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

Schedule No. M-146

Page 1 of 4

Agency City of Frederick Division/Unit Engineering

tem No	Description	Retention
1	Books, specs, reports	Screen annually. Destroy material having no further fiscal legal or operational value. Retain permanently any materia that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland State Archives.
2	Appraisals - for condemnations or easements	Minor projects – retain for 5 years after project is complete, then destroy; major projects – retain for 20 years after project is completed, then destroy
3	Alphabetical files – state correspondence files (DO master water destruction study, county water and seamendments, water and sewer applications – state project	ewer map material having no further fiscal
4	Commissions, copies	Retain for 1 year, then destroy
Approved	by Department, Agency or Division Representative	Schedule Authorized by State Archivist
Date	7/23/200)	Date NOV 0 6 2001
Signature	W. Jeff Holtzm	Signature Strand C. Paperfe
Type Nan		
	Director of Engineering	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-146

Page 2 of 4

Item No	Description	Retention
5	Agreements – copies	Retain for life of agreement, plus 5 years, then destroy
6	Purchasing/finance/budget	Retain for 2 years, then destroy
7	Chronological files	Screen annually. Destroy material having no further 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.
8	Personnel files	Transfer to HR upon termination of employee
9	Bridge files	Screen annually. Destroy material having no further 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-146

Page 3 of 4

Description	Retention
Subdivision/development files	Screen annually. Destroy material having no further 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.
Project files – city -city contracts, request (RFP), bid info, specs, proposals not accepted, copy of proposal, correspondence	Screen annually. Destroy material having no further 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.
Effluent flow reports, copies	Retain for 1 year, then destroy
Water and sewer operating reports, copies	Retain for 1 year, then destroy
Drafting Unit: Deeds Drawings and plans	Retain until no longer needed for reference, then destroy. Retain until finalized, then screen annually. Destroy material having no further 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.
	Project files – city -city contracts, request (RFP), bid info, specs, proposals not accepted, copy of proposal, correspondence Effluent flow reports, copies Water and sewer operating reports, copies Drafting Unit: Deeds

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

Schedule No. M-146

Page 4 of 4

	(CONTINUATION SHEET)	1.190
Item No	Description	Retention
16	Maps	Retain maps prepared by the Engineering office permanently Transfer periodically to the MD State Archives.
17	Survey Unit: Surveys - field notes, deeds, final calculations, plats	Screen annually. Destroy material having no further 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	Indexes	Retain until updated or superseded, then destroy
19	Request for information	Retain 3 years, then destroy
20	Procedures manuals	Retain until updated or superseded, then destroy

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PAGE OF More Page

All Market Instructions - Type or print a separate form Department of for each new or revised record series. ENGINEERING Frederick, Maryland 21701 1. Position 2. Division Director of Engineering DEFINITION - RECORD 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/Latest Year 1947 to 1993 Books / Specs / Reports Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Misc. reports, studies, specifications 7. Record Series Format(s) 8. Record Series Filing Sequence 9. Volume x boxes

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Personn	el Files			to
6. Record Series	Description (Briefly d	lescribe the types of in	formation/docu	uments/forms found in the series.
Include the purp	ose or function of the s	eries.)		
Enginee		£:1		
Enginee	ring employee	files curre	nt and fo	ormer
7. Record Series	Format(s)	8. Record Series Fil	ing Sequence	9. Volume
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☑ Letter Size	☐ Microfilm			2 X File Drawer(s) Microfilm Reel(s)
☐ Legal Size	☐Computer Tape	□Numerical		☐ Computer Tape(s) Number ☐ Other (specify)
☐ Bound Book	☐ Floppy Disk	□Chronological		Multiper (Specify)
☐ Audio Tape	☐ Video Tape	□Geographical		10. Approximate Annual Accumulation
☐ Other (specify)		☐ Other (specify)		File Drawer(s)
				1 / 4
				Number Other (specify
1. File is Used			12. File Becon	mes Inactive After
Daily	□Weekly □M	onthly		_ Month(s) ☐ Year(s)
13. Current Loca	tion(s) (Bldg., Floor	, Room)		Series Duplicated Elsewhere?
	. 1 drawer		(If yes, sp	ecify agency or Office)
Attic	1 drawer		⊠ Ye	s Human Res. □ No
	ctions Yes No)	16. Audit Req	uirements
(If Yes, cite La	w(s) & Regulations(s)		⊠ None	☐ State ☐ Federal ☐ Independent
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7. Is an Index Sys: (If yes, explain	tem Used? briefly and describe any l	hardware/software)	to. Recommen	ded received Until termen at
☐ Yes K No			then I	ded Recention Until terminal
9. Name and Ti	tle of Preparer	20. Telephone N	Sumber /	Li. Date
Janice		301-694	-1405	11-29-99 ,
Admin.	Assistant			9/27 +10/4/00

