| **Agency** Town of Sykesville	**Division/Unit** Town Manager

Item No	Description	Retention
1	Miscellaneous Historical Documents- Baltimore magazine (Sykesville article/photos), Bank account book (mayor/council), basketball score books, evaluation criteria (study of secondary school standards), Liberty Tale Mines, Inc. (report on Town of Sykesville/photos), newsletter (Sykesville), various newspaper articles (includes presidential articles), photos (Franklin High School building and faculty), proclamation (Governor Schaefer Day), South Carroll Community News (local newspaper), Sykesville High School (basic minimum requirements), brief daily happenings (Sykesville history April 1876 to April 1906 written in 1989), correspondence, Sykesville town listing (handwritten names of Sykesville residents), telegram charge lists (personal handwritten telegram messages), Town of Sykesville slides (Black School House, Main St., benches, administration building, old homes, town events, river and bridges, elections (tallies/hashmarks, election complaint letter, registered voters, official appointment letters, affirmations of loyalty	Retain permanently; transfer to MD State Archives
2	Personnel; timesheets	Retain 3 years, then destroy
3	Bids; Massey Ferguson Tractor (inactive 1984), joint trash disposal contract, bid openings	Transfer successful bids to appropriate project file. Retain unsuccessful bids for 2 years until audit requirements have been fulfilled then destroy.

Approved by Department, Agency or Division Representative

Date _____8/17/04_____
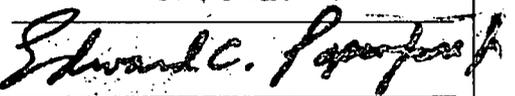
Signature _____
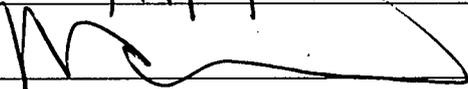
Type Name _____Matthew Candland_____

Title _____Town Manager_____

Schedule Authorized by State Archivist

Date _____NOV 0 8 2004_____

Signature _____Edward C. Papenfuse_____

Item No	Description	Retention
4	Personnel; Town of Sykesville employee handbook, personnel policy changes, I-9 handbook from Justice Department, correspondence, employee signature sheet for handbook, changes and drafts, employee rules and regulations amendment	Retain until updated or superceded, then destroy
5	Personnel; job descriptions	Retain until updated or superceded, then destroy
6	ADA (Americans with Disabilities Act); correspondence (includes legal), general information (compliance), Carroll County Government Transition Plan to Comply	Retain until updated or superceded, then destroy
7	Personnel; workers compensation claim	Retain notice of claim with no further action for 5 years following the year to which they relate, then destroy. Retain notice of claim with lawsuit filed for 5 years after settled, then destroy
8	MML claims	Retain notice of claim with no further action for 5 years following the year to which they relate, then destroy. Retain notice of claim with lawsuit filed for 5 years after settled, then destroy
9	Bench destruction at St. Joe's; juvenile malicious destruction of property	Retain adjudicated case for 10 years after closed, then destroy. Retain all other cases for 5 years after case, the destroy
10	Cable Television; contract, budget information, proposal, advertising proposal and agreement, acquisition binders, rates, correspondence, certification of franchising authority, a regulation	Retain for 4 years after contract expiration, then destroy

Item No	Description	Retention
11	Budgets; capital improvement, annual comprehensive budget, unaudited treasurer's report	Retain 3 years, then destroy
12	Associations; (MCCMA, MML); financials, correspondence, disclosure backup, annual treasurer's report, minutes, agenda, conventions,awards,legislation, bulletins, room reservations, meetings, scholarship information, momentum program employee training certificate of membership	Screen annually. Destroy material having no further fiscal, legal or operational value.
13	Personnel; employee acknowledgment sheet; workplace violence video	Retain 3 years after employee termination, then destroy
14	Personnel; Employee evaluations, memos, correspondence, forms	Retain 3 years after employee termination, then destroy
15	Personnel Files; salary information, timesheets, drug and alcohol test results, evaluations, notice of salary increase, MVA documents, employee benefit information, commendations, resumes, disciplinary action, workers compensation hearing information, medical information, job descriptions, IWIF medical claim	Retain 3 years after employee termination, then destroy
16	Personnel; employee advertisement	Retain 3 years, then destroy
17	Personnel; applications, resumes, interviews, writing samples	Retain 3 years after employee termination, then destroy. If job applicant unsolicited or not hired, retain 1 year from date of action, then destroy
18	Carroll County Council of Governments; draft of by-laws	Retain until updated or superceded, then destroy

Item No	Description	Retention
19	Calendars; annual, planners	Retain 2 years, then destroy
20	Carroll County Facts; Carroll County Economic Division	Retain until updated or superceded, then destroy
21	Charter; Town- reviews and revisions, proposed amendment, first draft, as amended through November 2000)	Permanent. Transfer original to the MD State Archives. Copies 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 MD State Archives.
22	Civil Defense Agency- surplus property State of Maryland	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 MD State Archives.
23	Civil War Heritage; steering committee	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 MD State Archives.

Item No.	Description	Retention
24	Contractor Agreement	Retain for life of contract, plus 4 years, then destroy
25	Computer proposals; report, financials, contract, bidders, information	Retain accepted bid for 4 years after termination of contract, then destroy. All others, retain 2 years, then destroy
26	Daily File (for consultants report)	Retain for 1 rolling year, then destroy
27	Correspondence; citizen's general, state	Retain for 1 year after resolution, then destroy
28	Data Recovery at 18CR239, The Sykes, Law Enforcement Driver Training Facility, Cemetery (State's report re: Bones discover on land purchased for Training Facility. Bones identified, cataloged and reburied at another site).	Permanent. Transfer periodically to the MD State Archives
29	Drug Testing Policy Statement-Sykesville; includes regulations	Retain until updated or superceded, then destroy
30	FEMA; back up data	Retain until updated or superceded, then destroy
31	Gatehouse; transfer title, grant, dedication, maintenance, repairs	Gatehouse Records: Permanent. Transfer periodically to MD State Archives Maintenance/Repair Records: Retain 3 years and until all audit requirements have been met, then destroy
32	Emergency Preparedness Plan	Retain until updated or superceded, gain town managers approval, then destroy
33	Grant- Historic Preservation; brochures, ordinance, correspondence	Retain 5 years after grant is closed and until all audit requirements have been fulfilled, then destroy

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **RECORDS RETENTION AND DISPOSAL SCHEDULE** (CONTINUATION SHEET)	**Schedule No. M-171**
		Page 6 of 25

Item No.	Description	Retention
34	Grant Sources	Retain until updated or superceded, then destroy
35	Hazardous and Toxic Substance Act (Right to Know); correspondence, overview of law, guideline, chemical list, material safety data sheets	Retain for 40 years after discontinued use of specific chemical, then destroy
36	Hazardous Waste- Systems Services Company; drums located at Systems Services County warehouse	Retain for 40 years after discontinued use of specific chemical, then destroy
37	Historical Society of Carroll County; board of trustees handbook, strategic plan (2002-2011), minutes - copies	Town Manager to turn these records over to the individual who takes his place on the Board of the Society when term of office terminates.
38	Internet; Carroll County library internet account renewal, accessing information, status report, correspondence	Retain until updated or superceded, then destroy
39	Investment Policy (town)	Retain until updated or superceded, then destroy
40	Commercial Refuse and Dumpster- Town of Sykesville; lease, agreement, Sykesville Recycling Center lease	Retain for life of lease plus 4 years, then destroy
41	Management Study of the Sykesville Maryland Police Department	Retain until updated or superceded, then destroy
42	Material Safety Data Sheets	Retain 40 years after discontinued use of specific chemical, then destroy

Item No.	Description	Retention
43	Mayor and Town Council retreats	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 MD State Archives
44	Mayor and Town Manager correspondence	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently plans, reports and any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives
45	Minutes- Quarterly Mayor's meeting; excerpt - copies	Screen annually. Destroy material having no further fiscal, legal or operational value.

Item No.	Description	Retention
46	Town Council Minutes; regular and special council meetings, upcoming meetings, agendas, special reports	Permanent. Transfer periodically to the MD State Archives
47	Movie Filming; Sykesville Promotional, the movie Cry Baby	Permanent. Transfer periodically to the MD State Archives
48	Momentum Classes/Seminars/Meetings; Carroll Community College, Carroll County Chamber of Commerce	Retain until updated or superceded, then destroy
49	Operational Guidelines; charter (copy), resolution 1993-07, Sykesville employee handbook 1995, Sykesville police rules, regulations and procedural guidelines	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 MD State Archives
50	Ordinance books, reference	Retain until no longer needed or superseded, then destroy.
51	Post Office Department; correspondence, annotated code	Screen annually. Destroy material having no further fiscal, legal or operational value.

Item No.	Description	Retention
52	Sykesville and Patapsco Railway; correspondence, Sykesville Station train model, donations and grant application, Red Caboose lease and memos, Train Garden Oklahoma Avenue plan, license agreement, check copies, plans	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 MD State Archives
53	Public Works Agreement; Carroll County/Sykesville/Hunt/ Lancelotta	Retain for 4 years after termination of agreement, then destroy
54	Recreation and Parks; waiver and release of all claims, individual registration, team registration, check and money copies, team phone lists, karate programs, summer camp, family fun day, Stones in the Park	Retain 3 years, then destroy
55	Police Department; correspondence, police reports, reimbursement agreement, incident, vehicle, annual reports, police chief report	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 MD State Archives
56	Recycling reports to the County; containers, paper, tires	Retain 3 years, then destroy

Item No.	Description	Retention
57	Recycling- used oil; Maryland used oil recycling programs	Retain 5 years, then destroy
58	Annual Reports; Town Manager	Permanent. Transfer periodically to the MD State Archives
59	Retirement Committee; surveys, minutes, general information	Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently minutes and any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the MD State Archives
60	Retirement Plan	Retain until updated or superceded, then destroy
61	Sanitary Commission (Carroll County); correspondence, regulations, financials	Screen annually. Destroy material having no further fiscal, legal or operational value.
62	Sykesville Volunteer Fire Company	Screen annually. Destroy material having no further fiscal, legal or operational value.

Item No.	Description	Retention
63	Sykesville Improvement Association; correspondence, train excursion, meeting minutes, outstanding citizen	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 MD State Archives
64	Tipping Fee Reports; invoices, transaction accounts	Retain 3 years, and until all audit requirements have been met, then destroy
65	Town/County Agreement	Permanent. Transfer periodically to the MD State Archive
66	Town/County Conference; housing and infrastructure	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 MD State Archives
67	Town of Sykesville Evaluation of Financial Condition (fiscal years 1996 – 2000)	Retain 2 most recent 5-year evaluations, then destroy
68	Vehicles; dump truck bids and bid envelopes	Retain for life of vehicle ownership plus 1 year, then destroy

Item No.	Description	Retention
69	Townhouse; renovations, repairs, landscape plantings Note: Townhouse, Victorian house used for town offices	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 MD State Archives
70	Y2K	Retain 1 year after event, then destroy
71	Financial Statements	Permanent. Transfer periodically to the MD State Archives

Agency
Town of Sykesville

Division/Unit
Town Manager (part two)

Item No	Description	Retention
72	Development Plans and Maps; Pacesetter Homes, Copper Ridge, blueprints, map racks, project correspondence, sketches and drawings, plats	Maps, plans and blueprints-retain until updated or superceded, then destroy. Plats, site plans and drawings-permanent. Transfer final approved revision periodically to the MD State Archives
73	Lawsuits; non-zoning related, Sykesville vs. Carroll County Board of Education	Retain adjudicated cases for 10 years after final settlement, then destroy. Retain all cases for 5 years after case, then destroy
74	Legal Counsel; Delaney & Davis, Semmes, Bowen and Semmes, Carol B. O'Keefe, Legal case (Horan) correspondence, reports, advice, CPA (legal) Charles Moran	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 MD State Archives

Item No	Description	Retention
75	Baltimore Gas & Electric Company; installation of electrical poles, ordinance, map, street lights, 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 MD State Archives.
76	Bids; streets, new playground equipment (Millard Cooper Park)	Transfer successful bids to appropriate project file. Retain unsuccessful bids 2 years until audit requirements have been fulfilled, then destroy
77	Bill Boards	Screen annually. Destroy material having no further fiscal, legal or operational value.
78	Carroll County Development Handbook	Retain until updated or superceded, then destroy
79	Carroll County Maryland Ten Year Solid Waste Management Plan- draft	Retain until updated or superceded, then destroy

Item No	Description	Retention
80	Carroll County Reference Material; environmental, planning and zoning, congestion analysis, adequate facilities, demographics	Screen annually. Destroy material having no further fiscal, legal or operational value.
81	Carroll County Schools Adequate Facilities (AKA Schools-Adequate Facilities); legal case documents, correspondence, facilities master plan 2002-2011, facilities ordinance	Screen annually. Destroy material having no further fiscal, legal or operational value.
82	Community Development Administration/Department of Housing and Community Development State of Maryland; 1989 Series A, Infrastructure Financing Bonds (original transcript), financing, bond program, engineering, financial, loan applications, RFP, Cullum "Salt" loan	Retain 20 years after final security release, then destroy
83	Conference information; ICMA (Intercity County Managers Association)	Retain until updated or superceded, then destroy
84	Contracts; paving and repair	Retain for life on contract plus 4 years, then destroy
85	Design guide for flexible pavement	Retain until updated or superceded, then destroy
86	Development and Utilities Process Binders; forms, checklists, ordinances, design and construction standards, performance, fee schedules, storm water management, letter of credit	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 MD State Archives

Item No	Description	Retention
87	Carroll County Employment Campus Floating Zone 2002	Screen annually. Destroy material having no further fiscal, legal or operational value
88	Encroachment Issues; includes maps, real property data search	Permanent. Transfer periodically to the MD State Archives
89	Growth Task Force (formerly Concurrency Management); data survey, Carroll County Master Plan, Carroll County public schools enrollment projections 2002-03 to 2011-12, correspondence, reports, memos, ordinance information	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 MD State Archives
90	Heritage/Hargrove Property; map and zoning information	Screen annually. Destroy material having no further fiscal, legal or operational value.
91	BZA/Planning Commission Board of Zoning Appeals; correspondence, plans, notices of appeal and/or application for hearing, resolutions, permits, tapes	Retain originals permanently. Transfer periodically to MD State Archives. Retain copies for 1 year after resolution, then destroy

Item No.	Description	Retention
92	Episcopal Ministries to the Aging; Fairhaven retirement community information and newsletters, Board of Zoning Appeals decision 1978 (Fairhaven Cottages)	Board of Zoning Appeals documents: Retain originals permanently. Transfer periodically to MD State Archives. Other information and newsletters: Screen annually. Destroy materials having no further fiscal, legal or operational value. Retain permanently any material that serves to document to origin, development and accomplishments of the department. Transfer periodically to the MD State Archives.
93	Legal; Zoning Issue- petition (Raincliffe Road) from IR (Industrial Restricted) and IG (Industrial General) to R7,500 (Urban Residential); lawsuits- appeals (briefs, case documents, newspaper articles); Schimmel and Tatelbaum- various infractions of construction code; Sponseller and Hoff (attorneys)- settlement, deed information	Retain originals permanently. Transfer periodically to MD State Archives. Retain copies for 1 year after resolution, then destroy
94	Proposed Infill Development Guidelines	Retain until updated or superceded, then destroy
95	Master Plan- Sykesville	Permanent. Transfer periodically to the MD State Archives
96	Revenue Bond; Sykesville Eldercare, insurance binder, insurance renewal, legal documents, tax information, bond resolution, notice of public hearing	Retain 20 years after final security release, then destroy

Item No.	Description	Retention
97	Planning Commission; master plan, master plan summary, maps and plans, applications for zoning certificates, interpretation of Sykesville zoning ordinance, executed agreement for fiscal year 1984-1985 (funds and participation), town/county agreement (copy), background information and history, meeting tapes, correspondence, zoning ordinance, blueprint, minutes and agendas, applications for zoning certificates and zoning permits, annual retreat, manuals and binders (includes State of Maryland and Carroll County), smart growth, comprehensive plan, demographic development, environmental master plan, annual reports	Screen annually. Destroy material having no further fiscal, Legal or operational value. Retain permanently master plan, master plan summary, maps and plans, minutes and agenda, comprehensive plan, environmental master plan, annual reports and background information and history. Transfer periodically to the MD State Archives
98	Main Street Revitalization; request for proposals (Main Street Plan), environmental evaluation, proposed maps, correspondence, proposed Main Street plan, requests for proposals (consultants) master plan 1998/2000, revisions and updates, adoptions, resolutions, ordinances, community services, master plan 1987 draft 1, review comments, historic commission	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 MD State Archives
99	Impact Fees Workshop- Department of Housing and Community Development, reference	Screen annually. Destroy material having no further fiscal, legal or operational value.

