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

Schedule No. M-63

Agency
Hagerstown

Division/Unit
Utilities/Lights

Item No	Description	Retention
1	Transformer CDs: transformer number, make, style, location, date installed	Retain for life of transformer, plus two (2) years, then destroy
2	Electric meter cards: meter inventory cards - meter, purchase date, type	Retain for life of equipment, plus two (2) years, then destroy
3	Pole cards listing location of electrical poles	Retain for life of electric pole, plus two (2) years, then destroy
4	Correspondence/general files -contains but not limited to: correspondence, safety reports, testing work order forms, drawings, substation reports, CDL operators, CIP files, newspaper articles, cable legislation, anti-trust settlements, newsletters	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.
5	Finance records -contains but not limited to: petty cash reports, retail sales tax, billing and project summary, warrants, overtime reports, Potomac Edison bills	Retain for three (3) years and until all audit requirements have been met, then destroy.

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-63 **Page 2 of 4**
Item No	**Description**	**Retention**
6	MD Public service comm.: various reports, comments, staff recommendations, investigations	Destroy material having no further Legal, Administrative, Fiscal or Operational value.
7	Weekly hour analysis - computer generated: payroll hours report, lists - sick, vacation, holiday	Retain for three (3) years and until all audit requirements have been met, then destroy.
8	Correspondence files: correspondence sent by the department, log sheets in front of each book	Retain for two (2) years, then destroy.
9	Purchase order logs, purchase order copies	Retain for three (3) years and until all audit requirements have been met, then destroy.
10	Personnel folders -contains but not limited to: attendance record, certificates, absentee report, correspondence, request for leave, medical invoices	Retain for three (3) years after termination, then destroy.
11	Administrative files -contains but not limited to: purchase contract data, correspondence, purchase list by vendor, power outages, staff notes, staff meeting minutes, procedures, drawings, bid lists, insurance carrier, scrap sales, city safety committee	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.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)		**Schedule No.** M-63 **Page** 3 **of** 4
Item No	**Description**	**Retention**
12	Annual reports from various government agencies, DOE, public service commission, hazardous waste reports, asbestos, chemical inventory records, EPA reports, PCB inspection logs, PCB storage area	Retain until updated or superseded, then destroy.
13	Personnel job descriptions/open job notices, testing forms, retirement information, performance evaluations, union grievances	Retain for three (3) years after termination of employee, then destroy.
14	City department files -contains but not limited to: board of utilities meeting minutes, files containing information re: city departments, correspondence, weekly status reports, planning commission minutes, 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.
15	Electric meter cut-in cards: owner, location, installation/repairs, installed by, inspector name	Retain for life of equipment, plus two (2) years, then destroy
16	Weekly/monthly street light reports: street lights replaced, new installations, project activity, after hours callouts	Retain for life of equipment, plus two (2) years, then destroy
17	Substation plant files -contains but not limited to: drawings, maintenance books, invoices, reference material, specifications, standards	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.
18	Computer printouts: meter listing by address, meter demand history	Retain for life of equipment, plus two (2) years, then destroy

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)		**Schedule No.** M-63 **Page** 4 **of** 4
Item No	**Description**	**Retention**
19	Service -contains but not limited to: service agreements, drawings, handwritten notes, inspection tickets, work authorization	Retain for three (3) years and until all audit requirements have been met, then destroy.
20	Lines -contains but not limited to: drawings, photos, P.O. (copies), transformer tests reports, inventory reports, handwritten notes	Retain for three (3) years and until all audit requirements have been met, then destroy.
21	Drawings/plats -contains but not limited to: substation drawings, easements, parking garage, lines, tax maps, customer service prints, facilities, lighting	Retain until updated or superseded, then destroy

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: Lights

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: TRANSFORMER cds.

