Schedule No. MfDD

Page/of 3

		Division/Unit
		Public Works Construction
ITEM NO	DESCRIPTION	RETENTION
1	Subject files: Airport, sidewalk maintenance, bids, concrete recycling, manuals, bus shelters, drawings, SHA, contracts, underground storage tanks,et	operational value. Retain permanently any
2	Division accounts: Bulkheads, leases, storm drains, snow, water street light retrofit, etc.	Retain for life of lease plus three years, then destroy.
3	Projects: Boardwalk, city hall renovation, convention center, various street improvements, engineering projects, site 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.
•	Budget files: Annual reports, change forms, budget worksheet, correspondence, equipment purchases/large and small.	Retain for three years and until all audit requirements have been fulfilled, then destroy.
5	Personnel files/blank forms: Various personnel forms, personnel files for each employee, includes: leave report, performance appraisal, change/action request disciplinary action report, increment justification form (copies-originals to H.R.)	Retain for three years after termination, then destroy.
	, , ,	CHEDULE AUTHORIZED BY TATE ARCHIVIST
DATE .	02/21/00	APR 1 1 2000
IGNATU	RE DEAN DASHIELL SIC	Edward C. Japanper
YPF NAN	ME DEAN DASHIELL SIG	GNATURE SAVALL. J GREGORI

SUPERINTENDEN T

Schedule No. MIDO

Page 3 of 3

Agency	Agency Division/Unit		
Town of	Ocean City, Maryland	Public Works Construction	
ITEM NO	DESCRIPTION	RETENTION	
6	Engineering drawings: Drawings for various city construction project Sediment/erosion control, sequence drawing plan view, details, utility plans, water main profile, etc.		
7	Storm drain files: Contains but not limited to: Site drawings, correspondence, agreements, maintenance reports, sediment control plan, etc.		
8	Water projects: Contains but not limited to: Information for various water construction projects, purchase orders, correspondence, contracts, utility permits, water meter pricing etc.	Retain for life of contract plus 3 years, then destroy.	
9	Sidewalk condemnation: Contains but not limited to: customer master file inquiry, bills for repairs, invoices, condemnation notices, UPS certified mail receipts, etc.	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.	
10	Storms: Snow removal policy, damage 1992, hurrican- hurricane plans, etc.	Retain until updated or superseded, then destroy.	
11	Employee files: Contains but not limited to: Leave of absence request forms, doctor note: etc.	Retain for 3 years, then destroy.	
	· · · · · · · · · · · · · · · · · · ·	CHEDULE AUTHORIZED BY	
		TATE ARCHIVIST	
DATE _		APR 11 APR 11 ZUTUR	
	RE Xlow Xashill	IGNATURE Stward C. Paperfore	
TYPE NAME DEAN DAGGIEUL		IGNATURE Mand C. J april 1	
TITLE	SUPERINTENDENT		

PAGE 3

OF 3

Agency	ency Division/Unit			
Town of O	cean City, Maryland	Publ	ic Works Construction	
ITEM NO	DESCRIPTION		RETENTION	
12	Misc. subject files: Contains but not limited to: Equipment files, field change orders, insucertificates, silt fence info., corresponden brochures, storm drain vendor informatio employee forms, purchase order copies, training info., employment applications, e	ce, n,	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.	
13	Vendor files: Contains but not limited to: Packing slips, bills of lading, purchase ore etc.	ders,	Retain for 3 years, then destroy.	
14	Maryland Department of Transportation: Driver vehicle condition daily reports		Retain for 3 years and until all audit requirements have been fulfilled, then destroy.	
A 2020 V 50	DV DEDARTMENT ACCION OR	Sous		
	BY DEPARTMENT, AGENCY, OR EPRESENTATION	SCHE	DULE AUTHORIZED BY	
DATE	02/21/00	STATE	ARCHIVIST	
SIGNATURE	Dean Dashiell	DATE	APR 1 1 2008	
TYPE NAME	DEAN DASHIELL		el an Parti	
TITLE _	Superintendent	SIGNA	TURE Sward C. Saperfur h	