Item No.	Description	Retention
100	Manuals and binders; Maryland Department of Transportation plans, drug and alcohol testing regulations; Various Carroll County plans, traffic studies, Capital Improvement programs, Forestry information, Maryland Flood Plain managers handbook	Capital Improvement Programs (CIP's): Retain 5 years after project is complete, then destroy. Drug and alcohol regulations: Retain until updated. Remainder: Screen annually. Destroy material having no further fiscal, legal or operational value.
101	Public Utility Permits- BGE (approved)	Retain for 50 years, then destroy
102	Southern States Acquisition (train station)	Permanent. Transfer periodically to the MD State Archives
103	Subscriptions/memberships; periodicals and literature	Retain until updated or superceded, then destroy
104	Surveyors and owners of Carroll County Land Development; guides, standards, regulations manual	Retain until updated or superceded, then destroy

Item No.	Description	Retention
105	Sykesville Master Plan; copies, final draft, updates, meetings, agendas, binder, notes, existing zoning (color coded), correspondence, proposed timetable, preliminary report, potential infill sites, future land use, proposed zone changes, land use working paper	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 MD State Archives
106	New town office building; request for proposals for architectural services, master plan; Townhouse addition (Sykesville)-plans, proposed documents of architectural services	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 MD State Archives
107	Train Station Acquisition (B & O)/Baldwin's; Maryland Historic Trust documents, grant applications, grant requests, renovations, tax information, insurance information, loan application, proposals for architectural services, proposals for contractors, assignment and agreement, land lease contracts, vendors	Permanent. Transfer periodically to the MD State Archives
108	Workers Compensation; legal	Retain 5 years, then destroy

Item No.	Description	Retention
109	Trees; reports, Millard Cooper Park, tree removal and pruning, tree certification	Retain financial and other reports for 5 years, then destroy. Retain certificate until updated or superceded. Park records, screen annually. Destroy material having no further fiscal, legal or operational value.
110	Capital Improvement Program (CIP)	Retain until project is completed plus 10 years and until all federal, state, and local audit requirements have been fulfilled, then destroy
111	Subdivision Files; consulting documents/Development review; subdivisions, fee schedules, procedures, forest conservation, various ordinances/Landscaping requirements; guidelines, manuals (City of Westminster, Town of Hampstead)/Revitalization Program; subdivision development regulations and guides/ Warfield; Historic Preservation Guidelines, Public Safety Training Center design data, existing conditions (economic development project)/ equipment and facilities plans and information of original and continuing use of buildings at Springfield proposal	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 MD State Archives
112	Building Permits, applications and certificates	Retain permits, site plans and drawings permanently. Transfer periodically to MD State Archives. Screen annually material and destroy material having no further fiscal, legal or operational value.

Item No.	Description	Retention
113	CDBG (Community Development Block Grant); advisory committee, Maryland Small Cities, guide, eligible activities, federal register for Department of HUD, design guidelines for Sykesville Historic District Commission (Maryland Historic Trust grant fiscal year 1999), financials, request for proposals, grants, request for reimbursements, proposal for architectural services, Recycling Loan Act (grant agreement), Maryland Environmental Services contract, grant for police protection (state aid) correspondence, financials, Historic Preservation Grant Fund Seminar, MD Main Street improvement grant, correspondence (county and legal), mayor and town council minutes, charter and employee handbook, Program Open Space (Burkett Park, Old Main Line Visitors Center, Millard Cooper Park) bids and bid financials, invoices, park improvements, grants manual (State of Maryland, Department of Natural Resources 1996), State Action Loan for Targeted Areas (SALT) Whistlestop Bakery, School House Project, Police station renovations	Retain for 5 years after loan/grant is closed and until all audit requirements have been fulfilled, then destroy
114	Zoning Certification Applications (AKA Building permits)	Retain permits, site plans and drawings permanently; transfer periodically to the MD State Archives. Screen annually. Destroy material having no further fiscal, legal or operational value.
115	Town Projects (small); street paving, basketball hoops, alleyways, Old Main Line Visitors Center (AKA contract post office includes proposals, financials, renovations information, correspondence, plans, maps), town pool (includes bond referendum, survey, partnership YMCA and Merritt Athletic Club), Six (6) telecommunications towers (includes Mercer Farm, Hoods Mill Rd), South Branch Recreational Area feasibility study (Howard County)	Retain 5 years after project is complete, then destroy

Item No.	Description	Retention
116	Sykesville Apartments	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 MD State Archives
117	Surveyor notes and maps	Permanent. Transfer periodically to the MD State Archives.
118	Spout Hill storm drains	Retain planning documents permanently; transfer periodically to MD State Archives. Retain remaining material for 5 years, then destroy
119	Stop work orders (AKA permits); questions (not approved), construction without permit notices	Retain stop work order with no further action for 5 years following the year to which they relate, then destroy. Retain stop work order lawsuit filed for 5 years after settled
120	Freedom Community Comprehensive Plan	Retain until project is completed plus 5 years and until all audit requirements have been fulfilled, then destroy.

Item No.	Description	Retention
121	Road Improvement Contracts (includes proposal, scope of work, flood map), patching and paving, State Aid for roads (correspondence, maps), State Highway Administration, Highway Department of Transportation (police information, highway improvement, public notice, correspondence), Rt. 32 bridge (Maryland Department of Transportation maps and plans), parking lot, Obrecht Road/Third Avenue (sidewalks, plans, engineering reports easements)	Retain Contracts for 4 years, then destroy. Remaining records, screen annually. Destroy material having no further fiscal, legal or operational value.
122	Property leased/purchased; Serra property (building lease), St. Barnabas Parish House (proposed purchase, includes correspondence)	Purchased Buildings: 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 MD State Archives. Retain lease for lease life plus 4 years, then destroy.
123	Petition for New Bridge (very old and undated petitions)	Retain 3 years, and until all audit requirements have been met, then destroy
124	Construction Projects- Town Visitors Center, Interlocking Tower, Village House Senior Living (bid information, request for proposals), Millard Cooper Park (plans), Cooper Park Annex	Retain permits, site plans and drawings permanently; transfer periodically to the MD State Archives. Screen annually and destroy material having no further fiscal, legal, or operational value.

Item No.	Description	Retention
125	Historic Commission; applications, permits, Historic District Preservation (properties, descriptions), Maryland Historical Trust (State Historic Sites Inventory Form, building overviews, personal histories, survey index, alphabetic index), Proposal for rehabilitation of cottage #15 (formerly Springfield Hospital Gatehouse, includes lease documents, grant information), closed cases, notes, tape, correspondence, pictures, old plans	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 MD State Archives.
126	Underground Storage Tanks; town's report, new environmental requirements reports, Maryland Department of the Environment (request), consultant's proposals, report and observations, copy of invoice (removal)	Retain until closed plus 3 years, 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

2. DIVISION *TM*

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 *Miscellaneous Historical Documents*

5. EARLIEST YEAR / LATETEST YEAR

_____ 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)

See attached.

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) _____

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

_____ ☐ Month(s) ☐ Year(s)
Number

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

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 permanently; transfer to Maryland State Archives.

19. NAME AND TITLE OF PREPARER *Bt Roberts*

20. TELEPHONE NUMBER 410.884.4441

21. DATE *5-5-04*

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

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   Baltimore Magazine 1996

5. EARLIEST YEAR / LATETEST YEAR

_____ 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)

Sykes article & picture

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) _____

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

_____   □ Month(s)   □ Year(s)
Number

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

Attic - box near window

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

19. NAME AND TITLE OF PREPARER

Bof Roberts

20. TELEPHONE NUMBER

410.884.4441

21. DATE 5-5-04

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

2. DIVISION *Treas/Clerk*

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 *Bank account book - mayor + council*

5. EARLIEST YEAR / LATETEST YEAR *1965* TO *1968*

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

historical?

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) _____

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

_____   ☐ Month(s)   ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
Attic - box near window

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

19. NAME AND TITLE OF PREPARER *BJ Roberts*

20. TELEPHONE NUMBER 410.884.4441

21. DATE *3-5-04*

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

3. Unit

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   *Basketball Score books*

5. Earliest Year/Latest Year   *1961* to *1967*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____
Number
☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
Attic - Box near windows

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer
Bob Roberts

20. Telephone Number
410.884.4441

21. Date
5-5-94

DGS 550-4 (Rev. 1/93)

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	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

Evaluative Criteria

5. EARLIEST YEAR / LATETEST YEAR

_____ TO 1950

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

Study of secondary school standards

Historical

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) _____

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)

Attic-Box near windows

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

19. NAME AND TITLE OF PREPARER

BH Roberts

20. TELEPHONE NUMBER

410.884.4441

21. DATE

5-5-04

DGS 550-4 (Revised 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____
Department/Agency	2. Division	3. Unit

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 *Report on Liberty Tale Mines Inc Town of Sykes.*	5. Earliest Year/Latest Year *1967* to ____

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Photos.

Industrial Dust Complaints.

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)
  _____

9. Volume

____
Number

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

10. Annual Accumulation

____
Number

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

11. File is Used
    ☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic - J
5DV 5

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *5-4-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____
Department/Agency	2. Division	3. Unit

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 *Newsletters (Sykes)*	5. Earliest Year/Latest Year *1987* to *1991*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume

_____ Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____ Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
Attic-J

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer *Bt Roberts*	20. Telephone Number 410.884.4441	21. Date *5-5-04*

DGS 550-4 (Rev. 1/93)

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	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
Newspaper articles
- various

5. EARLIEST YEAR / LATETEST YEAR
1945 TO *1974*

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

Presidential articles

Being preserved in plastic ; in the sun

7. RECORD SERIES FORMAT(S)

□ Letter Size   □ Microfilm

□ Legal Size   □ Computer Tape

□ Bound Book   □ Floppy Disk

□ Audio Tape   □ Video Tape

□ Other (Specify) _____
1.

8. RECORD SERIES SEQUENCE

□ Alphabetical

□ Numerical

□ Chronological

□ Geographical

□ Other (Specify) _____

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

_____   □ Month(s)   □ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
Attic -
box near window

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

19. NAME AND TITLE OF PREPARER
BA Roberts

20. TELEPHONE NUMBER
410.884.4441

21. DATE
5-5-04

OGS 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	2. DIVISION	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 _Photos_	5. EARLIEST YEAR / LATETEST YEAR _____ TO _1930_

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

Franklin High School Building & Faculty

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) _____

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

_____   ☐ Month(s)   ☐ Year(s)
Number

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

Attic - Box near Windows

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

19. NAME AND TITLE OF PREPARER _BJ Roberts_	20. TELEPHONE NUMBER 410.884.4441	21. DATE _5-5-04_

DGS 550-4 (Revised 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency

2. Division

3. Unit

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 *Proclamation – Gov. Schaefer Day*

5. Earliest Year/Latest Year
____ to ____ 1990

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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) ____

9. Volume

____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic J

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

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

Name and Title of Preparer
Bob Roberts

20. Telephone Number
410.884.4441

21. Date
5-5-04

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	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 *South Carroll Community News*	5. EARLIEST YEAR / LATETEST YEAR _____ TO _1987_

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

local newspaper

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) _____

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

_____   ☐ Month(s)   ☐ Year(s)
Number

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

Attic - box near window

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

19. NAME AND TITLE OF PREPARER *BH Roberts*	20. TELEPHONE NUMBER **410.884.4441**	21. DATE *5 5-04*

DGS 550-4 (Revised 1/93)

Department/Agency	2. Division	3. Unit

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 *Sykes High School Basic Minimum Requirements*	5. Earliest Year/Latest Year *1957* to *1959*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
  _____

9. Volume

_____
Number

- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)

10. Annual Accumulation

_____
Number

- □ File Drawer(s)
- □ Microfilm Reel(s)
- □ Computer Tape(s)
- □ Other (specify)

11. File is Used
- □ Daily
- □ Weekly
- □ Monthly

12. File Becomes Inactive After
_____
Number
- □ Month(s)
- □ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
Attic-Box near windows

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
- □ Yes
- □ No

15. Access Restrictions □ Yes □ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
- □ None
- □ State
- □ Federal
- □ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- □ Yes
- □ No

18. Recommended Retention

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *5-5-04*

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Department/Agency	2. Division *Secretary*	3. Unit *R/E*

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 *Sykes. History - Apr 1876 to Apr 1906 Brief Daily Happenings*	5. Earliest Year/Latest Year _____ to _____

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Handwritten by Sykesville's Historian in 1989 - Thelma C. Wimmer

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) _____

9. Volume *1 binder*

☐ 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
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
1st Hall buffet

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes ☐ No

18. Recommended Retention

Name and Title of Preparer *Bob Roberts*	20. Telephone Number **410.884.4441**	21. Date *4-28-04*

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ___ OF ___

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division   *TM*

3. Unit   *PZ*

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 *Town of Sykes. newsletter*

5. Earliest Year/Latest Year *1993* to *1996*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Newsletter & corres.

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)
_____

9. Volume *file folder*

/
_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____
Number
☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
2nd
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer
Bt Roberts

20. Telephone Number
410.884.4441

21. Date
4-27-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency	2. Division *Secretary*	3. Unit *R/E*

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 *Sykes Town Listings*	5. Earliest Year/Latest Year ___ to ___ *None given*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Handwritten names of Sykes. residents (in 3 steno pads)

7. Record Series Format(s)	8. Record Series Sequence	9. Volume *3 steno pads*
☐ Letter Size ☐ Microfilm	☐ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical	___ Number ☐ Other (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronological	
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Other (specify) ___	☐ Other (specify) ___	☐ Computer Tape(s) ___ Number ☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After ___ Number ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room) *1st Hall buffet*	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-28-04*

DGS 550-4 (Rev. 1/93)

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

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 *Telegram Charge Lists*

5. EARLIEST YEAR / LATETEST YEAR
_____ TO *1943*

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

Personal telegram handwritten messages.

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) _____

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

_____   ☐ Month(s)   ☐ Year(s)
Number

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

Attic- Box near Windows

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

19. NAME AND TITLE OF PREPARER *BA Roberts*

20. TELEPHONE NUMBER
410.884.4441

21. DATE
5-5-04

DGS 550-4 (Revised 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____
Jepartment/Agency	2. Division *TM*	3. Unit

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 *Town of S, Slides*	5. Earliest Year/Latest Year _____ 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.

historical slides of Black School House   *town events.*
Main St   *rivers - bridges*
benches
admin. bldg (+ hse)
Old homes

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm	☐ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical	_____ Number ☐ Other (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronological	
J Audio Tape ☐ Video Tape	☐ Geographical	10. Annual Accumulation ☐ File Drawer(s)
☐ Other (specify) _____	☐ Other (specify) _____	☐ Microfilm Reel(s) ☐ Computer Tape(s) _____ Number ☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) *2nd MC* *wardrobe*	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software) ☐ Yes ☐ No	18. Recommended Retention

Name and Title of Preparer *Bot Roberts*	20. Telephone Number 410.884.4441	21. Date 4-22-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division Tr /Clerk	3. Unit

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 *Election*	5. Earliest Year/Latest Year 1957 to 1973

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Tallies (hashmarks)   Affirmations of Loyalty.
Election complaint-letter.
Registered voters
Official appointment letters

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attics
5DV 3

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

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

Name and Title of Preparer	20. Telephone Number	21. Date 5-4-04

DGS 550-4 (Rev. 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

2. DIVISION *Tr./Clerk*

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 *Voter registrations*

5. EARLIEST YEAR / LATETEST YEAR ~~1944~~ 1948 TO 1978

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

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) _____

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

_____   ☐ Month(s)   ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room) *Attic - J*

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

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE 5-4-04

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Department/Agency	2. Division TM	3. Unit *Personnel*

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 *Personnel - Time sheets*	5. Earliest Year/Latest Year *1991* 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.