5. EARLIEST YEAR / LATETEST YEAR: 1985 TO CURRENT

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

LISTS - TRANSFORMER NO; MAKE; Style; LOCATION; DATE INSTALLED; ETC.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

Number

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

- ☑ Daily
- ☐ Weekly
- ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room): 425 BALTO. AVE

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 TRANSFORMER, Plus 2 year, 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: Light

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: Electric Meter cards

5. EARLIEST YEAR / LATETEST YEAR: 1941 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 Inventory cards - List each Meter, Purchase date; Type; Etc.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

Meter Co. 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

- ☑ Daily
- ☐ Weekly
- ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

425 Balto. St.

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: Light

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: Pole cards

5. EARLIEST YEAR / LATETEST YEAR: 1928 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)

Cards listing location of Electrical Poles.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (Specify) Index cds.

8. RECORD SERIES SEQUENCE

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

9. VOLUME

- ☑ 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)

425 Balto. St.

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 electrical Pole, 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: Light

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: Correspondence/General Files

5. EARLIEST YEAR / LATETEST YEAR: 1957 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: Correspondence; Safety Reports; Testing Work Order Forms; Drawings; Substation Reports; CDL operators; CIP Files; Newspaper Articles; Cable Legislation; Anti Trust settlements; Newsletters; 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) ____

Number: 15 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): 425 BALTO. ST.

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

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: Light

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: Finance Records

5. EARLIEST YEAR / LATETEST YEAR: 1992 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)

CONSISTS OF, BUT NOT LIMITED TO: Petty Cash Reports; Retail Sales Tax - Billing; Project Summary; Warrants; Overtime Reports; Potomac Edision Bills.

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

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

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room): 425 BALTO. ST.

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.

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: Light

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: Md Public Service Comm.

5. EARLIEST YEAR / LATETEST YEAR: 1926 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)

VARIOUS Reports - Comments - Staff Recommendations; Investigations; ETC;

DEALS with Cases before the PSC.

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) _____

7 X
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): 425 BALTO. ST.

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

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: Light

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 Hours Analysis

5. EARLIEST YEAR / LATETEST YEAR: 1995 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)

Computer generated: Payroll Hours Report, lists - sick - vacation - Holiday.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

WEEKLY

9. VOLUME

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

Number _____

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): 425 Balto. St.

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 and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

20.

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: Light.

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: Correspondence File

5. EARLIEST YEAR / LATETEST YEAR: 1907 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)

Correspondence sent by The Dept; Log sheets in front of each Book,

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

Date

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

☑ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Number ☐ Month(s) ☐ Year(s)

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

425 Balto. St.

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 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: Light

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: Purchase Orders

5. EARLIEST YEAR / LATETEST YEAR: 1994 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)

Purchase Order Logs ; P.O. Copies

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) _____

6 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)

425 BALTO ST

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. 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
PO BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Utilities

3. UNIT: Light.

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 Files

5. EARLIEST YEAR / LATETEST YEAR: 1982 to CURRENT

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

CONTAINS, but Not Limited To: Purchase Contract Data; Correspondence; Purchase List by Vendor; Power Outages; STAFF Notes; ~~Etc.~~ STAFF Meetings Minutes; ~~Etc.~~ Procedures; DRAWINGS; Bid LISTS; INSURANCE CARRIER; SCRAP Sales; City Safety Committee (over)

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) _____

6 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): 425 BALTO. ST.

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

MINUTES; LIGHT DEPT SAFETY COMM.
MEETINGS MINUTES; ~~ETC.~~ DIRECTIVES;
ETC.

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: Light

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 Reports

5. EARLIEST YEAR / LATETEST YEAR: 1980 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)

Reports from Various Government Agencies; DOE; Public Service Commission; ETC. Hazardous Waste Reports; Asbestos; Chemical Inventory Records - EPA Reports; PCB Inspection Logs; PCB Storage Area; ETC.

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [x] 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) _____

3 ~~1/2~~ 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): 425 BALTO. ST.

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: 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

Page ____ Of ____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Utilities

3. UNIT: Light

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 Job Descriptions / open Job Notices

5. EARLIEST YEAR / LATETEST YEAR: 1967 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)

Job opening Notices; Testing forms; Retirement information; Performance ~~Eval~~ Evaluations; Union Grievances; 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): 425 BALTO. ST.

