - Current

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Contains, but Not Limited To: Certification of Plant ~~operators~~ OPERATORS*; Program Open Space; SHA Permit Requests; DHMH Monitoring; MOSH Citations; SHA Traffic Control; Etc.

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) ____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) ____

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) ____

2 Number CU. FT.

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) ____

____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): Memorial Hgtty.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- [ ] Yes ____
- [ ] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- [ ] Yes ____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes ____
- [x] No

18. RECOMMENDED RETENTION: ~~Retain until updated or superseded, then destroy.~~ General File Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Utilities

3. UNIT: Water

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: Fire Hydrant Inspection

5. EARLIEST YEAR / LATETEST YEAR: 1948 to Current

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Shows - Hydrant No; Location; Make; Date; Leaks; Results of Flushing; Date Repairs made; Etc.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (Specify) 8 x 4

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☑ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) Zone - Hydrant No.

9. VOLUME

- ☑ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☐ Other (Specify) ____

1 Number Cu. Ft.

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) ____

____ Number

11. FILE IS USED

- ☑ Daily
- ☐ Weekly
- ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): Memorial Hqtr.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes ____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

☐ Yes ____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes ____ ☑ No

18. RECOMMENDED RETENTION: Retain for life of Equipment, plus 2 years, then destroy. / General File Retention

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

SCHEDULE (DGS 550-1)

RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

Page ____ Of ____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Utilities

3. UNIT: Water

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: General Alpha File

5. EARLIEST YEAR / LATETEST YEAR: 1972 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: AFFIRMATIVE ACTION; AIRPORT; EPA REGULATIONS; BROCHURES; C.I. PROGRAMS; CLAIMS; HEALTH ISSUES; LOCAL CLIMATOLOGICAL DATA; FEES & SERVICE CHARGE; ~~ETC.~~ BOOSTER STATIONS & TANKS;

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) ____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) ____

SUBJECT.

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) ____

18 Number CU. FT.

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) ____

____ Number

11. FILE IS USED

- [x] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): MEMORIAL HGHY.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- [ ] Yes ____
- [ ] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- [ ] Yes ____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes ____
- [x] No

18. RECOMMENDED RETENTION: USE GENERAL FILE RETENTION

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

REVISED RECORD SERIES - FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

Page ____ Of ____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Utilities

3. UNIT: Water

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: Project Files

5. EARLIEST YEAR / LATETEST YEAR: 1962 to CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: DRAWINGS - WATER CONSTRUCTION PERMITS; APPLICATIONS; CORRESPONDENCE - DRAWING REVIEW - INSTRUCTION TO BIDDERS; BONDS; SPECIFICATIONS; ETC.

(over)

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [x] Other (Specify) DRAWINGS

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) ____

PROJECT NO.

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) ____

25 ~~10~~ Number CU. FT.

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) ____

____ Number

11. FILE IS USED

- [x] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): MEMORIAL HGHY. OFF. SHOP.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

[ ] Yes ____ [ ] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

[ ] Yes ____ [ ] No

16. AUDIT REQUIREMENTS

[ ] None [ ] State [ ] Federal [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

[ ] Yes ____ [x] No

18. RECOMMENDED RETENTION: Retain For Life OF Bond plus 5 years and until All Audit Requirements have been Fulfilled then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

General File

DGS 550-4 Revised 1/93

Includes – Edgewood Drive Project - Water Treatment Improvements, Phase I & II.

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 ____ Of ____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Public Works

3. UNIT: Water

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: Monthly Reports

5. EARLIEST YEAR / LATETEST YEAR: 1930 ____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

CONTAINS, BUT NOT LIMITED TO: YEARLY SUMMARYS MONTHLY SUMMARY BY PLANT. SHOWS: DATE; OPERATOR HRS; GALLONS TREATED; ETC.

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) ____

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) ____

YEAR

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) ____

3 Number CU. FT.

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) ____

____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): MEMORIAL Hgtty-Shop

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- [ ] Yes ____
- [ ] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- [ ] Yes ____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes ____
- [x] No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

DGS 550-4 Revised 1/93

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
PO BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page ____ Of ____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Utilities

3. UNIT: Water

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: Meter Record Cards

5. EARLIEST YEAR / LATETEST YEAR: 1978 TO CURRENT

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Meter Record Card for each meter maintained by the City, shows: Location, make, size, style/model; etc. ~~TAKE OFF~~ electronic Records

~~TAKE OFF~~

Billing & Customer Service

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (Specify) 8 X 5

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☑ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) ____

Mfg. No

9. VOLUME

- ☑ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☐ Other (Specify) ____

13 Number Cu. Ft

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) ____

____ Number

11. FILE IS USED

- ☑ Daily
- ☐ Weekly
- ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Memorial Hgtty-Shop

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes ____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes ____ ☐ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes ____ ☑ No

18. RECOMMENDED RETENTION Retain for life of Equipment plus 2 years, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 ____ Of ____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Utilities

3. UNIT: Water

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: Weekly/Monthly Reports To The City Administrator.

5. EARLIEST YEAR / LATETEST YEAR: 1977 TO Current

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Shows water dept. Activities for the week, Projects completed, Problems corrected; Hand written Notes.
Monthly Reports – A Recap of Weekly Reports, shows various services performed by The Dept. for the Month

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) ____

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) ____

Date

9. VOLUME

- [ ] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [x] Other (Specify) Boxes

2 Number CU. FT.

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) ____

____ Number

11. FILE IS USED

- [ ] Daily
- [x] Weekly
- [x] Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): Memorial Hgty-Shop

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- [ ] Yes ____
- [ ] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- [ ] Yes ____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes ____
- [x] No

18. RECOMMENDED RETENTION

Retain for 3 years and until all audit requirements have been fulfilled, then destroy.

General File

19. NAME AND TITLE OF PREPARER

DGS 550-4 Revised 1/93

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
PO BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page ____ Of ____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Utilities

3. UNIT: Water

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: Planning Department Files

5. EARLIEST YEAR / LATETEST YEAR: 1971 TO ____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series)

Contains, but not limited to: correspondence; site plans; annual reports of the Planning Commission, etc.

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) ____

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) ____

Date

9. VOLUME

- [ ] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [x] Other (Specify) Box

2 Number Cu. Ft.

10. ANNUAL ACCUMULATION

- [ ] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) ____

____ Number

11. FILE IS USED

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

____ Number [ ] Month(s) [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): Memorial Hgtty-Shop

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- [ ] Yes ____
- [ ] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

- [ ] Yes ____
- [ ] No

16. AUDIT REQUIREMENTS

- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes ____
- [x] No

18. RECOMMENDED RETENTION

Use General File Retention.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

DGS 550-4 Revised 1/93