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)
_____

9. Volume

_____ Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____ Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
DR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes ☐ No

18. Recommended Retention

Retain 3 years, then destroy

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-21-04*

DGS 550-4 (Rev. 1/93)

Department/Agency	2. Division T/\/	3. Unit

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 Bids	5. Earliest Year/Latest Year ____ to ____ 1984

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Massey Ferg. Tractor
Inactive - 1984

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)
_____

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 ____ ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) Attic	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention Transfer successful bids to appropriate project file if requirements have been fulfilled. Retain unsuccessful bids 2 years until audit requirements have been fulfilled, Then destroy.

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-29-04

DGS 550-4 (Rev. 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

2. DIVISION TM

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 Bids

5. EARLIEST YEAR / LATETEST YEAR
_____ TO 1995

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

Joint trash disposal contract

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) _____

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)

Attic-J

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

19. NAME AND TITLE OF PREPARER Bet Roberts

20. TELEPHONE NUMBER 410.884.4441

21. DATE 5-4-04

DGS 550-4 (Revised 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____
Department/Agency	2. Division TM	3. Unit

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 Bid Openings	5. Earliest Year/Latest Year 1996 to 2002

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume *tapes*

½ box

Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
Planning rm closets

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer Bt Roberts	20. Telephone Number 410.884.4441	21. Date 4-27-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency	2. Division TY	3. Unit Personnel

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 Personnel - Employee Handbook	5. Earliest Year/Latest Year 1990 to 1995

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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) _____

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)
Number ☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After ___ ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) 2nd MC desk	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention **Retain until updated or superceded, then destroy**

Name and Title of Preparer Bt Roberts	20. Telephone Number 410.884.4441	21. Date 4-22-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

Personnel

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

Personnel policies
AKA Town of Sykes. Employee Handbook

5. Earliest Year/Latest Year
1982 to 1995

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Personnel policy changes.

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer

Bt Roberts

20. Telephone Number

410.884.4441

21. Date

4-27-04

DGS 550-4 (Rev. 1/93)

| 1. Department/Agency | 2. Division TM | 3. Unit Personnel |

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 Employee Policy Changes

5. Earliest Year/Latest Year 1993 to 1994

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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) _____

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
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd MC
2bL

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention

| Name and Title of Preparer Bob Roberts | 20. Telephone Number 410.884.4441 | 21. Date 4-22-04 |

DGS 550-4 (Rev. 1/93)

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 TM	3. UNIT Personnel

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 Employee Handbook	5. EARLIEST YEAR / LATETEST YEAR ____ TO 1989/1990

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

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) _____

9. VOLUME 4 handbooks
☐ File Drawer(s)
☐ Microfilm Reel (s)
☐ Computer Tape (s)
☐ Other (Specify) _____
4
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

_____   ☐ Month(s) ☐ Year(s)
Number

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

Attic-J

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

19. NAME AND TITLE OF PREPARER Bt Roberts	20. TELEPHONE NUMBER 410.884.4441	21. DATE 5-4-04

DGS 550-4 (Revised 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division	3. Unit
	TM	*Personnel*

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 *Personnel - Town of Sykes. Employee Handbook   AKA Personnel Policies*

5. Earliest Year/Latest Year *1987 to 1995*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

I-9 handbook from Justice Dept.   Corres.
employee signature sheet (for hdbk)
Hdbk includes changes + drafts.

Need to update!

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-27-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *Ty*	3. Unit *Personnel*

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 *Personnel - Employee Rules & Regulations - Amendment*

5. Earliest Year/Latest Year *1992* to *1992*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

(goes w/ employee hdbk)

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) _____

9. Volume *in binder box*

binder

Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____

Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
planning rm.

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-28-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *TM*	3. Unit *Personnel*

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 *Personnel - Job Descriptions*	5. Earliest Year/Latest Year *1987* to *2004*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
  _____

9. Volume

Number _____

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

10. Annual Accumulation

Number _____

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

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
2nd Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Retain until updated or superceded, then destroy

Name and Title of Preparer *Bt Roberts*	20. Telephone Number 410.884.4441	21. Date *4-27-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division	3. Unit
	TM	*Personnel*

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 *Personnel - Employee Job Descriptions*	5. Earliest Year/Latest Year *1994* to *1994*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd fl
desk

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-22-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency	2. Division TM	3. Unit 1, 2

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 ADA - Americans w/ Disabilities Act	5. Earliest Year/Latest Year 1991 to 1994

6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.

legal comes (& other comes)
general info res compliance

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)
_____

9. Volume file folder
- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

_1_
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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Retain until updated or superceded, then destroy

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-27-04

DGS 550-4 (Rev. 1/93)

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

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

American Disabilities Act - Title II
CC Govt Facilities Transition Plan to Comply with..

5. EARLIEST YEAR / LATETEST YEAR

_____ TO _____ 1992

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

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) _____

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

_____ ☐ Month(s) ☐ Year(s)
Number

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

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

19. NAME AND TITLE OF PREPARER

Bob Roberts

20. TELEPHONE NUMBER

410.884.4441

21. DATE

4-27-04

DGS 550-4 (Revised 1/93)

Department/Agency	2. Division TM	3. Unit Personnel

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 Personnel: Worker's Comp. Claim	5. Earliest Year/Latest Year 1999 to 2003

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____
Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
2nd
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
Retain notice of claim with no further action for 5 Y following the year to which they relate, then destroy. Retain notice of claim with lawsuit filed for 5 Y after settled, then destroy.

Name and Title of Preparer Bt Roberts	20. Telephone Number 410.884.4441	21. Date 4-27-04

DGS 550-4 (Rev. 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

2. DIVISION
Twn Mgr

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
MML Claims

5. EARLIEST YEAR / LATETEST YEAR
_____ TO 1988

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

(medical insur. claims)

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) _____

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)
attic-J

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

~~then destroy.~~ Retain notice of claim with no further action for 5 Y following the year to which they relate, then destroy. Retain notice of claim with lawsuit filed for 5 Y after settled, *then destroy.*

19. NAME AND TITLE OF PREPARER
BH Roberts

20. TELEPHONE NUMBER

21. DATE
5-4-04

410.884.4441

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency

2. Division *TM*

3. Unit *admin*

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 *Bench Destruction, St. Joe's*

5. Earliest Year/Latest Year ____ to *1994*

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.

Juvenile - malicious destruction of property.

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)
  _____

9. Volume

_____
Number

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

10. Annual Accumulation

_____
Number

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

11. File is Used
- ☐ Daily
- ☐ Weekly
- ☐ Monthly

12. File Becomes Inactive After
_____
Number
- ☐ Month(s)
- ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
Attic

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
- ☐ Yes
- ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
- ☐ None
- ☐ State
- ☐ Federal
- ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- ☐ Yes
- ☐ No

18. Recommended Retention
Retain adjudicated case for ten (10) years after closed, then destroy.
Retain all other cases for five (5) years after case, then destroy.

Name and Title of Preparer
Bt Roberts

20. Telephone Number
410.884.4441

21. Date
4-29-04

DGS 550-4 (Rev. 1/93)

Department/Agency	2. Division TM	3. Unit

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 Cable TV	5. Earliest Year/Latest Year 1992 to 2002

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Contract   Acquisition binders
Budget info
Proposal
advertising proposal
     + agreement

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) _____

9. Volume

1 Vert. drawer

Number

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

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)
Number

13. Current Location(s) (Bldg., Floor, Room)

2nd MC
4 DV

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Retain for four (4) years after contract expiration, then destroy.

Name and Title of Preparer Bt Roberts	20. Telephone Number 410.884.4441	21. Date 4-22-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

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   *Cable rates*

5. Earliest Year/Latest Year   *1992* to *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.

Corres
Certif. of franchising authority
a regulation

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)
_____

9. Volume *binder boy*
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____
Number   ☐ Other (specify)

10. Annual Accumulation
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____
Number   ☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd planning
room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer
Bob Roberts

20. Telephone Number
410.884.4441

21. Date
4-28-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency	2. Division *TM*	3. Unit

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 *Budgets*	5. Earliest Year/Latest Year FY 1966 to FY 2003-04 - 1977

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Capital Improvement - 2000-01 → 2004-05

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)
  _____

9. Volume

_____
Number

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

10. Annual Accumulation

_____
Number

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

11. File is Used
- ☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____
Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
2nd MC
2DL

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Retain 3 years, then destroy

Name and Title of Preparer *Bt Roberts*	20. Telephone Number 410.884.4441	21. Date 4-22-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency	2. Division TM	3. Unit

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 *Budgets*	5. Earliest Year/Latest Year 2002 to 2004

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Annual compre. budget FY 03-04
"   02-03
Unaudited tr. rept 03

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)
_____

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 _____ ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) 2nd DR	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention

Name and Title of Preparer Bt Roberts	20. Telephone Number 410.884.4441	21. Date 4-21-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division *TM*

3. Unit

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 *Town of Sykes annual Comprehensive (Budget)*

5. Earliest Year/Latest Year *2003 to 2004*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

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) _____

9. Volume *binder*

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

1

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
☐ Month(s)   ☐ Year(s)
_____
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
Planning rm

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer
Bt Roberts

20. Telephone Number
410.884.4441

21. Date
4-27-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____
Department/Agency	2. Division TM	3. Unit

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 Associations: MCCMA - MD City + County Management Assn	5. Earliest Year/Latest Year 1998 to 2004

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Financials   Corres.
Disc back up
Annual treasurers rept
Minutes + agenda

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) _____	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☐ Other (specify) _____	☐ 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 _____ ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) 2nd MC 4N	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention 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 MD State Archives

Name and Title of Preparer Bt Roberts	20. Telephone Number 410.884.4441	21. Date 4-22-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division *TM*

3. Unit

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 *Associations – MML*

5. Earliest Year/Latest Year *1989* to *1991*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Convention Room reservations
Awards
Legislation
Bulletins

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
Attic-J

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention

Name and Title of Preparer
Bob Roberts

20. Telephone Number
410.884.4441

21. Date
5-5-04

DGS 550-4 (Rev. 1/93)

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 *T.M*

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 *MML meetings, Scholarship*

5. EARLIEST YEAR / LATETEST YEAR *1993* TO *1994*

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

Meetings
Scholarships info
Momentum prgm employee training

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) _____

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

_____   ☐ Month(s)   ☐ Year(s)
Number

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

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

19. NAME AND TITLE OF PREPARER
BH Roberts

20. TELEPHONE NUMBER

21. DATE *5-4-04*

DGS 550-4 (Revised 1/93)

410.884.4441

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency

2. Division

Twn/Mgr

3. Unit

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   *MML Certificate of Membership*

5. Earliest Year/Latest Year
1967 to *1968*

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

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
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic J
5DV

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer
Bt Roberts

20. Telephone Number

410.884.4441

21. Date
5-4-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division *TM*

3. Unit

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 *MML Conventions (MD Municipal League)*

5. Earliest Year/Latest Year *1991 to 2003*

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.

Conventions—registration + room reservations

A-Z

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)
_____

9. Volume

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____
Number   ☐ Other (specify)

10. Annual Accumulation

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____
Number   ☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer

Bob Roberts

20. Telephone Number 410.884.4441

21. Date *4-27-04*

DGS 550-4 (Rev. 1/93)

| 1. Department/Agency | 2. Division *TU* | 3. Unit *Personnel* |

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 *Persmnel - Employee acknowledgemt sheet* | 5. Earliest Year/Latest Year *1995* to *1995* |

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Workplace violence video

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) _____

9. Volume

_____ Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____ Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
2nd planning room

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Retain for 3 years after employee termination, then destroy

| Name and Title of Preparer *Bt Roberts* | 20. Telephone Number 410.884.4441 | 21. Date *4-27-04* |

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___
Department/Agency	2. Division TM	3. Unit Personnel

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 Personnel - Employee Evaluations	5. Earliest Year/Latest Year 1999 to 2003

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Evaluations
memos

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)
_____

9. Volume

_____ Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____ Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
2nd
MC 2DL

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Retain for 3 years after employee termination, then destroy

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-22-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division	3. Unit
	TM	*Personnel*

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 *Personnel- Employee evaluations.*	5. Earliest Year/Latest Year *1987* to *1987*

6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.

Corres.
Forms

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)
_____

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
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
planning rm

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes ☐ No

18. Recommended Retention

Name and Title of Preparer *Bit Roberts*	20. Telephone Number **410.884.4441**	21. Date *4-27-04*

DGS 550-4 (Rev. 1/93)

Department/Agency	2. Division *TM*	3. Unit *Personnel*

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 *Personnel files*	5. Earliest Year/Latest Year *1987* to *2004*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Salary info
timesheets (1998-04)
Drug + alcohol test results
Evaluations

Notice of salary increase
MVA documents
Employee benefit info
commendations
resumés

Disciplinary action
Workers comp. hearing info
medical info
insur. workers insur fund
↓ (medical)
(IWIF claim)
job descriptions

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Retain for 3 years after employee termination, then destroy

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-27-04*

DGS 550-4 (Rev. 1/93)

| Department/Agency | 2. Division *Sec.1* | 3. Unit |

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 *Personnel Files* | 5. Earliest Year/Latest Year *1985* to *1990* |

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
  _____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
Attic

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
  ☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
  ☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
  ☐ Yes   ☐ No

18. Recommended Retention

| Name and Title of Preparer *Bob Roberts* | 20. Telephone Number 410.884.4441 | 21. Date *4-29-04* |

DGS 550-4 (Rev. 1/93)

<table>
<tr>
<td>Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</td>
<td>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</td>
<td>AGENCY RECORDS INVENTORY

PAGE ____ OF ____</td>
</tr>
</table>

Department/Agency	2. Division *TU*	3. Unit *Personnel*

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 *Personnel - Employee advertisement*	5. Earliest Year/Latest Year *2003* to *2003*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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) _____

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 _____ ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) *2nd planning rm*	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	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 3 years, then destroy**

Name and Title of Preparer *Bt Roberts*	20. Telephone Number **410.884.4441**	21. Date *4-27-04*

DGS 550-4 (Rev. 1/93)

Department/Agency	2. Division *TM*	3. Unit *Personnel*

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 *Personnel— Applications, resumes, interviews, etc*	5. Earliest Year/Latest Year *1992* to *2003*

6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.

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) _____

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)
2nd Planning room

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
- ☐ Yes   ☐ No

15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
- ☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- ☐ Yes   ☐ No

18. Recommended Retention

Retain for 3 years after employee termination, then destroy. *If job applicant unsolicited or not hired, retain 1 (one) year from date of action, then destroy*

Name and Title of Preparer *BH Roberts*	20. Telephone Number **410.884.4441**	21. Date *4-27-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency

2. Division
TM

3. Unit
Personnel

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
Personnel - Resumes

5. Earliest Year/Latest Year
1995 to 1995

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.
Town Manager (1995)

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)
_____

9. Volume

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____
Number ☐ Other (specify)

10. Annual Accumulation
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____
Number ☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
Planning rm

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes ☐ No

18. Recommended Retention

Retain 3 years, and until all audit requirements have been met, then destroy. If job applicant unsolicited or not hired, retain 1 (one) year from date of action, then destroy

Name and Title of Preparer
Bob Roberts

20. Telephone Number
410.884.4441

21. Date
4-27-04

DGS 550-4 (Rev. 1/93)

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 TM

3. UNIT Personnel

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 applications

5. EARLIEST YEAR / LATETEST YEAR
_____ TO _____ 1995

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

Writing samples
- for town manager

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) _____

9. VOLUME 1 large accord. file.

- ☐ 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

_____ ☐ Month(s) ☐ Year(s)
Number

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

Attic - J

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 3 years, and until all audit requirements have been met, then destroy. If job applicant unsolicited or not hired, retain one

19. NAME AND TITLE OF PREPARER
Bt Roberts

20. TELEPHONE NUMBER
410.884.4441

21. DATE
5-4-04

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

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 *Carroll County Council of Governments Draft By-laws*

5. Earliest Year/Latest Year *2002 to 2002*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

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)
Number ☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
☐ Month(s)   ☐ Year(s)
_____
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd BR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Retain until updated or superceded, then destroy

Name and Title of Preparer
Bob Roberts

20. Telephone Number

410.884.4441

21. Date

4-21-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division TM	3. Unit

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 *Annual/calendar/planners*	5. Earliest Year/Latest Year *1998* to *2001*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
   ☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
DR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

   ☐ Yes   ☐ No

18. Recommended Retention

Retain 2 years, then destroy

Name and Title of Preparer *Bt Roberts*	20. Telephone Number 410.884.4441	21. Date *4-21-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *TM*	3. Unit

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 *Calendars*	5. Earliest Year/Latest Year *1999* to *2004*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

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)
Number ☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd MC
2DL

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer *Bot Roberts*	20. Telephone Number 410.884.4441	21. Date *4-22-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___
Department/Agency	2. Division TM	3. Unit

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 Carroll County Facts	5. Earliest Year/Latest Year ____ to ____ 1970

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

CC Economic Developmt Division

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)
_____

9. Volume   /

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic - Box near windows

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Retain until updated or superceded, then destroy

Name and Title of Preparer Bot Roberts	20. Telephone Number 410.884.4441	21. Date 5-5-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division _TM_	3. Unit

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 _Town Charter_	5. Earliest Year/Latest Year _1989_ to _2001_

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.