Instructions - Type of for each new or revi	or print a separate form	Department	of		PAC	3E	OF
jor each new or revi	sea recora series.	ENGINEERI	VG.				
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Manua± 19. Name and Ti	list by bridge tde of Preparer	20. Telephone	Number	periodically	to the MD Sta	ite Arch	ives
Janice		301-694	4-1405		, 11-	29,–9	 9
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Instructions - Type or print a separate form for each new or revised record series.	Department o	of	PAGEOF
	Engineer	ing	•
	Frederick, Mar	ryland 21701	
1. Position	2. Di	ivision	
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DEFINITION - RECORD SERIES - A		ds normally filed and	used as a unit for reference as
well as retention and disposition purpose 4. Record Series Title	≥S		5. Earliest Year/Latest Year
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A series I de la	Do 1	- "	
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7. Is an Index System Used? (If yes, explain briefly and describe any h	lardware/software)	per	ther fiscal, legal or operational value. I manently any material that serves to sument the origin, development and omplishments of the department. Tra
Manual alphabetical 19. Name and Title of Preparer Janice Dorcus	list 20. Telephone N	per	iodically to the MD State Archives
Administrative Asst.	301-69	4-1405	11-29-99

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REWISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATER OF BOAR	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	PageOr
1. DEPARTMENTIAGENCY	2 DIVISION	3. UNIT
City of theopie		
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	0 6 0 '	5. EARLIEST YEAR / LATETEST YEAR
Effluent Llow	Leparto, Copies	1989 10 <u>2000</u>
8. RECORD SERIES DESCRIPTION (Briefly describe the types of	Information/documents/forms found in the Series. Include	e the purpose or function of the Series)
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7. RECORD SERIES FORMAT(5)	8. RECORD SERIES SEQUENCE	9. VOLUME
G Letter Size C Microfilm	Alphabetical	5 File Orawer(s) D Microlilm Reel (s)
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O Yes, O No	None 🗆 State 🗅	Federal D Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
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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	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENT/AGENCY OF FUEL COLOR	DIVISION	3. UNIT
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 Water of Danier Op	erating Rpto, espis	5. EARLIEST YEAR / LATETEST YEAR
6. RECORD SERIES DESCRIPTION (Briefly describe the types of		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
q Celler Size a Microfilm	☐ Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)
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□ Bound Book □ Floppy Disk	□ Chronological	Number lund
D Audio Tape D Other (Specdy)	Geographical Other (Specify)	10. ANNUAL ACCUMULATION File Drawer (s) Microfilm Reel (s) Computer Tape(s) Other (Specify)
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) C Yes C No	18. RECOMMENDED RETENTION Belain / Y, then a	lectroy
19. NAME AND LITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE 9/27 + 10/2/20

INSTRUCTIONS .. TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-I) 7275 WATERLOO ROAD Page _____ Of ____ P.O. BOX 275 - JESSUP, MARYLAND 20794 of Frederick Engineering Quatterity Dept. 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 lates 1700'S 10 2000 Lee do, Copies 6. RECORD SERIES DESCRIPTION (Briefly describe the types of Information/documents/forms found in the Series. Include the purpose or function of the Series) 9. VOLUME 8. RECORD SERIES SEQUENCE 7. RECORD SERIES FORMAT(5) O File Drawer(s) 12 O Alphabetical ☐ Microfilm Reel (s) ☐ Microfilm O Letter Size □ Computer Tabe (s) D Legal Size Mumerical Computer Tape Other (Specify) _ ☐ Chronological Number □ Bound Book D Floody Disk 10. ANNUAL ACCUMULATION U Video Tape Geographical Audio Tape O File Drawer (s) O Microfilm Reel (s) □ Other (Specify) _ O Other (Specify) ____ Computer Tape(s) O Other (Specify) _ Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED Month(s) Year(s) C Daily □ Weekly Monthly Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bidg., Floor, Room) Ves <u>original Koasel</u> 16. AUDIT REQUIREMENTS 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) □ None □ State ☐ Federal Independent 18. RECOMMENDED RETENTION 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) Betain Permanently for rapid access. 20. TELEPHONE NUMBER 21. DATE 9/07 + 10/4/00