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 After Termination, 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
PO BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page ____ Of ____

1. DEPARTMENT/AGENCY: Hagerstown

2. DIVISION: Utilities

3. UNIT: Light

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: City Dept. Files

5. EARLIEST YEAR / LATETEST YEAR: 1953 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: Board of Utilities Meeting Minutes - Files containing Information Re: City Departments - Correspondence. Weekly Status Reports - Planning Commission Minutes - Drawings; 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) ____

By Dept.

9. VOLUME

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

4 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)

425 Balto. St.

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)

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: Lights

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: Electric Meter Cut-In Cards

5. EARLIEST YEAR / LATETEST YEAR: 1993 - 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): Owner, Location, Installation/Repairs Installed by; Inspector Name, Etc.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (Specify): Index cd

8. RECORD SERIES SEQUENCE

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

Date

9. VOLUME

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

1/4 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): 425 Balto. St

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

[illegible] 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: Light

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 Street Light Reports

5. EARLIEST YEAR / LATETEST YEAR: 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)

Lists - Street Lights Replaced;
New Installations
Project Activity, After Hours Callouts

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

- [x] 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

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

12. FILE BECOMES INACTIVE AFTER

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

13. CURRENT LOCATION(S) (Bldg., Floor, Room): 425 Balto St.

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 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: Light

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: Sub Station Plant Files

5. EARLIEST YEAR / LATETEST YEAR: 1976 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; Maintenance Books; Invoices; Reference material; Specifications; Standards;

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) _____

_____ 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): 425 Balto. St.

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)

42 CU. FT.

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: Light

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: Computer Printouts

5. EARLIEST YEAR / LATETEST YEAR: 1981 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 Listing by Address
Meter Demand History

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

Date

9. VOLUME

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

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)

425 BALTO. ST.

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

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: Light

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: Service

5. EARLIEST YEAR / LATETEST YEAR: 1981 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: Service Agreements; Drawings; Hand Written Notes; Inspection Tickets; Work Authorization;

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) ____

Street

9. VOLUME

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

30 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)

425 Balto. St.

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. TI

DGS 550-4 Revised 1/93

PLACED 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: Light

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: Lines

5. EARLIEST YEAR / LATETEST YEAR: 1980 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; PHOTOS; P.O. (COPIES); TRANSFORMER TEST REPORTS; INVENTORY REPORTS; HAND WRITTEN NOTES; ETC.

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) ____

12 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): 425 BALTO. ST.

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.

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	Utility	Light

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
Drawings/Plats	1974 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: Substation Drawings - Easements; Parking Garage; Lines - Tax Maps; Customer Service Prints - Facilities; Lighting;

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☐ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☑ Other (Specify) Drawings	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☑ Other (Specify) None	☐ File Drawer(s) ☐ Microfilm Reel (s) ☐ Computer Tape (s) ☑ Other (Specify) Flat Files 100 Number Cu. Ft.

10. ANNUAL ACCUMULATION
☐ File Drawer (s)
☐ Microfilm Reel (s)
☐ Computer Tape(s)
☐ Other (Specify) ____
____ Number

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☑ Daily ☐ Weekly ☐ Monthly	____ Number ☐ Month(s) ☐ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
425 Balto. St.	☐ Yes ____ ☐ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS
☐ Yes ____ ☐ No	☐ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION
☐ Yes ____ ☑ No	Retain until updated or superseded, 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: Light

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 Folders

5. EARLIEST YEAR / LATETEST YEAR: 1981 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: Attendance Record; Certificates; Absentee Report; Correspondance; Request for Leave; Medical Invoices;

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) ____

Name

9. VOLUME

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

6 4 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): 425 BALTO. ST.

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 after termination, then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER: correct

21. DATE

DGS 550-4 Revised 1/93

Wrong on schedule item 10