Reviews + revisions
Purposed, Amended

_A-Z_

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) _____

9. Volume _1/4_
Number

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

10. Annual Accumulation
Number

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

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) _2nd Planning room_	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention **Permanent. Transfer ~~periodically~~ _original_ to the Maryland State Archives** _Copies:_ Screen annually. Destroy material having no further fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and ---mplishments of the department. Transfer lically to the MD State Archives

Name and Title of Preparer _Bob Roberts_	20. Telephone Number 610.884.4441	

_4-27-04_

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 *TM*

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 [*Proposed Charter for the Town of Sykes. 1st Draft*

5. EARLIEST YEAR / LATETEST YEAR
_____ TO _____ *1963*

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

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) _____

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

_____   ☐ Month(s)   ☐ Year(s)
Number

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

Attic - J

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

19. NAME AND TITLE OF PREPARER *Bob Roberts*

20. TELEPHONE NUMBER

21. DATE *5.4-04*

410.884.4441

DGS 550-4 (Revised 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

| Department/Agency | 2. Division *TM* | 3. Unit |

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 *Charter of the Town of S (as amended through Nov. 2000)*

5. Earliest Year/Latest Year
_____ 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.

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____
Number
☐ Month(s)   ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
2nd MC

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer
Roberts

20. Telephone Number
410.884.4441

21. Date
4-22-04

DGS 550-4 (Rev. 1/93)

Department/Agency	2. Division TM	3. Unit

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 Civil Defense Agency. Surplus Property. State of MD.	5. Earliest Year/Latest Year 1964 to 1977

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

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
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
Attic - J
5Dr 3

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer Bot Roberts	20. Telephone Number 410.884.4441	21. Date 5-4-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

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 *Civil War Heritage - Steering committee*

5. Earliest Year/Latest Year *1998* to *2003*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____
Number   ☐ Other (specify)

10. Annual Accumulation

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____
Number   ☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd MC
40 V

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer

Bot Roberts

20. Telephone Number

410.884.4441

21. Date

4-22-04

DGS 550-4 (Rev. 1/93)

| Department/Agency | 2. Division *TM* | 3. Unit |

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 *Contractor Agreemt* | 5. Earliest Year/Latest Year ____ to ____ *1968* |

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm	☐ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical	____ Number ☐ Other (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronological	
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Other (specify) _____	☐ Other (specify) _____	☐ Computer Tape(s) ____ Number ☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After ____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) *Attic J* *5 Dv 3*	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention *Retain for life of contract, plus four (4) years, then destroy.*

| Name and Title of Preparer *Bot Roberts* | 20. Telephone Number **410.884.4441** | 21. Date *5-4-04* |

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *Tu*	3. Unit

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 *Computer proposals*	5. Earliest Year/Latest Year *1994* to *1994*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Rept   Info.
Financials
Contract
Bidders

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)
_____

9. Volume *in binder box*

□ File Drawer(s)
□ Microfilm Reel(s)
□ Computer Tape(s)
_____
Number   □ Other (specify)

10. Annual Accumulation

□ File Drawer(s)
□ Microfilm Reel(s)
□ Computer Tape(s)
_____
Number   □ Other (specify)

11. File is Used
□ Daily   □ Weekly   □ Monthly

12. File Becomes Inactive After
_____   □ Month(s)   □ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
Planning rm

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
□ Yes   □ No

15. Access Restrictions   □ Yes   □ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
□ None   □ State   □ Federal   □ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
□ Yes   □ No

18. Recommended Retention
Retain accepted bid for four (4) years after termination of contract, then destroy. All others, retain two (2) years, then destroy.

Name and Title of Preparer *Bt Roberts*	20. Telephone Number **410.884.4441**	21. Date *4-28-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division _TU_	3. Unit

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 *Daily file → for consultants report*	5. Earliest Year/Latest Year _2003_ to _2004_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

[*sort annually, periodically*]

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____
Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
2nd DR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

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 one (1) rolling year, then destroy.

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-21-04*

DGS 550-4 (Rev. 1/93)

| Department/Agency | 2. Division TM | 3. Unit |

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 Citizens' correspondence / General / State | 5. Earliest Year/Latest Year 1986 to 2004 |

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.

A-Z

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)
_____

9. Volume

_____ Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____ Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
2nd planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
Retain for one (1) year, after resolution, then destroy.

| Name and Title of Preparer Bob Roberts | 20. Telephone Number 410.884.4441 | 21. Date 4-27-04 |

DGS 550-4 (Rev. 1/93)

Department/Agency	2. Division *TM*	3. Unit

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 *Data Recovery at 18CR 239, The Sykes. Law Enforcement Driver Training Facility Cemetary*	5. Earliest Year/Latest Year *2001* to *2001*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Warfield Rep.

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Permanent. Transfer periodically to the Maryland State Archives

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-21-04*

DGS 550-4 (Rev. 1/93)

| Department/Agency | 2. Division TM | 3. Unit |

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 (Sykes.) Drug Testing Policy Stmt↗

5. Earliest Year/Latest Year ____ to ____ No date

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 regulations

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) _____

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
☐ Month(s)   ☐ Year(s)
____
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd MC
desk

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Retain until updated or superceded, then destroy

| Name and Title of Preparer Bt Roberts | 20. Telephone Number 410.884.4441 | 21. Date 4-22-04 |

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *TM*	3. Unit

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 [STA]-Drug + Alcohol Testing

5. Earliest Year/Latest Year *1994* to *2000*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

regulations

49 CFR 382

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)
_____

9. Volume *accord file*

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

1
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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer *Bot Roberts*	20. Telephone Number 410.884.4441	21. Date *4-27-04*

DGS 550-4 (Rev. 1/93)

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 _TM_	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 _FEMA back up data_	5. EARLIEST YEAR / LATETEST YEAR _____ TO _1982_

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

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) _____

9. VOLUME

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

1 binder
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)

Attic J

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 until updated or superceded, then destroy

19. NAME AND TITLE OF PREPARER _Bot Roberts_	20. TELEPHONE NUMBER 410.884.4441	21. DATE _5-4-05_

DGS 550-4 (Revised 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency	2. Division TM	3. Unit PZ

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 Gatehouse	5. Earliest Year/Latest Year 1993 to 2004

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.

Transfer title / grant / dedication
Maintenance / repairs

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)
_____

9. Volume accord. file

2
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

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)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
Planning m

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
Gatehouse records : Permanent. Transfer periodically to Maryland state Archives. Maintenance/repairs records. Retain 3 years and until all audit requirements have been met, then destroy.

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-27-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Department/Agency	2. Division *Tu*	3. Unit

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 *Emergency Preparedness Plan*	5. Earliest Year/Latest Year *2003* to *2003*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

---

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)
_____

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
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd - MC
2DL

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
Retain until updated or superceded, gain town manager's approval, then destroy.

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-22-04*

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

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 *CC Emergency Operations Plan*

5. Earliest Year/Latest Year *2003* to *2003*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Not to be disposed of without prior approval.

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)
_____

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
_____   □ Month(s)   □ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
□   Yes   □   No

15. Access Restrictions   □ Yes   □ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

□   None   □   State   □   Federal   □   Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

□   Yes   □   No

18. Recommended Retention

Name and Title of Preparer

Bob Roberts

20. Telephone Number

410.884.4441

21. Date

4-21-04

DGS 550-4 (Rev. 1/93)

Department/Agency	2. Division TM	3. Unit

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 Historic Preservation/Grant

5. Earliest Year/Latest Year 2000 to 2000

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Brochures
Ordinance
Corres.

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____
Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
2nd MC
2DL

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
Retain for 5 years after grant is closed and until all audit requirements have been fulfilled, then destroy.

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-22-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
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Department/Agency	2. Division	3. Unit
	TM	

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 Grant Sources	5. Earliest Year/Latest Year 1995 to 1995

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)

_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd MC
2DL

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Retain until updated or superceded, then destroy

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-22-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency	2. Division *TM*	3. Unit

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 *Hazardous + Toxic Substance Act Right to Know*	5. Earliest Year/Latest Year *1989* to *1989*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Corres.
Overview of Law
Guideline
Chem. list
MSDS chk-list.

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd MC desk

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention
Retain for 40 years after discontinued use of specific chemical, then destroy.

Name and Title of Preparer *Bt Roberts*	20. Telephone Number 410.884.4441	21. Date *4-22-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___
Department/Agency	2. Division TM	3. Unit

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 Hazardous Waste	5. Earliest Year/Latest Year 1986 to 1987

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Systems Services Company drums located at SS Co. warehouse.

Removal of drums of acid/cyanide

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm	☐ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical	_____ Number ☐ Other (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronological	
J Audio Tape ☐ Video Tape	☐ Geographical	10. Annual Accumulation ☐ File Drawer(s)
☐ Other (specify) _____	☐ Other (specify) _____	☐ Microfilm Reel(s) ☐ Computer Tape(s) _____ Number ☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) Attic-J	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention Retain for 40 years after discontinued use of specific chemical, then destroy.

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 5-5-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

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 Historical Society of CC

5. Earliest Year/Latest Year 2003 to 2004

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Bd of trustees habk
Strategic Plan (2002 - 2011)
Minutes

Matt is on the bd

7. Record Series Format(s)

☐ Letter Size　☐ Microfilm

☐ Legal Size　☐ Computer Tape

☐ Bound Book　☐ Floppy Disk

☐ Audio Tape　☐ Video Tape

☐ Other (specify) Binder

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)

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
_____　☐ Month(s)　☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd MC
on table

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes　☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None　☐ State　☐ Federal　☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes　☐ No

18. Recommended Retention

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 MD State Archives

Name and Title of Preparer

Bt Roberts

20. Telephone Number

410.884.4441

21. Date

4-22-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
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AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

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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   *Internet*

5. Earliest Year/Latest Year
1997 to *1999*

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.

CC public library internet acct renewal
Accessing info.
Status rept
Corres.

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)
_____

9. Volume *in binder box*
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____
Number   ☐ Other (specify)

10. Annual Accumulation
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____
Number   ☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
Planning rm

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Retain until updated or superceded, then destroy

Name and Title of Preparer
Bot Roberts

20. Telephone Number

21. Date
4-28-04

DGS 550-4 (Rev. 1/93)

410.884.4441

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *TM*	3. Unit

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 *Investment Policy (Town)*	5. Earliest Year/Latest Year *1995* to *1996*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
  _____

9. Volume

_____
Number

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

10. Annual Accumulation

_____
Number

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

11. File is Used
- ☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
2nd MC
2DL

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Retain until updated or superceded, then destroy

Name and Title of Preparer *Bt Roberts*	20. Telephone Number	21. Date *4-22-04*

410.884.4441

DGS 550-4 (Rev. 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

2. DIVISION TM

3. UNIT

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

Lease approved

Commercial Refuse + Dumpster Lease Agreements

5. EARLIEST YEAR / LATETEST YEAR

_____ TO _____ 1991

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

Town of Sykes

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) _____

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

_____   ☐ Month(s)   ☐ Year(s)
Number

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

attic-J

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 lease plus 4 years, then destroy.

19. NAME AND TITLE OF PREPARER

Bd Roberts

20. TELEPHONE NUMBER

21. DATE 3-4-04

410.884.4441

DGS 550-4 (Revised 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Department/Agency	2. Division TM	3. Unit P2

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 Lease	5. Earliest Year/Latest Year ____ to 1994

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Sykes Recycling Ctr

7. Record Series Format(s)

☑ Letter Size ☐ Microfilm

☐ Legal Size ☐ Computer Tape

☐ Bound Book ☐ Floppy Disk

J Audio Tape ☐ Video Tape

☐ Other (specify)
_____

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)
_____

9. Volume Folder

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

1
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
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention

Name and Title of Preparer Bit Roberts	20. Telephone Number 410.884.4441	21. Date 4-27-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

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 *Mangement Study of the S. MD Police Dept*

5. Earliest Year/Latest Year *2001* to *2001*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd MC
Wardrobe

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Retain until updated or superceded, then destroy

Name and Title of Preparer

Bt Roberts

20. Telephone Number

410.884.4441

21. Date

4-22-04

DGS 550-4 (Rev. 1/93)

| Department/Agency | 2. Division _TM_ | 3. Unit |

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 _Material Safety Data Sheets (MSDS)_ | 5. Earliest Year/Latest Year _____ 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.

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) _____

9. Volume

_____ Number

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

10. Annual Accumulation

_____ Number

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

11. File is Used
- ☐ Daily
- ☐ Weekly
- ☐ Monthly

12. File Becomes Inactive After
_____ Number
- ☐ Month(s)
- ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
2nd MC
wardrobe

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
- ☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
- ☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- ☐ Yes   ☐ No

18. Recommended Retention

Retain for 40 years after discontinued use of the specific chemical, then destroy.

| Name and Title of Preparer _Bob Roberts_ | 20. Telephone Number 410.884.4441 | 21. Date 4-22-04 |

DGS 550-4 (Rev. 1/93)

| Department/Agency | 2. Division TM | 3. Unit |

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 *Mayor & Town Council Retreats* | 5. Earliest Year/Latest Year 1996 to 2004 |

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

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)

_____

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
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
attic - J

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention
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 MD State Archives

| Name and Title of Preparer *Bob Roberts* | 20. Telephone Number 410.884.4441 | 21. Date 5-5-04 |

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *TM*	3. Unit

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 *Mayor + town council retreat*	5. Earliest Year/Latest Year ____ to ____ *1989*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic-J

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer *BH Roberts*	20. Telephone Number 410.884.4441	21. Date *5-5-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *TM*	3. Unit

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 *Mayor & town Manager correspondence*	5. Earliest Year/Latest Year *1993* to *1994*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

all copies ?