INSTRUCTIONS .. TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 Page _____ Of ____ Drefting Unt DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes, 5. EARLIEST YEAR / LATETEST YEAR 4. RECORD SERIES TITLE Drawings, Bewood, not Finalsyed 1990 10 2100 8. RECORD SERIES DESCRIPTION (Briefly describe the types of Information/documents/forms found in the Series. Include the purpose or function of the Series) 8. RECORD SERIES SEQUÊNCE 9. VOLUME 7. RECORD SERIES FORMAT(S) O File Orawer(s) □ Alphabetical C Letter Size ☐ Microfilm ☐ Microfilm Reel (s) □ Computer Tape (s) to Legal Size Computer Tape Numerical Other (Specify) Number E Bound Book D Floppy Disk □ Chronológical 10. ANNUAL ACCUMULATION □ Video Tape ☐ Geographical O Audio Tape Anduded Diffe Drawer (s)
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20. TELEPHONE NUMBER

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9/27 + 10/4/00

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19. NAME AND TITLE OF PREPARER

OGS 550-4 (Revised 1/93)

describe any hardware/software)

INSTRUCTIONS .. TYPE OR PIBNI A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-I) 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794 Page _____ Of ____ 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 and Plano, Jinatized 1821 10 Down 6. RECORD SERIES DESCRIPTION (Briefly describe the types of Information/documents/forms found in the Series. Include the purpose or function of the Series) 9. VOLUME 8. RECORD SERIES SEQUENCE 7. RECORD SERIES FORMAT(S) File Drawer(s) 8112 □ Microfilm Alphabetical ☐ Microfilm Reel (s) D Letter Size ☐ Computer Tape (s) 2500 O-Numerical Other (Specify) ☐ Computer Tape □ Legal Size Answer on a callinet D Bound Book D Floppy Disk Chronological 1000 dearmin ca. 10. ANNUAL ACCUMULATION U Video Tape CI Audio Tape □ Geographical ☐ File Drawer (s) D Microfilm Reel (s) Oner (Specify) _ ☐ Other (Specify) 500 Computer Tape(s) ea.m. Other (Specify) _ Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED ☐ Monthly Month(s) Year(s) Daily D Weekly 13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS Screen annually. Destroy material having that □ None 18. RECOMMEND further fiscal, legal or operational value. Retain 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and Belain Permanently any material that serves to document the origin, development and describe any hardware/sollware) accomplishments of the department. Transfer periodically to the MD State Archives 20. TELEPHONE NUMBER 9/27 + 10/4/00

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of ____ P.O. BOX 275 - JESSUP, MARYLAND 20794 3. UNIT Frederic 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 mapo 1821 10 2 and 6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Includes acrial, topography 8. RECORD SERIES SEQUENCE 9. VOLUME 7. RECORD SERIES FORMAT(S) included | Hile Urawers, ☐ Microfilm □ Alphabetical D Letter Size in Deaury - Computer Tape (3) Finalized Other (Specify) C Computer Tape Numerical C Legal Size ☐ Floppy Disk □ Chronological Number ET Bound Book 10. ANNUAL ACCUMULATION U Video Tape Geographical CI Audio Tape ☐ File Drawer (s) ☐ Microfilm Reel (s) Other (Specify) O Computer Tape(s) Other (Specify) _ Number 11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER Month(s) Year(s) Monthly □ Daily 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bidg., Floor, Room) 16. AUDIT REQUIREMENTS 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 18. RECOMMENDED RETENTION entil updated or superceded, then describe any hardware/sollware)