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	Page Of
	Dieplika Liber.	3. UNIT
1. DEPARTMENT/AGENCY	2. DIVISION PHOTOSC WOOK	
OCCAN CITY	DASTITUTION	CONSTRUCTION
DEFINITION - Records Spries - A group of related record	ds 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
Subject Files		1994-01999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/occuments/forms found in the Series. Include	the purpose or function of the Series;
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Concrete Recycli.	NG MANUALS	bushelters;
DRAWINGS; SHA-	contracts - unde	or ground
Harris J	+	
SION FIJE HAURS; E	IC.	
7. RECORD SERIES FORMAT(S)	a peagan centra erguenos	9. VOLUME
	8. RECORD SERIES SEQUENCE	File Drawer(s)
Cetter Size Microfilm	Alphabetical	☐ Microfilm Reet (s) ☐ Computer Tabe (s)
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☐ Bound Book ☐ Floppy Disk	Chronological	Number C.F.
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
Ther (Specify) DRAWINGS	□ Other (Specify)	□ File Drawer (s) □ Microfilm Reer (s)
		□ Computer Tape(s) □ Other (Specify)
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		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily	C3	Month(s)
13. CURRENT LOCATION(S) (Bldg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	e? (If yes, specify agency or office)
105 th steet	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION USE	Transer1L
describe any hardware/software)	RECORDS Beter	7
□ Yes □ No	I TOURS PETER	INDIO,
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
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DEFINITION - Records Series - A group of related records normally slied and used as a unit for reference as well as reference and dispersion purposes. RECORD SERIES TITLE DWSTDW Accounts RECORD SERIES DESCRIPTION (Briefly ciscobe the types of informationic comments from found in the Series - Include the curpores or Aucres of one Series - STOWN		P.O. BOX 275 - JESSUP, MARYLAND 20794	rage OI
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Other (Specify) Gile Draw'r (s) Gile D			10. ANNUAL ACCUMULATION
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a stroy.	17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION Refa	infortife of
a stroy.		Lease plux 2	lears then
19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE	□ Yes □ No	destroy.	
	19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENT RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page <u>3</u> Of <u>14</u>
1. DEPARTMENT/AGENCY .	2. DIVISION PUBLIC WORKS	3. UNIT
OCEAN CITY	CONSTRUCTION2	CONSTRUCTION
DEFINITION - Records Series - A group of related record	ds 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
Provects		1950 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series:
BOAKSWALK; CITY)	HAII NEWVHIIDK	, UNVERIOR
Center, VARIOUS		rents;
Engineering for	VecTs; SITE DRI	9WINGS;
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
C Letter Size	Alphabetical	☐ Microfilm Reet (s) ☐ Computer Tabe (s)
□ Legal Size □ Computer Tape	□ Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronologica!	Number C+F
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11. FILE IS USER	12. FILE BECOMES INACTIVE AFTER	
Daily Ueekly Umonthly	Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
15th STEET	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION USE	Treverzh
describe any hardware/software)	18. RECOMMENDED RETENTION USE RECORDS RETEND	tions.
□ Yes □ No	,, ,, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	-
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
		. •

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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	Page Of 14		
1. DEPARTMENT/AGENCY	2 DIVISION PUBLIC WORKS	3. UNIT		
acean city	Construction	CONSTRUCTION		
DEFINITION - Records Safies - A group of related record	rds 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		
Budget Files		1960		
RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series;				
CONTAINS: ANNUAL.	REPORTS - CHANG	etorms.		
Budget Workshe	et; correspond	derce-		
EQUIPMENT PAIN	chases/LArge	-small		
* originals To fin.	ANCE			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
Letter Size	Alphabetical	☐ Microfilm Ree! (s)		
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WY PIN SHIEE!	□ Yes	· a No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
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IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION			
, i	Retain for 3 years and	until all		
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE NI			