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) _____

9. Volume *In binder boy*

- ☐ 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)

and planning rm

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
- ☐ Yes
- ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
- ☐ None
- ☐ State
- ☐ Federal
- ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- ☐ Yes
- ☐ No

18. Recommended Retention

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 MD State Archives

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-28-04*

DGS 550-4 (Rev. 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	2. DIVISION *TM*	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 Quarterly Mayor's Meeting Minutes (-CC) (except Rzy)	5. EARLIEST YEAR / LATETEST YEAR _____ TO _____ 1995

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

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	□ Alphabetical	□ File Drawer(s) □ Microfilm Reel (s) □ Computer Tape (s) □ Other (Specify) _____
□ Legal Size □ Computer Tape	□ Numerical	_____ Number
□ Bound Book □ Floppy Disk	□ Chronological	**10. ANNUAL ACCUMULATION**
□ Audio Tape □ Video Tape	□ Geographical	□ File Drawer (s) □ Microfilm Reel (s)
□ Other (Specify) _____	□ Other (Specify) _____	□ 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) *Attic-J*	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 RETEN 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 MD State Archives

19. NAME AND TITLE OF PREPARER *BA Roberts*	20. TELEPHONE NUMBER **410.884.4441**	21. DATE *5-4-04*

DGS 550-4 (Revised 1/93)

Department/Agency	2. Division *TM*	3. Unit

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 *Town Council Minutes*	5. Earliest Year/Latest Year *1997* to *2004*

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 regular + special council mtgs
+ upcoming mtgs.
[2004 town council agendas in 2DL]

(paper mins)

7. Record Series Format(s)

☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
(☑ Audio Tape) ☐ Video Tape
☐ Other (specify) *1979-1987*
_____

8. Record Series Sequence

☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify)
_____

9. Volume *(paper mins)*
1 vert. drawer ☐ File Drawer(s)
2 small boxes. ☐ Microfilm Reel(s)
☐ Computer Tape(s)
Number *tapes* ☐ Other (specify)

10. Annual Accumulation
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
Number ☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After ☐ Month(s) ☐ Year(s) Number

13. Current Location(s) (Bldg., Floor, Room) *2nd MC* *4DV*	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software ☐ Yes ☐ No	18. Recommended Retention **Permanent. Transfer periodically to the Maryland State Archives**

Name and Title of Preparer *Bob Roberts*	20. Telephone Number **410.884.4441**	21. Date *4-22-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *TM*	3. Unit

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 *Council mtg/minutes / agendas / special repts (meeting) (reports)*

5. Earliest Year/Latest Year *1993* 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.

A-Z

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-27-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division TM	3. Unit

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 Movie Filming	5. Earliest Year/Latest Year 2002 to 2003

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

A-Z

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)

_____

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
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention

Permanent. Transfer periodically to the Maryland State Archives

Name and Title of Preparer Bill Roberts	20. Telephone Number 410.884.4441	21. Date 4-27-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency

2. Division *TM*

3. Unit

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 *Movies, Films & Video*

5. Earliest Year/Latest Year
____ to *1989*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Movie- Cry Baby.
Sykes. Promotional

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)
_____

9. Volume

____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
attic-J

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer
Bob Roberts

20. Telephone Number
410.884.4441

21. Date
5-5-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency	2. Division TM	3. Unit

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 MoMEntum Classes / Seminars / Meetings	5. Earliest Year/Latest Year 1999 to 2004

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

CC College
CC Chamber of Commerce

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
DR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention

Retain until updated or superceded, then destroy

Name and Title of Preparer Bot Roberts	20. Telephone Number 410.884.4441	21. Date 4-21-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____
Jepartment/Agency	2. Division *TM*	3. Unit *PZ*

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 *Operational Guidelines*	5. Earliest Year/Latest Year *1993* to *1995*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Charter (copy) - Resolution No 1993-07
Sykes. employee handbook - 1995
" Police - rules + regs - procedural guidelines

---

7. Record Series Format(s)

☐ Letter Size   ☐ Microfilm

☐ Legal Size   ☐ Computer Tape

☐ Bound Book   ☐ Floppy Disk

J Audio Tape   ☐ Video Tape

☐ Other (specify)
_____

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
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 MD State Archives

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Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-21-04*

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Department/Agency

2. Division

TM

3. Unit

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   *Ordinance Books*

5. Earliest Year/Latest Year
_____ 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.

7. Record Series Format(s)

☐ Letter Size   ☐ Microfilm

☐ Legal Size   ☐ Computer Tape

☐ Bound Book   ☐ Floppy Disk

☐ Audio Tape   ☐ Video Tape

☐ Other (specify)   *Binder*
_____

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)
_____

9. Volume

8 vols

Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd MC
Wardrobe

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Permanent. Transfer periodically to the Maryland State Archives

Name and Title of Preparer

Bob Roberts

20. Telephone Number

410.884.4441

21. Date

4-22-04

DGS 550-4 (Rev. 1/93)

Department/Agency	2. Division *TM*	3. Unit

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 *Post office Dept.*	5. Earliest Year/Latest Year *1957* to *1977*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Comes
Annotated Code

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic -J
5DV 3

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer *Bot Roberts*	20. Telephone Number **410.884.4441**	21. Date *5-4-04*

DGS 550-4 (Rev. 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	2. DIVISION *TM.*	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

Public Works Agreement

5. EARLIEST YEAR / LATETEST YEAR

_____ TO *1984*

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

CC. / Sykesville / Hunt / Lancelotta

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) _____

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

_____ ☐ Month(s) ☐ Year(s)
Number

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

attic - J

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 4 years after termination of agreement, then destroy.

19. NAME AND TITLE OF PREPARER *Roberts*	20. TELEPHONE NUMBER 410.884.4441	21. DATE *5-4-04*

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *TM*	3. Unit

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 *[S + P] Railway*	5. Earliest Year/Latest Year *1993* to *2003*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Corres,
Syke Station Train model: donations   chk copies.
grant applic   Plans
Red Caboose Lease
*   memos*
Train Garden - Oklahoma Ave : plans,
*   license agreemt*

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm	☐ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical	_____ Number ☐ Other (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronological	**10. Annual Accumulation**
☐ Audio Tape ☐ Video Tape	☐ Geographical	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Other (specify) _____	☐ Other (specify) _____	_____ Number ☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) *2nd DR*	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention 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 MD State Archives

Name and Title of Preparer *Bot Roberts*	20. Telephone Number 410.884.4441	21. Date *4-21-04*

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

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 *Recreation + Parks*

5. Earliest Year/Latest Year *2002* to *2002*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Waiver + release of all claims
Indiv. Registration, team registration
chk + money copies
phone lists (teams)

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)
_____

9. Volume

_____ ☐ File Drawer(s)
Number ☐ Microfilm Reel(s)
        ☐ Computer Tape(s)
        ☐ Other (specify)

10. Annual Accumulation

_____ ☐ File Drawer(s)
Number ☐ Microfilm Reel(s)
        ☐ Computer Tape(s)
        ☐ Other (specify)

11. File is Used
    ☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
    _____ ☐ Month(s)   ☐ Year(s)
    Number

13. Current Location(s) (Bldg., Floor, Room)
    2nd
    map rm.

14. Is Record Series Duplicated Elsewhere?
    (If yes, specify agency or office)
    ☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
    (If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
    ☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
    ☐ Yes   ☐ No

18. Recommended Retention

    Retain 2 years, then destroy
    3

Name and Title of Preparer *Bt Roberts*

20. Telephone Number **410.884.4441**

21. Date *4-27-04*

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency	2. Division TM	3. Unit

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 Recreation + Parks	5. Earliest Year/Latest Year 2002 to 2003

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Binders: Karate prgms
Summer camp
Family fun day
Stories in the Park

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) _____

9. Volume Binders

8

Number

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

10. Annual Accumulation

_____

Number

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

11. File is Used
- ☐ Daily
- ☐ Weekly
- ☐ Monthly

12. File Becomes Inactive After
_____ Number
- ☐ Month(s)
- ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
2nd
map room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
- ☐ Yes
- ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
- ☐ None
- ☐ State
- ☐ Federal
- ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- ☐ Yes
- ☐ No

18. Recommended Retention

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-27-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division	3. Unit
	TM	

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
Police Dept.	1995 to 2002

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Corres.
Police reports   Incident
Reimbursemt agreement   Vehicle

A-Z

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer	20. Telephone Number	21. Date
Bob Roberts	410.884.4441	4-27-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *TM*	3. Unit

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 *Police Dept Annual Reports*	5. Earliest Year/Latest Year *2003* to *2003*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
MC 2DL

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

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

Name and Title of Preparer *Bt Roberts*	20. Telephone Number 410.884.4441	21. Date *4-22-04*

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency	2. Division	3. Unit
	TM	

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 *Message from Chief of Police – Report. Police Chief Report*	5. Earliest Year/Latest Year *2003* to *2003*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

message

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)
_____

9. Volume

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____ Number
☐ Other (specify)

10. Annual Accumulation

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____ Number
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
2nd MC
2 DL

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer *Bot Roberts*	20. Telephone Number 410.884.4441	21. Date *4-22-04*

DGS 550-4 (Rev. 1/93)

| 1. Department/Agency | 2. Division TM | 3. Unit |

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 Recycling Reports to County | 5. Earliest Year/Latest Year 1994 to 2004 |

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Containers
paper
tires

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) _____

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
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd MC
2DL

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention

Retain 3 years, then destroy

| Name and Title of Preparer BH Roberts | 20. Telephone Number 410.884.4441 | 21. Date 4-22-04 |

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____
Department/Agency	2. Division TM	3. Unit

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 *Recycling – used oil*	5. Earliest Year/Latest Year *1993* to *2003*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

MD. Used motor oil recycling programs

MD Environ. repts

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) _____

9. Volume

_____
Number

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

10. Annual Accumulation

_____
Number

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

11. File is Used
 ☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
 ☐ Month(s)   ☐ Year(s)
_____
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd MC
2DL

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
 ☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
 ☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
 ☐ Yes   ☐ No

18. Recommended Retention
Retain for 5 years, then destroy.

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-22-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency

2. Division
TM

3. Unit

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 *Town Manager's Annual Reports*

5. Earliest Year/Latest Year
1987 to *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.

A-Z

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)
_____

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)
Number ☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes ☐ No

18. Recommended Retention

Permanent. Transfer periodically to the Maryland State Archives

Name and Title of Preparer
Bob Roberts

20. Telephone Number
410.884.4441

21. Date
4-27-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency

2. Division

TM

3. Unit

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 *Retirement Committee*

5. Earliest Year/Latest Year *2003* to *2003*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Surveys
minutes
general info

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)
_____

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
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd MC
2DL

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer *Bf Roberts*

20. Telephone Number
410.884.4441

21. Date
4-22-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division TM	3. Unit

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 Retirement Plan	5. Earliest Year/Latest Year 1986 to 1986

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

7. Record Series Format(s)

☐ Letter Size ☐ Microfilm

☐ Legal Size ☐ Computer Tape

☐ Bound Book ☐ Floppy Disk

☐ Audio Tape ☐ Video Tape

☐ Other (specify) _Binder_

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify) _____

9. Volume

_____ Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____ Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ Number ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room) 2nd MC	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention **Retain until updated or superceded, then destroy**

Name and Title of Preparer Bst Roberts	20. Telephone Number 410.884.4441	21. Date 4-22-04

DGS 550-4 (Rev. 1/93)

Department/Agency	2. Division TM	3. Unit

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 *Sanitary Commission (CC)*

5. Earliest Year/Latest Year *1968* to *1975*

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.

Corres.
Regulations
Financials

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) _____

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
____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic - J
5DV3

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer Bd Roberts	20. Telephone Number 410.884.4441	21. Date 5-4-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

3. Unit

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 *Sykes. Volunteer Fire Company*

5. Earliest Year/Latest Year *1952* to *1968*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
  _____

9. Volume

_____
Number

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

10. Annual Accumulation

_____
Number

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

11. File is Used
   ☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
   _____   ☐ Month(s)   ☐ Year(s)
   Number

13. Current Location(s)   (Bldg., Floor, Room)
   Attic -J
   5D V 3

14. Is Record Series Duplicated Elsewhere?
   (If yes, specify agency or office)
   ☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
   (If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
   ☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software
   ☐ Yes   ☐ No

18. Recommended Retention

   **Permanent. Transfer periodically
   to the Maryland State Archives**

Name and Title of Preparer *Bt Roberts*

20. Telephone Number 410.884.4441

21. Date *5-4-04*

DGS 550-4 (Rev. 1/93)

Department/Agency	2. Division *TM*	3. Unit

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 *Sykesville Improvement Assn*	5. Earliest Year/Latest Year *1986* to *1990*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Corres.
Train excursion
Mtg minutes
Outstanding Citizen

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) ____

9. Volume

____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
Attic-J

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer *Bt Roberts*	20. Telephone Number **410.884.4441**	21. Date *5-5-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

| Department/Agency | 2. Division *TM* | 3. Unit |

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 *Tipping fee Reports*

5. Earliest Year/Latest Year *1996* to *2001*

6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.

Invoices
Transaction accts

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)
_____

9. Volume

_____   ☐ File Drawer(s)
Number   ☐ Microfilm Reel(s)
           ☐ Computer Tape(s)
           ☐ Other (specify)

10. Annual Accumulation

_____   ☐ File Drawer(s)
Number   ☐ Microfilm Reel(s)
           ☐ Computer Tape(s)
           ☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd MC
2DL

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Retain 3 years, and until all audit requirements have been met, then destroy

| Name and Title of Preparer *Bob Roberts* | 20. Telephone Number **410.884.4441** | 21. Date *4-22-04* |

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

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 *Town / county agreement*

5. Earliest Year/Latest Year
1995 to *FY 02-03*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2d MC
4DV

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes ☐ No

18. Recommended Retention

Permanent. Transfer periodically to the Maryland State Archives

Name and Title of Preparer
Bob Roberts

DGS 550-4 (Rev. 1/93)

20. Telephone Number
410.884.4441

21. Date
4-22-04

Department/Agency	2. Division TM	3. Unit

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 Town/County Conference	5. Earliest Year/Latest Year _____ to ____ 1991

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Housing r infrastructure

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) _____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
Attic-J

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer Bot Roberts	20. Telephone Number 410.884.4441	21. Date 5-5-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency	2. Division *TM*	3. Unit

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 *Town of S. Evaluation of Financial Condition Fiscal yrs 1996-2000*	5. Earliest Year/Latest Year *1996* to *2000*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

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) _____

9. Volume

_____ Number

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

10. Annual Accumulation

_____ Number

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

11. File is Used
- ☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
2nd
MC
2DL

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
Retain 2 most recent 5-year evaluations, then destroy.

Name and Title of Preparer *Bob Roberts*	20. Telephone Number **410.884.4441**	21. Date *4-22-04*

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division *Tw*

3. Unit *PZ*

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 *Vehicles*

5. Earliest Year/Latest Year *1996* to *1996*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

(Dump truck)
Bids + bid envelopes.

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)
_____

9. Volume
/
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation
_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
Retain for life of vehicle ownership plus one (1) year, then destroy.

Name and Title of Preparer
Bob Roberts

20. Telephone Number
410.884.4441

21. Date
4-27-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency	2. Division	3. Unit
	TM	PZ

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
Townhouse	1996 to 2002

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Renovations + repairs

7. Record Series Format(s)

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

8. Record Series Sequence

☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify)
_____

9. Volume *accod file*

/
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
_____ Number ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer	20. Telephone Number	21. Date
Bt Roberts		4-27-04

DGS 550-4 (Rev. 1/93) 410.884.4441

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *TM*	3. Unit

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 *[Sykes] townhouse related - other*

5. Earliest Year/Latest Year *1998 to 2000*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

landscape plantings

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)
_____

9. Volume
_____ Number
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation
_____ Number
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
2nd ΔR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-21-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency	2. Division TM	3. Unit PZ

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 Y2K	5. Earliest Year/Latest Year _____ 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.

---

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)
_____

9. Volume   accord file

☐ 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
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
Retain 1 (one) year after event, then destroy.

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-27-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Department/Agency	2. Division TM	3. Unit

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 *Financial Statements*

5. Earliest Year/Latest Year 2003 to 2003

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

7. Record Series Format(s)

☐ Letter Size   ☐ Microfilm

☐ Legal Size   ☐ Computer Tape

☐ Bound Book   ☐ Floppy Disk

☐ Audio Tape   ☐ Video Tape

☐ Other (specify) _____ *Binder*

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify) _____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd, MC

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Permanent. Transfer periodically to the Maryland State Archives

Name and Title of Preparer Bot Roberts	20. Telephone Number 410.884.4441	21. Date 4-22-04

DGS 550-4 (Rev. 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (OGS 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 *TM*

3. UNIT *PZ*

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 *Development Plans + Maps.*

5. EARLIEST YEAR / LATETEST YEAR

_____ 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)

in large wooden "gun box"

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) _____

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)

Attic - J

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

Maps, Plans + Blueprints - Retain until updated or superseded, then destroy.
Plats, Site Plans + Drawings

Permanent. Transfer periodically to the Maryland State Archives

19. NAME AND TITLE OF PREPARER

Bh Roberts

20. TELEPHONE NUMBER

410.884.4441

5-7-09

5-4-04

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 *TM*

3. UNIT *P2*

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 *Maps + Plans*

5. EARLIEST YEAR / LATETEST YEAR

_____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)

in 1 plan cabinet (Vol-20)

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) _____

9. VOLUME *20 maps + plans*

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

_____ Number *Plan cabinet*

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)
attic-J

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

19. NAME AND TITLE OF PREPARER *Bob Roberts*

20. TELEPHONE NUMBER

410.884.4441

21. DATE *5-4-04*

DGS 550-4 (Revised 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Department/Agency

2. Division

TM

3. Unit

PZ

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   *Plans, maps*

5. Earliest Year/Latest Year
_____ to _____

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

approx. # 100
in various boxes + drawer shelves

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
       ☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic - junk rm
Behind file cabs.

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer

Bob Roberts

20. Telephone Number

410.884.4441

21. Date

5-4-04

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division *Clerk² TM*

3. Unit *PZ*

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 *Plans + maps*

5. Earliest Year/Latest Year
_____ 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.

Pace setter.
Copper nage

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)

1st, LL copy room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer *Bob Roberts*

20. Telephone Number 410.884.4441

21. Date 4-20-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency	2. Division	3. Unit
	TM	*PZ*

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 *Maps, plans, blueprints*	5. Earliest Year/Latest Year _____ to _____

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.