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9/27 410/4/00

INSTRUCTIONS - TYPE ON PHINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD Page _____ Of ____ P.O. BOX 275 - JESSUP, MARYLAND 20794 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 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) Deeds Final Calculations 9. VOLUME 8. RECORD SERIES SEQUENCE 7. RECORD SERIES FORMAT(S) File Drawer(s) Microfilm Reel (s) Alphabetical D Letter Size a Microfilm Computer Tape (s) D Cegal Size Computer Tape O Numerical O Other (Specify) Number D Floppy Disk Chronological D Bound Book 10. ANNUAL ACCUMULATION U Video Tape Geographical ☐ Audio Tape O File Orawer (s) to Other (Specify) Myon D Microfilm Reel (s) D Other (Specify) ___ □ Computer Tape(s) Other (Specify) Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED Monthly Month(s) Year(s) C Daily Weekly Number 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 13. CURRENT LOCATION(S) (Bldg., Floor, Room) leasement - 16 d. D Yes ____ attic - 2 horses 16. AUDIT REQUIREMENTS 15. ACCESS RESTRICTIONS (II yes, cite law(s) & regulation(s) None D Federal Independent Screen annually. Destroy material having no 18. RECOMMENDED further fiscal, legal or operational value. Retain 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and permanently any material that serves to describe any hardware/software) document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives 20. TELEPHONE NUMBER 19. NAME AND TITLE OF PREPA 9/27 7 10/4/00

0GS 550.4 (Revised 1/93)

NSTRUCTIONS - TYPE OR PHINT 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	PageOI
DEPARTMENT/AGENCY Frederic	DIVISION	3. UNIT Surveys
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.
n RECORD SERIES-TITLE		5. EARLIÉST YEAR / LATETEST YEAR Nepot auncent 10
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□ Letter Size □ Microfilm	□ Alphabetical	File Drawer(s) Microfilm Reel (s) Computer Tape (s)
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15. ACCESS RESTRICTIONS (II yes, cite law(s) 8 regulation(s) 15. Yes, 15. No	16. AUDIT REQUIREMENTS None State	Federal Independent
17. IS AN INDEX SYSTEM USED? (II yes, explain briefly and describe any hardware/software) TYES No		iled or Supercodect,
19. NAME AND LITTLE OF PROPABER	20. TELEPHONE NUMBER	21. DATE 9/27 4/0/4/00

INSTRUCTIONS -- TYPE OR PHINT A SEPARATE FORM FOR EACH NEW DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION RECORDS MANAGEMENT DIVISION SCHEDULE (DGS 550-I) 7275 WATERLOO ROAD Page _____ Of ____ P.O. BOX 275 - JESSUP, MARYLAND 20794 DIVISION 3. UNIT f Frederic 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 Bequesto for 1999 10 Dano 6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series.) Include the purpose or function of the Series) Constituency requisto 8. RECORD SERIES SEQUENCE 9. VOLUME 7. RECORD SERIES FORMAT(5) ☐ File Orawer(s) D Microfilm Alphabetical ☐ Microfilm Reel (s) D Letter Size ☐ Computer Tape (s) Usualles a Other (Specify)_ Computer Tape □ Numerical ti Legal Size Chronological Number 13 Bound Book ☐ Floppy Disk 10. ANNUAL ACCUMULATION CI Audio Tape U Video Tape Geographical O File Orawer (s) D Microfilm Reel (s) □ Other (Specify) _ O Other (Specify) ____ O Computer Tape(s) Other (Specify) Binders Number 12. FILE BECOMES INACTIVE AFTER 11. FILE IS USED tt Daily Weekly Monthly Month(s) Year(s) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) 12. CURRENT LOCATION(S) (Bidg., Floor, Room) O Yes ___ 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS □ None State Independent 18. RECOMMENDED RETENTION di-17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/sollware) Belain 34, then Clestray 21. DATE 9/27 + 10/4/00 20. TELEPHONE NUMBER

Instructions - Type or print a separate form for each new or revised record series.	Department of	PAGEOF
yor cach hem or revisea record series.	ENGINEERING	•
	Frederick, Maryland 21701	
1. Position	2. Division	
Director of Engineer	ing	
DEFINITION - RECORD SERIES - A	group of related records normally filed a	and used as a unit for reference as
well as retention and disposition purpos		and used as a difficult reference as
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11. File is Used varies	12. File Becomes	Inactive After
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3. Current Location(s) (Bldg., Floor,	/76	ies Duplicated Elsewhere? y agency or Office)
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