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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	AGENCY RECORDS INVENTORY
· · · · · · · · · · · · · · · · · · ·	P.O. BOX 275 JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2. DIVISION PUBLIC WOYKS	3. UNIT
OCEAN City	CONSTRUCTION	CONSTRUCTION
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE	2	5. EARLIEST YEAR / LATETEST YEAR
Personnel Files/E	Slaves forms	101999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms (ound in the Series. Include	the purpose or function of the Series:
CONTAINS; VARIO		orms;
PERSONNEL FILES	for each Eng	stoyee; include
Leave Report.	Performance	Appraisal;
CHANGE/ACTION K	equests, DISC.	I PLINNKY
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Orawer(s)
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□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
□ Other (Specify)	Other (Specify)	☐ Microfilm Reei (s) ☐ Computer Tape(s)
·	Employee	Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	·
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13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
25th Steet	□ Yes	□ No
5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Retain	Wfor 3 Years
□ Yes □ No	AFTERTERMINE	Nfor 3 years Flow, then destroy
3. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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	2. DIVISION PUBLIC WOYKS	3. UNIT
ocean city	CORMITTICITION	CONSTITUTION
DEFINITION - Records Series - A group of related record	rds 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
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of		· · · · · · · · · · · · · · · · · · ·
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Utility PLAN; WI	ster Main Proj	Gle; etc.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	 Alphabetical 	☐ File Drawer(s) ☐ Microfilm Ree! (s) ☐ Comoular Face (s)
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a Audio Tape a Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
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Daily	CI !	Month(s) Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
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□ Yes □ No	Provent Plus 14	ent, then
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of 1
1. DEPARTMENT/AGENCY	2 DIVISION PUBLIC WOOKS	3. UNIT .
Ocens City	Constructions	CONSTRUCTION
DEFINITION - Records Series - A group of related reco	rds 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
Storm DRAID FIRE	25	1 <u>99/</u> to 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/cocuments/forms found in the Series. Include	the purpose or function of the Series;
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size Microfilm	Alphabetical	☑ File Drawer(s) ☐ Microfilm Ree! (s)
☐ Legal Size ☐ Computer Tape	□ Numericat	☐ Computer Table (s) ☐ Other (Specify)
□ Bound Book □ Floppy Disk	☐ Chronologica!	Number C
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
of Other (Specify) DKHWIKUS		□ File Drawer (s) □ Microfilm Reei (s)
er Other (Specify) (27,14,101)(0.5)	Other (Specify)	Computer Tape(s)
		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Daily □ Weekly □ Monthly	Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
65 th Street	□ Yes	: No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ Federal □ Independent	
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Retain	NENTS Plus 1 year
	Provect / Agreen	nents Plus I Ver
O Yes O No	Then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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	Page Of Page
1. DEPARTMENT/AGENCY	2. DIVISION PUBLIC WORKS	3. UNIT
aceni city	Construction	CONSTRUCTION
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE Water Provents	•	5. EARLIEST YEAR I LATETEST YEAR 19910 1999
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: INFORMATION F.		ous water ge Orders; dilita Permit-
Water Weter Price	CING;	mang (4 m) (5-
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size Microfilm	Alphabetical	☐ File Drawer(s) ☐ Microfilm Ree! (s)
□ Legal Size □ Computer Tape	Numerical	Computer Tabe (s) Other (Specify)
₽ Bound Book □ Floppy Disk	Chronological	Number C.F.
☐ Audio Tape ☐ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Other (Specify)	□ Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tabe(s)
	STREET	Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	Number
Daily		Month(s)
	Number	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
10 Th STIELT	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION RETEN	years, then
I Yes I No	LESTION	yerry s, Then
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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	2. DIVISION Public Works	3. UNIT
ocean city	CONSTITUTION	CONSTITUTION
DEFINITION - Records Series - A group of related reco	rds 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
Side WALK CONDER	YNATION	1997 to 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of CONTRACTS: PHOTOS BILLS FOR REPAIR NOTICES; USPS C	- CUSTOMET MASSE	erfile woury
7. RECORD SERIES FORMAT(S)	B BECORD CEDITO CEDITACE	n Wollings
	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
e Letter Size □ Microfilm	Alphabetical	□ Microfilm Reel (s) □ Computer Tabe (s)
□ Legal Size □ Computer Tape	Numerical	1/3 © Other (Specify)
□ Bound Book □ Floppy Disk	☐ Chronological	Number C-P
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Other (Specify)	□ Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)
		□ Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Deekly Demonstrate	D Month(s) C Year(s)	
:3. CURRENT LOCATION(S) (Bidg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
65 th Street	O Yes	□ No
:5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	1 .411.411
□ Yes □ No	Retain for 3 year audit requiremen fulfilled, then de	nts have been
3. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	
	1	•

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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 PageOf
4 DEDARKS ASSOCIATION	Outly whole	
1. DEPARTMENT/AGENCY	2. DIVISION PUBLIC WOLKS	3. UNIT
OCEAN CITY	CONSTRUCTION	CORSTUCIONS
DEFINITION - Records Series - A group of related reco	rds 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
- L		1990
STORMS		-
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	~ ,	the purpose or function of the Series;
SNOW REMOVAL HUNCANES;	- Policy - DAM	FIE 1998:
1/		21
HUNNCANCS;	HUNTICANE P.	LANS;
	•	
·		
	<i>;</i>	·
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
ELetter Size D Microfilm	□ Alphabetical	Æ File Drawer(s)
		Computer Tabe (3)
□ Legal Size □ Computer Tape ·	□ Numerical	1/3 Corner (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronological	Number C
☐ Audio Tape ☐ Video Tape	G Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Other (Specify)	Other (Specify) Nove	☐ Microfilm Reel (s)
	·	☐ Computer Tabe(s) ☐ Other (Specify)
		Number
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily		
:3. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	27. Alf yes specify agency of office)
65 th Street		
both Siree	□ Yes	□ No
5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
	•	
□ Yes □ No		ederal 🗆 Independent
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION RETAIL	1) until worted
describe any hardware/software)	New Merel	
□ Yes □ No	VI Superseded,	Thew alstroy.
	, , ,	
3. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