8 ft of map racks
Carton of Maps, plans, + project copies.
Sketches + drawings.

Map room - inside + out

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)
_____

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)
2 nd
map room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention

Name and Title of Preparer *Bf Roberts*	20. Telephone Number **410.884.4441**	21. Date *4-27-04*

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division *TM*

3. Unit *P2*

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

Plans, Plats, Maps, Drawings

5. Earliest Year/Latest Year
_____ 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.

rolls

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)
_____

9. Volume   *4* *Drawings Drawings*
☑ File Drawer(s)
☐ Microfilm Reel(s)
2 large tubs ☐ Computer Tape(s)
Number   ☐ Other (specify)
8 on top of file cabinets

10. Annual Accumulation
☐ File Drawer(s)
☐ Microfilm Reel(s)
_____ ☐ Computer Tape(s)
Number ☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer

Bt Roberts

20. Telephone Number

410.884.4441

21. Date *4-27-04*

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division *TM*

3. Unit *Planning / Zoning*

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 *Plats, Plans, Blueprints, Maps*

5. Earliest Year/Latest Year
_____ 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.

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)
_____

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)
Number ☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
*2nd -
Planning rm*

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer

Bob Roberts

20. Telephone Number

410.884.4441

21. Date

4-21-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency	2. Division	3. Unit
	TM	Personnel

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
Lawsuit - Not zoning related	1993 to 2000

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

(Final order - 1995)

Make a decision on last date of appeal + then shred.

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)
_____

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
____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

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 adjudicated cases for 10 y after final settlement, then destroy. Retain all other cases for 5 y after case, then destroy.

Name and Title of Preparer)	20. Telephone Number	21. Date
Roberts	410.884.4441	4-27-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

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   *Lawsuits*

5. Earliest Year/Latest Year
___ to *2003*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

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)
Number   ☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd DR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer

B. Roberts

20. Telephone Number

410.884.4441

21. Date

4-21-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____
Department/Agency	2. Division *TM*	3. Unit

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 *Legal case - Sykes vs CC Bd of Educ.*	5. Earliest Year/Latest Year *1968* to *1971*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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) _____

9. Volume

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

10. Annual Accumulation

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

11. File is Used
   ☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
   _____ ☐ Month(s)   ☐ Year(s)
   Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic
5DV 3

14. Is Record Series Duplicated Elsewhere?
   (If yes, specify agency or office)
   ☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
   (If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
   ☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
   ☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer *Bot Roberts*	20. Telephone Number 410.884.4441	21. Date *5-4-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *TM*	3. Unit

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 *Legal Counsel*	5. Earliest Year/Latest Year *1978* to *1989*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Delaney Pavis
Semmes, Bowen & Semmes

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)
_____

9. Volume

_____ Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____ Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used

☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After

_____ Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Attic

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Rec
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 MD State Archives

Name and Title of Preparer *Bill Roberts*	20. Telephone Number 410.884.4441	21. Date *4-29-04*

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency	2. Division _TM_	3. Unit

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 _Legal-[CPA - Charles Moran_	5. Earliest Year/Latest Year _1951_ to _1977_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
  _____

9. Volume

_____
Number

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

10. Annual Accumulation

_____
Number

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

11. File is Used
- ☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____
Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
Attic J
_5DV3_

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer _Bot Roberts_	20. Telephone Number 410.884.4441	21. Date _5-4-04_

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency

2. Division *TM*

3. Unit

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 *Legal-[Carol B. O'Keefe.*

5. Earliest Year/Latest Year *1982* to *1987*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

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
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic +
Behind file cabinets

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s))

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

Name and Title of Preparer
Pat Roberts

20. Telephone Number
410.884.4441

21. Date
3-4-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Department/Agency

2. Division *TM*

3. Unit

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 *Dulany + Davis*

5. Earliest Year/Latest Year
1970 to *1977*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Corres.
advices.
Reports

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)
_____

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)
Attic - J
5DV 3

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes ☐ No

18. Recommended Retention

Name and Title of Preparer
BH Roberts

20. Telephone Number
410.884.4441

21. Date
5-4-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Department/Agency	2. Division ᴬ𝑚	3. Unit

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 *Legal Case*

5. Earliest Year/Latest Year
____ to ____ *undated*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

(Horan)

Town of Sykes. vs Amer. Motors. Documents not signed. No apparent resolution.

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 Tape(s)
		____ Number ☐ Other (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronological	
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. Annual Accumulation
		☐ File Drawer(s)
☐ Other (specify)	☐ Other (specify)	☐ Microfilm Reel(s)
_____	_____	☐ Computer Tape(s)
		____ Number ☐ Other (specify)

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly	____ Number ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room) Attic - J	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 5-5-04

DGS 550-4 (Rev. 1/93)

Jepartment/Agency	2. Division *TM*	3. Unit *P2*

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 *Balto. Gas & Electric Co*	5. Earliest Year/Latest Year *1963* to *1977*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Installation of electrical poles, etc
Ordinance
Map
Street lights
Corres.

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) _____

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)
Attic - 1st
5DV 3

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
- ☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
- ☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- ☐ Yes ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer *Bt Roberts*	20. Telephone Number 410.884.4441	21. Date *5-4-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division _TM_	3. Unit _PZ_

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 _Bid - New plygrd equipmt_	5. Earliest Year/Latest Year _2003_ to _2003_

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.

Millard Cooper Park
Streets

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)
_____

9. Volume
1 env
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation
_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
_2nd_
map room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
Transfer successful bids to appropriate project file.
Retain unsuccessful bids 2 years until audit
requirements have been fulfilled, then
destroy.

Name and Title of Preparer _Bt Roberts_	20. Telephone Number 410.884.4441	21. Date _4-27-04_

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Department/Agency	2. Division	3. Unit

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 *Streets, Birds*	5. Earliest Year/Latest Year *1953* to *1968*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic-J
5 Dr 3

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date 5-4-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Department/Agency	2. Division *Town Manager (TM)*	3. Unit *Planning + Zoning (PZ)*

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 *Bill Boards*	5. Earliest Year/Latest Year *2003* to *2005*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)

2nd
DR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4/21/04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency	2. Division TM	3. Unit PZ

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 CC Developmt Hdbk handbook	5. Earliest Year/Latest Year 2000 to 2000

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)

_____

9. Volume *Large grey binder*
☐ 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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
Planning rm

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

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 until updated or superceded, then destroy

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-28-04

DGS 550-4 (Rev. 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	2. DIVISION *TM*	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 *CC MD - Ten Yr Solid Waste Management Plan Draft*	5. EARLIEST YEAR / LATETEST YEAR _____ TO *May 1996*

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

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) _____

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

_____ ☐ Month(s) ☐ Year(s)
Number

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

Attic - J

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 until updated or superceded, then destroy

19. NAME AND TITLE OF PREPARER *Bob Roberts*	20. TELEPHONE NUMBER 410.884.4441	21. DATE *5-4-04*

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

2. DIVISION TM

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 CC Reference material

5. EARLIEST YEAR / LATETEST YEAR _____ to 1990's

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

Environmental
Planning + Zoning
Congestion analysis
Adequate facilities
Demographics

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) _____

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)

Attic-J

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 RET Screen annually. Destroy material having no further fiscal, legal or operational value.

19. NAME AND TITLE OF PREPARER BH Roberts

20. TELEPHONE NUMBER 410.884.4441

21. DATE 5-4-04

DGS 550-4 (Revised 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

PZ

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 Carroll Co Schools Adequate Facilities
AKA Schools- Adequate Facilities

5. Earliest Year/Latest Year
2002 to 2002

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Legal case documents
Corres.
Facilities master plan (2002-2011)
   "   ordinance

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)
_____

9. Volume

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____
Number   ☐ Other (specify)

10. Annual Accumulation
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____
Number   ☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
DR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Screen annually. Destroy material having no further fiscal, legal or operational value.

Name and Title of Preparer
Bot Roberts

20. Telephone Number
410.884.4441

21. Date
4-21-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division TU	3. Unit PZ

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 *Community Dev. Admin. Dept of Housing + community Developmt. State of MD. Infrastructure Financing Bonds (Orig. transcript)*	5. Earliest Year/Latest Year 1989 to 1989

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

1989 Series A

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)
_____

9. Volume *white binder*

☐ 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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
Planning rooms

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention
Retain for twenty (20) years after final security release, then destroy.

Name and Title of Preparer *Bt Roberts*	20. Telephone Number 410.884.4441	21. Date 4-28-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency

2. Division TU

3. Unit PZ

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 CDA Infrastructure (Community Dev. Admin)

5. Earliest Year/Latest Year 1988 to 1999

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Financing   RFP   Cullum "Salt" Loan
Bond prgm   Financials
Engineering   Loan applics

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)
_____

9. Volume

1

Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

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)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer
15t Roberts

20. Telephone Number
410.884.4441

21. Date
4-27-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division TM	3. Unit PZ

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 Conference Info	5. Earliest Year/Latest Year 2003 to 2003

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

(ICMA)

Inter city county managers assoc.

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) 2nd DR	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention **Retain until updated or superceded, then destroy**

Name and Title of Preparer Bt Roberts	20. Telephone Number 410.884.4441	21. Date 4-21-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency	2. Division *TM*	3. Unit *PZ*

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 *Contracts*	5. Earliest Year/Latest Year *1994* to *1995*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Paving + repair

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) _____

9. Volume

_____ Number

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

10. Annual Accumulation

_____ Number

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

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ Number ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room) *2nd map room*	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention *Retain for life of contract plus four (4) years, then destroy.*

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-27-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *TM*	3. Unit *PZ*

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 *Design Guide for flexible pavement*	5. Earliest Year/Latest Year *2004 to 2004*

6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.

CC DPW — 2 copies.

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) _____

9. Volume

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
Number _____ ☐ Other (specify)

10. Annual Accumulation

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
Number _____ ☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

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 until updated or superceded, then destroy

Name and Title of Preparer *Bot Roberts*	20. Telephone Number 410.884.4441	21. Date *4-21-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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
Department/Agency	2. Division TM	3. Unit PZ

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 Development, Process Binders + utilities	5. Earliest Year/Latest Year 1992 to 1992

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Forms
Checklists
Ordinances
Design + construction standards
Performance

Fee schedules
SWM (Storm Water mgmt)

Letter of credit

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) _____

9. Volume 2 boxes
- ☐ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)

4 binders
Number
+ files in cdbd box

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)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
- ☐ Yes
- ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
- ☐ None
- ☐ State
- ☐ Federal
- ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- ☐ Yes
- ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-28-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division TM	3. Unit PZ

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 *Employmt Campus Floating Zone CC 2002*	5. Earliest Year/Latest Year 2002 to 2002

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

CC corres:
draft ordinance

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)
_____

9. Volume

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____
Number ☐ Other (specify)

10. Annual Accumulation

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____
Number ☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
DR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention
Screen annually. Destroy material having no further fiscal, legal or operational value.

Name and Title of Preparer *Bt Roberts*	20. Telephone Number	21. Date 4-21-04

DGS 550-4 (Rev. 1/93) 410.884.4441

| Department/Agency | 2. Division
T.U | 3. Unit |

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 Encroachment Issues | 5. Earliest Year/Latest Year 2002 to 2003 |

6. Record Series Description. (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

including maps.
real property data search

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)
_____

9. Volume
2 files
on table
Number
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation
☐ File Drawer(s)
☐ Microfilm Reel(s)
_____
☐ Computer Tape(s)
Number ☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd MC
on table

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Permanent. Transfer periodically to the Maryland State Archives

| Name and Title of Preparer Bob Roberts | 20. Telephone Number 410.884.4441 | 21. Date 4-22-04 |

DGS 550-4 (Rev. 1/93)

Department/Agency	2. Division TM	3. Unit P2

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 Growth task force (formerly Concurrency mgmt)

5. Earliest Year/Latest Year 2003 to 2003

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.

Data Survey
C.C. (Carroll Co) master plan
CC public schools enrollmt projections (2002-3 to 2011-12)
Corres, repts, memos
ordinance info.

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)
_____

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
☐ Month(s) ☐ Year(s)
_____
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
DR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer Bob Roberts

20. Telephone Number 410.884.4441

21. Date 4/21/04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency	2. Division TM	3. Unit PZ

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 Heritage – Hargrove Property	5. Earliest Year/Latest Year 1922 to 1975

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Map + Zoning info

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)
_____

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
   _____ ☐ Month(s)   ☐ Year(s)
   Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic
5DV 3

14. Is Record Series Duplicated Elsewhere?
   (If yes, specify agency or office)
   ☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
   (If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
   ☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

   ☐ Yes   ☐ No

18. Recommended Retention

Screen annually. Destroy material having no further fiscal, legal or operational value.

Name and Title of Preparer BH Roberts	20. Telephone Number 410.884.4441	21. Date 5-4-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division TM	3. Unit Planning & Zoning

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 BZA - Board of Zoning Appeals	5. Earliest Year/Latest Year 1999 to 2004

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Corres.
Plans
notice of appeal and/or applic for hearing.

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)
_____

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
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd.
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention
Retain originals permanently. Transfer Periodically to MD. State Archives. Retain copies for one (1) year after resolution, then destroy.

Name and Title of Preparer Bet Roberts	20. Telephone Number 410.884.4441	21. Date 4-21-04

DGS 550-4 (Rev. 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

2. DIVISION TM

3. UNIT P2

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 Board of Zoning Appeals

5. EARLIEST YEAR / LATETEST YEAR 1969 TO 1975

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

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) _____

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)
Attic - J

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

19. NAME AND TITLE OF PREPARER
BH Roberts

20. TELEPHONE NUMBER

21. DATE 5-4-04

DGS 550-4 (Revised 1/93)

410.884.4441

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 *TU*	3. UNIT *P2*

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 *Board of Zoning appeals case*	5. EARLIEST YEAR / LATETEST YEAR ~~1995~~ TO *1997* ~~1992~~ *1991*

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

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) _____

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)
Attic-J

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

19. NAME AND TITLE OF PREPARER *Bot Roberts*	20. TELEPHONE NUMBER	21. DATE *5-4-05*

410.884.4441

DGS 550-4 (Revised 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ___ OF ___

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

| Department/Agency | 2. Division TM | 3. Unit PZ |

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 *BZA files*
(Bd y Zoning Appeals)

5. Earliest Year/Latest Year *1970* to *1990*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)

Attic

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

| Name and Title of Preparer *Bt Roberts* | 20. Telephone Number | 21. Date *4-29-04* |

DGS 550-4 (Rev. 1/93)   410.884.4441

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency

2. Division

TM

3. Unit

PZ

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 *Planning Commission Board of Zoning Appeals Zoning Applications & Permits*

5. Earliest Year/Latest Year
1990 to *2004*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Includes resolutions.

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)
_____

9. Volume

2

Number

☑ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

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)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
map room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes ☐ No

18. Recommended Retention

Name and Title of Preparer

Bt Roberts

20. Telephone Number

410.884.4441

21. Date

4-27-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency

2. Division

TM

3. Unit

PZ

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 *BZA Hearings (Board of Zoning Appeals)*

5. Earliest Year/Latest Year *1990* to *2000*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume *tapes /*

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

1/2 bx
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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
Planning room closets

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer
Bt Roberts

20. Telephone Number

410.884.4441

21. Date
4-27-04

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

| Department/Agency | 2. Division TM | 3. Unit |

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 Zoning appeals Bd (tapes) | 5. Earliest Year/Latest Year _____ 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.

7. Record Series Format(s)

☐ Letter Size ☐ Microfilm

☐ Legal Size ☐ Computer Tape

☐ Bound Book ☐ Floppy Disk

☐ Audio Tape ☐ Video Tape

☐ Other (specify) _____   1982-1984

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify) _____

9. Volume ½ small box

Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

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)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd MC
box under table

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

| Name and Title of Preparer Bob Roberts | 20. Telephone Number 410.884.4441 | 21. Date 4-22-04 |

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency

2. Division *T-M*

3. Unit *PZ*

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 *Episcopal Ministries to the Aging*

5. Earliest Year/Latest Year *1978* to *1982*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Fairhaven Retirement Community info + newsletters
Bd of Zoning Appeals Decision 1978 re: Fairhaven cottage units

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)
_____

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
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
Attic

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention *Board of Zoning Appeals documents: Retain Originals permanently. Transfer periodically to MD. State Archives. Other info + newsletters:*

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 MD State Archives

19. Name and Title of Preparer *Bt Roberts*

20. Telephone Number **410.884.4441**

4-29-04

Department/Agency	2. Division *TM*	3. Unit *PZ*

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 *Zoning issue – Legal*	5. Earliest Year/Latest Year *1994* to *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.

