

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 11 Of 11

1. DEPARTMENT/AGENCY

Ocean City

2. DIVISION

Engineering

3. UNIT

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

Correspondence

5. EARLIEST YEAR / LATEST YEAR

1986 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: Correspondence for Budget- Employees; SANITARY COMMISSION (COUNTY)

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) *MISC*

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) *BOXES*

9
Number *C.F.*

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

- _____
- Month(s)
- Year(s)

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

*CITY HALL 1ST FLOOR
OLD GYM*

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