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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	AGENCY RECORDS INVENTORY	
SCHEDULE (USS SW-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of	
1. DEPARTMENT/AGENCY	2. DIVISION PUBLIC WOLKS	3. UNIT	
OCEAN CITY	Construction	CONSTRUCTION	
DEFINITION - Records Series - A group of related recor	ds 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	
Employee Files	·	1999 1993	
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: Lenve of	CHESENDE 1988	PURSI FORMS;	
Dr. Certificates	stetc.		
· · · · · · · · · · · · · · · · · · ·			
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	•		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size	Alphabetical	File Drawer(s) Microfilm Ree! (s)	
□ Legal Size □ Computer Tape	Numerical	Computer Tabe (s) Other (Specify)	
☐ Bound Book ☐ Floppy Disk	□ Chronological	Number C.F.	
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION	
Olher (Specify)	Other (Specify)	□ File Orawer (s) □ Microfilm Reel (s)	
		□ Computer Tape(s) □ Other (Specify)	
	Emproyee	Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily Deekly Donthly			
:3. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
25 th STREET	□ Yes □ No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes □ No	□ None □ State □ Federal □ Independent		
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION RETAIN FOR 3 YEARS,		
□ Yes □ No	then destroy.		
.9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
	, , , , , , , , , , , , , , , , , , ,	<u> </u>	

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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	Page 22 Of 24		
1. DEPARTMENT/AGENCY DEPARTMENT/AGENCY	2. DIVISION PUBLIC WORKS	CONSTRUCTION		
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.		
4. RECORD SERIES TITLE MISC, SUBJECT FIT		5. EARLIEST YEAR / LATETEST YEAR		
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: EQUIPN	next Files : File	eld Charge		
Orders - INSULA	we certifich	165- Comment		
SILT FENCE - COI	TESPONDENCE:	Brochuses		
Storm drain Pipes; Vendor Information-				
TRAINING EM	15- Juranise U	Education -		
ADDLICHTOUS'	playee tiles			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
Letter Size Microfilm	□ Alphabetical	File Drawer(s) Microfilm Reel (s)		
□ Legal Size □ Computer Tape	□ Numerical	Computer Tabe (s)		
Bound Book a Floppy Disk	□ Chronologica!	Number		
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)		
□ Other (Specify)	Other (Specify)	□ Microfilm Reel (s). □ Computer Tabe(s)		
	Subject	Other (Specify)		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
Daily Davidy G Monthly				
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)			
5th Street	□ Yes	J No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
□ Yes □ No	□ None □ State □ Federal □ Independent			
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) □ Yes □ No	18. RECOMMENDED RETENTION USE RECORDS Reten	Treveral		
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		
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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 10.0 235 FEBUR MARK AND MARK	AGENCY RECORDS INVENTORY Page 13 of 14	
	P.O. BOX 275 - JESSUP, MARYLAND 20794	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
1. DEPARTMENT/AGENCY	2. DIVISION PUBLIC WORKS	3. UNIT	
teens city	CHOMEHON.	CORSTINCTION	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE VENSOR FILES		5. EARLIEST YEAR / LATETEST YEAR	
C DECOMO CERTE DECORPATION / Date / Accept the control			
6. RECORD SERIES DESCRIPTION (Briefly describe the types of		The purpose or function of the Series:	
CONTAINS: PACKING	3		
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20106			
00010	<i>:</i>	·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE .	9. VOLUME	
Letter Size	Alphabetical	File Drawer(s) Microfilm Reel (s)	
☐ Legal Size ☐ Computer Tape	© Numerical	Computer Tabe (s)	
□ Bound Book □ Floppy Disk	Chronological	Number C F	
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION	
		□ File Drawer (s) □ Microfilm Reel (s)	
Other (Specify)	Other (Specify)	Computer Tabe(s)	
•	VERGOV	Other (Specify)	
		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily Weekly Monthly			
:3. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
15 th Street	□ Yes □ No		
:5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes <u></u> □ No	None State Federal Independent		
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION RETZIN For 3 YEARS,		
□ Yes □ No	then destroy,		
.9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) 1. DEPARTMENTIAGENCY DEFINITION - Records Series - A group of related record. 4. RECORD SERIES TITLE DEFINITION - DEPARTMENTIAGENCY		AGENCY RECORDS INVENTORY Page	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of DBIVER VEHICLE CI			
	•		
	•		
	·		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME Drawer(s)	
□ Letter Size □ Microfilm	Alphabetical	Microfilm Reel (s)	
☐ Legal Size ☐ Computer Tape	Numerical	Computer Table (s) Computer (Specify)	
□ Bound Book □ Floppy Disk	 Chronological 	Number C.F.	
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION	
Other (Specify)	☐ Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)	
Come (openity)	Report	□ Computer Tape(s) □ Other (Specify)	
	here I we.		
	IVIUNTITY.	Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily Deekly Monthly	Month(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)	
65 th Street	☐ Yes ☐ No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes □ No	□ None □ State □ Federal □ Independent		
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION		
□ Yes □ No	Retain for 3	years and until all rements have been	
3. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER audit require fulfilled, the	years and undergreenents have been hen destroy.	