*Rezoning Petition (re: Braincliffe Rd. –
from IR (Restricted Industrial) + IG (Industrial General)
to R-7,500 (urban Residence)*

oversize box under chair

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
_____
Number
☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
*2d
planning rm*

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes ☐ No

18. Recommended Retention

*Retain originals permanently. Transfer
periodically to MD. State Archives.
Retain copies for one (1) year after
resolution, then destroy.*

Name and Title of Preparer *Bot Roberts*	20. Telephone Number	21. Date *4-27-04*

DGS 550-4 (Rev. 1/93) **410.884.4441**

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency	2. Division	3. Unit
	TM	PZ

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 Lawsuit – appeals	5. Earliest Year/Latest Year 1995 to 1996

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 appeals.
briefs
case docs
newspaper articles

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)
_____

9. Volume accordion folder

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

1
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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

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

Name and Title of Preparer Bt Roberts 410.884.4441	20. Telephone Number	21. Date 4-27-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____
Department/Agency	2. Division TM	3. Unit PZ

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 Legal cases - Schimmel + Tatelbaum	5. Earliest Year/Latest Year 1968 to 1976

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

~~The Company Representing~~ Re: various infractions of construction code

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) _____

9. Volume

_____
Number

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

10. Annual Accumulation

_____
Number

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

11. File is Used
- ☐ Daily
- ☐ Weekly
- ☐ Monthly

12. File Becomes Inactive After
_____
Number
- ☐ Month(s)
- ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
Attic J
5 Dv 5

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
- ☐ Yes
- ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
- ☐ None
- ☐ State
- ☐ Federal
- ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- ☐ Yes
- ☐ No

18. Recommended Retention

Name and Title of Preparer Bot Roberts	20. Telephone Number 410.884.4441	21. Date 5-4-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency

2. Division *TM*

3. Unit *PZ*

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 *Sponseller and Hoff, Attorneys*

5. Earliest Year/Latest Year
____ to ____ *1968*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Settlement - deed info.

East side of Main St - Sykesville

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic - J
5 DV 5

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer
Bit Roberts

20. Telephone Number

21. Date
3-4-05

DGS 550-4 (Rev. 1/93)

410.884.4441

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

PZ

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 *Zoning / legal issue*

5. Earliest Year/Latest Year *1994* to *1998*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume *oversize box*
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

1
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
☐ Month(s)   ☐ Year(s)
_____
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
Planning rm

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer

Bob Roberts

20. Telephone Number

410.884.4441

21. Date

4-28-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency	2. Division TM	3. Unit PZ

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 Proposed Infill Dev. Guidelines	5. Earliest Year/Latest Year 2003 to 2003

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd DR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Retain until updated or superceded, then destroy

Name and Title of Preparer Bt Roberts	20. Telephone Number 410.884.4441	21. Date 4-21-04

DGS 550-4 (Rev. 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

2. DIVISION *TM*

3. UNIT *PZ*

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 *Master Plan - Sykes*

5. EARLIEST YEAR / LATETEST YEAR
_____ TO *July 1988 / Sept 1988*

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

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) _____

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
_____ □ Month(s) □ Year(s)
Number

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

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
□ Yes _____ □ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))
□ Yes _____ □ No

16. AUDIT REQUIREMENTS
□ None □ State □ Federal □ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
□ Yes_____ □ No

18. RECOMMENDED RETENTION

Permanent. Transfer periodically to the Maryland State Archives

19. NAME AND TITLE OF PREPARER
Bt Roberts

20. TELEPHONE NUMBER
410.884.4441

21. DATE *5-4-04*

DGS 550-4 (Revised 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division
TM

3. Unit
Planning + Zoning

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
Revenue Bond

5. Earliest Year/Latest Year
1995 to 1997

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Sykes. Elder Care
Insur. binder, insur. renewal
default notice
legal docs
tax info

Bond resolution
Notice of public hearing.

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____
Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention
Retain for 20 years after final
security release, then destroy.

Name and Title of Preparer
Bob Roberts

20. Telephone Number
410.884.4441

21. Date
4-21-04

DGS 550-4 (Rev. 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	2. DIVISION _TM_	3. UNIT _PZ_

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

4. RECORD SERIES TITLE *Planning Commission*

5. EARLIEST YEAR / LATETEST YEAR *1976* TO *1988*

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

Master plan
   ,, summary.
Maps & plans
Applications for zoning certificate (in 2 binders)

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) _____

9. VOLUME *2 binders ; in box*
☐ 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

_____   ☐ Month(s)   ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
Attic - J

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

☐ Yes _____   ☐ No

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

☐ Yes _____   ☐ No

16. AUDIT REQUIREMENTS

☐ None   ☐ State   ☐ Federal   ☐ Independent

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

☐ Yes_____   ☐ No

18. RECOMMENDED RETENTION

Permanent. Transfer periodically to the Maryland State Archives

19. NAME AND TITLE OF PREPARER
Bt Roberts

20. TELEPHONE NUMBER

21. DATE *5-4-04*

410.884.4441

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

2. DIVISION *TM*

3. UNIT *PZ*

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 [Sykes] Planning Commission

5. EARLIEST YEAR / LATETEST YEAR _____ TO *1984*

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

Interpretation of Sykes. zoning ordinance
Executed ~~contract~~ agreemt for FY84-85 re: funds + participation
Town/county agreement (copy)
Background info & history, including prior to 1700's.

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) _____

9. VOLUME *1 binder*
☐ 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)

Attic-J

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

19. NAME AND TITLE OF PREPARER
Bob Roberts

20. TELEPHONE NUMBER

21. DATE
5-4-04

410.884.4441

DGS 550-4 (Revised 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division TM

3. Unit PZ

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 [Sykes] Planning Commission

5. Earliest Year/Latest Year 1983 to 1984

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After

_____
Number

☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)

Attic

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer

Bt Roberts

20. Telephone Number

410.884.4441

21. Date

4-29-04

DGS 550-4 (Rev. 1/93)

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 _TM_

3. UNIT _P2_

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

4. RECORD SERIES TITLE _Planning Commission Meetings Tapes_

5. EARLIEST YEAR / LATETEST YEAR 11/2/87 TO 12/2/91 + 1st tape of 1-6-92

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

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Legal Size
- ☐ Bound Book
- ☒ Audio Tape 5
- ☐ Other (Specify) _____
- ☐ Microfilm
- ☐ Computer Tape
- ☐ Floppy Disk
- ☐ Video Tape

8. RECORD SERIES SEQUENCE

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

9. VOLUME _env box of tapes_

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

_1_
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) _Attic-J_

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

19. NAME AND TITLE OF PREPARER _Bt Roberts_

20. TELEPHONE NUMBER

21. DATE _5-4-04_

410.884.4441

DGS 550-4 (Revised 1/93)

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 *TM*	3. UNIT *PZ*

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

4. RECORD SERIES TITLE *Planning Commission Minutes + Reports*	5. EARLIEST YEAR / LATETEST YEAR *1980* TO ~~1984~~ *1988*

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 Corres.

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) _____

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

_____ ☐ Month(s) ☐ Year(s)
Number

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

Attic-J

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

19. NAME AND TITLE OF PREPARER *BH Roberts*	20. TELEPHONE NUMBER	21. DATE *5-4-04*

410.884.4441

DGS 550-4 (Revised 1/93)

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 |

Department/Agency

2. Division   TM

3. Unit   P2

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   *Planning Commission Tapes*

5. Earliest Year/Latest Year   1992 to 1996

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume

_____
Number

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

10. Annual Accumulation

_____
Number

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

11. File is Used
- ☐ Daily
- ☐ Weekly
- ☐ Monthly

12. File Becomes Inactive After
_____
Number
- ☐ Month(s)
- ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)

Attic

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
- ☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
- ☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- ☐ Yes   ☐ No

18. Recommended Retention

| Name and Title of Preparer | 20. Telephone Number | 21. Date |
| Bob Roberts | 410.884.4441 | 4-29-04 |

DGS 550-4 (Rev. 1/93)

Department/Agency	2. Division _TM_	3. Unit _PZ_

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 _Planning Commission_	5. Earliest Year/Latest Year _1973_ to _1992_

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Zoning ordinance
blueprint
minutes + agenda
applications for
_ zoning certificates_
+ zoning permits

7. Record Series Format(s)

☐ Letter Size   ☐ Microfilm

☐ Legal Size   ☐ Computer Tape

☐ Bound Book   ☐ Floppy Disk

(☐ Audio Tape) _also_   ☐ Video Tape

☐ Other (specify)
_____   _1984-86_
(1/2 sm box)

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)
_____

9. Volume _(paper recs.)_   ☐ File Drawer(s)
1 box   ☐ Microfilm Reel(s)
   ☐ Computer Tape(s)
Number   ☐ Other (specify)

10. Annual Accumulation
   ☐ File Drawer(s)
   ☐ Microfilm Reel(s)
   ☐ Computer Tape(s)
Number   ☐ Other (specify)

11. File is Used
   ☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
_2nd_
MC   box under table

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer _Bot Roberts_	20. Telephone Number 410.884.4441	21. Date _4-22-04_

DGS 550-4 (Rev. 1/93)

| Department/Agency | 2. Division TM | 3. Unit P2 |

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 Planning Commission Minutes | 5. Earliest Year/Latest Year 1997 to 2002 |

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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) _____

9. Volume *tapes*

1 box

Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
Planning rm closet

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention

| Name and Title of Preparer Bt Roberts | 20. Telephone Number 410.884.4441 | 21. Date 4-27-04 |

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

PZ

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 *Planning Comm. Minutes + notes (Commission)*

5. Earliest Year/Latest Year *1993* to *2004*

6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.

annual retreat (bound 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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd DR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer

Bob Roberts

20. Telephone Number

410.884.4441

21. Date

4-21-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division TM	3. Unit PZ

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 *Planning + Zoning Manuals + Binders (State of MD + CC)*	5. Earliest Year/Latest Year *1997* to *2002*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Smart Growth (Big-box)
Compre. plan
Demographic + dev.

Environ. master plan
annual repts.

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)
_____

9. Volume

____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
DR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention

Name and Title of Preparer *Bt Roberts*	20. Telephone Number 410.884.4441	21. Date *4-21-04*

DGS 550-4 (Rev. 1/93)

| Department/Agency | 2. Division *TM* | 3. Unit *PZ* |

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 *Planning + Zoning Commission*

5. Earliest Year/Latest Year ____ to ____ *1987*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Info Pckg. (Information package)

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) _____

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
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
Attic &
Behind File Cabinet

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention

Name and Title of Preparer
Bob Roberts

20. Telephone Number
410.884.4441

21. Date
5-4-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency	2. Division TM	3. Unit P2

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 Main St. Revitalization	5. Earliest Year/Latest Year 1986 to 1997

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

RFP - Main St. Plan.
Environmental evaluation
Proposed maps
Corres.
Proposed Main St. Plan

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)
_____

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
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
MC 4DV

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-22-04

DGS 550-4 (Rev. 1/93)

Department/Agency	2. Division *TM*	3. Unit *P2*

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 *Main St Master Plan*	5. Earliest Year/Latest Year *1985* to *2002*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

RFP Consultants
Master Plan 1998/2000
Revisions & updates
Adoptions, resolutions, ordinances

Community services
M.P. 1987 - Draft 1
Review comments
Historic Commission

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) _____

9. Volume

1
Number

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

+ 2 accords.

10. Annual Accumulation

_____
Number

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

11. File is Used
- ☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
2nd planning rm.

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

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

Name and Title of Preparer *Bot Roberts*	20. Telephone Number 410.884.4441	21. Date *4-27-04*

DGS 550-4 (Rev. 1/93)

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 *TM*	3. UNIT *PZ*

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   ~~Plot Plan~~
Main Street Master plan - Draft

5. EARLIEST YEAR / LATETEST YEAR
_____ TO *1985*

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

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) _____

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

_____   □ Month(s)   □ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
Attic-J

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

19. NAME AND TITLE OF PREPARER   *Bob Roberts*

20. TELEPHONE NUMBER

21. DATE   *5-4-04*

410.884.4441

DGS 550-4 (Revised 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division	3. Unit
TU	PZ

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 *Mainstreet revitalization + improvements*

5. Earliest Year/Latest Year *1998* to *2002*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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) _____

9. Volume *accord folders*

2
Number

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

10. Annual Accumulation

_____
Number

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

11. File is Used
- ☐ Daily
- ☐ Weekly
- ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
copy room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer	20. Telephone Number	21. Date
BH Roberts		4-27-04

DGS 550-4 (Rev. 1/93)

410.884.4441

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 TM

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
Impact Fees Workshop- Dept of Housing + Community Development

5. EARLIEST YEAR / LATETEST YEAR
_____ TO 1990

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

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) _____

9. VOLUME 1 3-ring binder
☐ 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

_____ ☐ Month(s) ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
Attic-J

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
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 MD State Archives

19. NAME AND TITLE OF PREPARER
Bt Roberts

20. TELEPHONE NUMBER

21. DATE
5-4-04

410.884.4441

DGS 550-4 (Revised 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency	2. Division *TM*	3. Unit *PZ*

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 *Manuals + binders*	5. Earliest Year/Latest Year *1990* to *2001*

6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.

MD DOT - (Transportation Plans, drug + alcohol testing regulations)
Various CC plans
Studies (traffic)
Capital improvement programs
Forestry info.
MD Flood Plain managers handbook

7. Record Series Format(s)

☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
☐ Audio Tape ☐ Video Tape
☐ Other (specify) _____ *binders*

8. Record Series Sequence

☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify) _____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
Planning rm.

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
Capital Improvement Programs (CIP's) - Retain 5 Years after project is complete, then destroy. Drug + alcohol testing regulations - Retain until updated.
Remainder ——→ 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 MD State Archives

Name and Title of Preparer *Bob Roberts*	20. Telephone Number **410.884.4441**	

DGS 550-4 (Rev. 1/93)

4-27-04

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency	2. Division *TM*	3. Unit *PZ*

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 *Public Utility Permits - BGE (approved)*	5. Earliest Year/Latest Year *1988* to *2003*

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.

AZ

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)
_____

9. Volume

1/2

Number

☑ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

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)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
Planning rm

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
Retain for 50 years, then destroy.

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-27-04*

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

PZ

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 *Southern States Acquisition (train station)*

5. Earliest Year/Latest Year *2002* to *2002*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume *accord file*
☐ File Drawer(s)
1
☐ Microfilm Reel(s)
_____
☐ Computer Tape(s)
Number ☐ Other (specify)

10. Annual Accumulation
☐ File Drawer(s)
☐ Microfilm Reel(s)
_____
☐ Computer Tape(s)
Number ☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes ☐ No

18. Recommended Retention

Permanent. Transfer periodically to the Maryland State Archives

Name and Title of Preparer

Ken Roberts

20. Telephone Number

410.884.4441

21. Date

4-27-04

DGS 550.4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency	2. Division TM	3. Unit PZ

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 Subscriptions / memberships	5. Earliest Year/Latest Year 2001 to 2004

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.

Periodicals / literature

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)

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) 2nd DR	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention **Retain until updated or superceded, then destroy**

Name and Title of Preparer Bot Roberts	20. Telephone Number 410.884.4441	21. Date 4-21-04

DGS 550-4 (Rev. 1/93)

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 *TM*	3. UNIT *PZ*

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 *Guides Surveyors + owners of CC Land Development: Cattles, Standards + Regulations Manual*

5. EARLIEST YEAR / LATETEST YEAR _____ TO *1995*

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

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) _____

9. VOLUME *3 nny binder*

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

1

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

_____   ☐ Month(s)   ☐ Year(s)
Number

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

Attic J

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 until updated or superceded, then destroy

19. NAME AND TITLE OF PREPARER *Bob Roberts*

20. TELEPHONE NUMBER

21. DATE *5-4-04*

410.884.4441

| Department/Agency | 2. Division *TM* | 3. Unit *PZ* |

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 *Building Permits* | 5. Earliest Year/Latest Year *1999* to *2004* |

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Application

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)
_____

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
   _____ ☐ Month(s)   ☐ Year(s)
   Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd DR

14. Is Record Series Duplicated Elsewhere?
   (If yes, specify agency or office)
   ☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
   (If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
   ☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
   ☐ Yes   ☐ No

18. Recommended Retention

   Permanent. Transfer periodically to the Maryland State Archives

| Name and Title of Preparer *Bit Roberts*   410.884.4441 | 21. Date *4-21-04* |

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division TM	3. Unit PZ

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 Sykes. Master Plan

5. Earliest Year/Latest Year 2002 to 2002 apr May June Aug

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Copies ~ "final draft"

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) _____

9. Volume box near radiator

☐ 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
____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-28-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency

2. Division

TM

3. Unit

P2

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 *Sykes. Master Plan / Updates*

5. Earliest Year/Latest Year
1988 to *2002*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

mtgs   *existing zoning (color coded)*   *Potential infill sites*
agendas   *Corres*   *future land use*
binder   *Proposed timetable*   *proposed zone changes*
notes   *final draft*   *land use working paper*
                      Prelim. rept

7. Record Series Format(s)

- [x] Letter Size
- [ ] Legal Size
- [ ] Bound Book
- [ ] Audio Tape
- [ ] Other (specify) *binder*

- [ ] Microfilm
- [ ] Computer Tape
- [ ] Floppy Disk
- [ ] Video Tape

8. Record Series Sequence

- [ ] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (specify)

9. Volume

_____
Number

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

10. Annual Accumulation

_____
Number

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

11. File is Used
- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. File Becomes Inactive After
_____
Number
- [ ] Month(s)
- [ ] Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
2nd DR
Planning rm.

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
- [ ] Yes
- [ ] No

15. Access Restrictions   [ ] Yes   [ ] No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- [ ] Yes
- [ ] No

18. Recommended Retention

Name and Title of Preparer
Bt Roberts

20. Telephone Number
410.884.4441

21. Date
4-21-04

DGS 550-4 (Rev. 1/93)

Department/Agency	2. Division _TM_	3. Unit _PZ_

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 _New Town Office Building_	5. Earliest Year/Latest Year _1990_ to ____

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

RFP's for architectural services
master plan

(request for proposals)

7. Record Series Format(s)	8. Record Series Sequence	9. Volume _binder box_
☐ Letter Size ☐ Microfilm	☐ Alphabetical	☐ File Drawer(s)
		☐ Microfilm Reel(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical	☐ Computer Tape(s)
		_____ ☐ Other (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronological	Number
☐ Audio Tape ☐ Video Tape	☐ Geographical	**10. Annual Accumulation**
		☐ File Drawer(s)
☐ Other (specify)	☐ Other (specify)	☐ Microfilm Reel(s)
_____	_____	☐ Computer Tape(s)
		Number ☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) _2nd planning room_	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention 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 MD State Archives

Name and Title of Preparer _Bob Roberts_	20. Telephone Number 410.884.4441	21. Date 4-28-04

DGS 550-4 (Rev. 1/93)

PAGE ____ OF ____

Department/Agency	2. Division TM	3. Unit PZ

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 [Syke.] Town house addition	5. Earliest Year/Latest Year 2004 to 2004

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Plans
Proposal documents (of architectural services)

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) _____

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
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
DR

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

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
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 MD State Archives

Name and Title of Preparer Bt Roberts	20. Telephone Number 410.884.4441	21. Date 4-21-04

DGS 550-4 (Rev. 1/93)

| Department/Agency | 2. Division *TM* | 3. Unit *PZ* |

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 [B+O] Train Station Acquisition / Baldwin's

5. Earliest Year/Latest Year 1988 to 1991

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

MHT docs (MD Hist. Trust)
Grant applics.
  " requests
Renovations
Tax info Insur info

Loan applic.
Proposals for architectural services
Proposals for contractors
Assignmt + agreemt
POS ?

Land lease contracts.
Vendors.

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)
_____

9. Volume

2

Number

□√ File Drawer(s)
□ Microfilm Reel(s)
□ Computer Tape(s)
□ Other (specify)

10. Annual Accumulation
□ File Drawer(s)
□ Microfilm Reel(s)
□ Computer Tape(s)
_____
Number □ Other (specify)

11. File is Used
□ Daily   □ Weekly   □ Monthly

12. File Becomes Inactive After
_____ □ Month(s)   □ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
□ Yes   □ No

15. Access Restrictions   □ Yes   □ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
□ None   □ State   □ Federal   □ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
□ Yes   □ No

18. Recommended Retention

Permanent. Transfer periodically to the Maryland State Archives

| Name and Title of Preparer Bob Roberts | 20. Telephone Number 410.884.4441 | 21. Date 4-27-04 |

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division *TM*

3. Unit *Personnel*

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 *Legal-Worker's Comp.*

5. Earliest Year/Latest Year *1983* to *1986*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
      ☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic-J

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommer

Retain 5 years, then destroy

Name and Title of Preparer *Bt Roberts*

410.884.4441

21. Date
5-5-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____
Department/Agency	2. Division *TM*	3. Unit *PZ*

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 *Trees*	5. Earliest Year/Latest Year *1997* to *2003*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Repts
Millard Cooper Park
Tree removal + pruning
tree certification

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)
_____

9. Volume *accord file*
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)
1
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
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-27-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency	2. Division TM	3. Unit PZ

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 Capital Improvement Prgm (CIP)	5. Earliest Year/Latest Year 199? to 2003

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume
_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation
_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd TOR
Desk drawer.

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention
Retain until project is completed plus ten (10) years + until all federal, state, and local audit requirements have been fulfilled, Then destroy.

Name and Title of Preparer Bot Roberts	410.884.4441	21. Date 4-21-04

DGS 550-4 (Rev. 1/93)

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 |

| Department/Agency | 2. Division TM | 3. Unit PZ |

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 Ballard, Wilson J Company

5. Earliest Year/Latest Year 1971 to 1978

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Subdivision Consulting Documents

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic J
SDV 3

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

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 MD State Archives

Name and Title of Preparer Bob Roberts

20. Telephone Number 410.884.4441

21. Date 5-4-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TY

3. Unit

PZ

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 *Developmt Review (C.C.)*

5. Earliest Year/Latest Year *1992* to *1996*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Subdivisions   Various ordinances
fee schedules
Procedures
forest conserv.

7. Record Series Format(s)

☐ Letter Size   ☐ Microfilm

☐ Legal Size   ☐ Computer Tape

☐ Bound Book   ☐ Floppy Disk

☐ Audio Tape   ☐ Video Tape

☐ Other (specify) *Binders*

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)
_____

9. Volume

3

Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____

Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd MC
Wardrobe

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer

Bob Roberts

20. Telephone Number

410.884.4441

21. Date

4-22-04

DGS 550-4 (Rev. 1/93)

| Department/Agency | 2. Division *TM* | 3. Unit *PZ* |

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 *Landscaping Requirements* | 5. Earliest Year/Latest Year *2002* to *2002* |

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Town Subdivision review - guidelines manuals (city of Westminster) (town of Hampstead)

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) _____

9. Volume

____ Number

□ File Drawer(s)
□ Microfilm Reel(s)
□ Computer Tape(s)
□ Other (specify)

10. Annual Accumulation

____ Number

□ File Drawer(s)
□ Microfilm Reel(s)
□ Computer Tape(s)
□ Other (specify)

11. File is Used
    □ Daily   □ Weekly   □ Monthly

12. File Becomes Inactive After
    ____ Number   □ Month(s)   □ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
2nd DR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
□ Yes   □ No

15. Access Restrictions □ Yes □ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
□ None □ State □ Federal □ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
    □ Yes   □ No

18. Recommended Retention

| Name and Title of Preparer *Bob Roberts* | 20. Telephone Number **410.884.4441** | 21. Date *4/21/04* |

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

3. Unit

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

Subdivision Files

5. Earliest Year/Latest Year
_____ 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.

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)
_____

9. Volume

8
Number

☑ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation
_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
planning rm

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

19. Name and Title of Preparer
Bt Roberts

20. Telephone Number
410.884.4441

21. Date
4-27-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency	2. Division TM	3. Unit PZ

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 Subdivisions	5. Earliest Year/Latest Year _____ to 2004

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Hawk Ridge Farms
Shannon Run
Carroll Fields

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)
_____

9. Volume

_____
Number

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

10. Annual Accumulation

_____
Number

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

11. File is Used
- ☐ Daily
- ☐ Weekly
- ☐ Monthly

12. File Becomes Inactive After
_____
Number
- ☐ Month(s)
- ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
2nd DR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
- ☐ Yes
- ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
- ☐ None
- ☐ State
- ☐ Federal
- ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- ☐ Yes
- ☐ No

18. Recommended Retention

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-21-04

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency	2. Division TM	3. Unit PZ

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 Subdivision regs - CC.	5. Earliest Year/Latest Year ___ 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.

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)

_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
Attic

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer Bot Roberts	20. Telephone Number 410.884.4441	21. Date 4-29-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division   *TM*

3. Unit   *PZ*

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 *Subdivisions, develspmt, regular Sykes. Revitalization program.*

5. Earliest Year/Latest Year *1983* to *1991*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Subdivisun development, regulations + guides.

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)
_____

9. Volume

1 drawer
Number

☑ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation
_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic J
4DV grey 1

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer *BA Roberts*

20. Telephone Number

410.884.4441

21. Date
5-4-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

Secretary TM

3. Unit

R/E

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 Warfield

5. Earliest Year/Latest Year
2002 to 2002

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Historic Preservation Guidelines for the Warfield Complex

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)
_____

9. Volume 20 copies (spirals)
☐ 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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
1st
mailroom

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

19. Name and Title of Preparer
BH Roberts

20. Telephone Number

410.884.4441

21. Date
4-28-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___
Department/Agency	2. Division TM	3. Unit PZ

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 Warfield	5. Earliest Year/Latest Year 2000 to 2000

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.

Public Safety Training Center
Book 1 Design Data
Book 2 - Existing Conditions

Huge economic dev. prjt

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) _____

9. Volume

Number _____

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

10. Annual Accumulation

Number _____

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

11. File is Used
- ☐ Daily
- ☐ Weekly
- ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
- ☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
- ☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- ☐ Yes ☐ No

18. Recommended Retention

Name and Title of Preparer BH Roberts	20. Telephone Number 410.884.4441	21. Date 4-21-04

DGS 550-4 (Rev. 1/93)

Department/Agency	2. Division *TM*	3. Unit *PZ*

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 *Warfield Complex Charette*	5. Earliest Year/Latest Year _____ 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.

equip. + fac. plans + informa. of original + continuing use of bldgs. at Springfield proposal

7. Record Series Format(s)

☐ Letter Size ☐ Microfilm
☐ Legal Size ☐ Computer Tape
☐ Bound Book ☐ Floppy Disk
⌐ Audio Tape ☐ Video Tape
☐ Other (specify) *2-3 ring binders 1 accord. file*

8. Record Series Sequence

☐ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume *4*

☑ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

1 drop 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
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd planning *blue bin*

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention

Name and Title of Preparer *BH Roberts*	20. Telephone Number **410.884.4441**	21. Date *4-27-04*

DGS 550-4 (Rev. 1/93)

| Department/Agency | 2. Division
TM | 3. Unit
PZ |

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 *Permits - Application + Zoning Certificate* | 5. Earliest Year/Latest Year *1962 to 1969* |

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.

Zoning + bldg certificates

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic
5DV 3

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention
Retain permits, site plans + drawings permanently; transfer periodically to MD State archives Screen annually material + destroy material having no further fiscal, legal or operational value.

| Name and Title of Preparer
Bob Roberts | 20. Telephone Number
410.884.4441 | 21. Date
5-4-04 |

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division TM	3. Unit PZ

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 CDBG Advisory Committee	5. Earliest Year/Latest Year 1993 to 1994

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

7. Record Series Format(s)

- [x] 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)
_____

9. Volume folder

1

Number

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

10. Annual Accumulation

_____

Number

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

11. File is Used
- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. File Becomes Inactive After
_____
Number
- [ ] Month(s)
- [ ] Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
- [ ] Yes   [ ] No

15. Access Restrictions   [ ] Yes   [ ] No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
- [ ] None   [ ] State   [ ] Federal   [ ] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- [ ] Yes   [ ] No

18. Recommended Retention
Retain for five (5) years after loan/ grant is closed and until all audit requirements have been fulfilled, Then destroy.

19. Name and Title of Preparer Bt Roberts	20. Telephone Number	21. Date 4-27-04

410.884.4441

| 1. Department/Agency | 2. Division TM | 3. Unit P2 |

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 *Community Dev. Block Grant (CDBG)* | 5. Earliest Year/Latest Year 1992 to 1992 |

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Maryland Small Cities

7. Record Series Format(s)

☐ Letter Size ☐ Microfilm

☐ Legal Size ☐ Computer Tape

☐ Bound Book ☐ Floppy Disk

☐ Audio Tape ☐ Video Tape

☐ Other (specify) *Binder*

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)

9. Volume

____ Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

____ Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
____ Number ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
2nd MC

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention

| 19. Name and Title of Preparer Bob Roberts | 20. Telephone Number 410.884.4441 | 21. Date 4-22-04 |

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency	2. Division TM	3. Unit PZ

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 Guide to CDBG - Eligible Activities + Federal Register: Dept HUD	5. Earliest Year/Latest Year 1988 to 1988

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

7. Record Series Format(s)

☐ Letter Size   ☐ Microfilm

☐ Legal Size   ☐ Computer Tape

☐ Bound Book   ☐ Floppy Disk

☐ Audio Tape   ☐ Video Tape

☐ Other (specify) _Binder_

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify) _____

9. Volume
_____
Number
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation
_____
Number
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd MC

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer Bt Roberts	20. Telephone Number 410.884.4441	21. Date 4-22-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
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Department/Agency	2. Division *TM*	3. Unit *PZ*

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 *Design Guidelines for SHDC (MHT Grant- FY 1999)*	5. Earliest Year/Latest Year *1999* to *2000*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Grant   Request for reimbursement.
RFP   Proposal of architectural services.
Financials

Sykes Historic District Commission
MHT - MD Historical Trust

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm	☐ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical	*2* ___ Number ☐ Other (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronological	
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. Annual Accumulation ☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Other (specify) ___ *accordion files*	☐ Other (specify) ___	___ Number ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After ___ ☐ Month(s) ☐ Year(s) Number

13. Current Location(s) (Bldg., Floor, Room) *2nd Planning rm*	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s))	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

Name and Title of Preparer *Bt Roberts*	20. Telephone Number 410.884.4441	21. Date *4-22-04*

DGS 550-4 (Rev. 1/93)

| Department/Agency | 2. Division TM | 3. Unit PZ |

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 *Grant agreemt - Recycling Loan Act* | 5. Earliest Year/Latest Year *1990* to *1990* |

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

MES (MD Envir, Services) Contract

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)
_____

9. Volume *boxes near radiator*

☐ 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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

| Name and Title of Preparer *Bt Roberts* | 20. Telephone Number **410.884.4441** | 21. Date *4-28-04* |

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *TM*	3. Unit

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 *Grant for Police Protection (State Aid)*	5. Earliest Year/Latest Year *1973* to *1976*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Corres.,
Financials
Grant Info

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm	☐ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical	_____ Number ☐ Other (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronological	
☐ Audio Tape ☐ Video Tape	☐ Geographical	**10. Annual Accumulation** ☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Other (specify) _____	☐ Other (specify) _____	☐ Computer Tape(s) _____ Number ☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) *Attic-J* *5 Dr 3*	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention

Name and Title of Preparer *Bt Roberts*	20. Telephone Number **410.884.4441**	21. Date *5-4-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division TM	3. Unit PZ

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 Historic Preservation, Grant Fund & Seminar	5. Earliest Year/Latest Year _____ to FY 1996

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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) _____

9. Volume

_____
Number

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

10. Annual Accumulation

_____
Number

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

11. File is Used
- ☐ Daily
- ☐ Weekly
- ☐ Monthly

12. File Becomes Inactive After
_____ Number
- ☐ Month(s)
- ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
2nd Floor
Planning

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
- ☐ Yes
- ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
- ☐ None
- ☐ State
- ☐ Federal
- ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- ☐ Yes
- ☐ No

18. Recommended Retention

Name and Title of Preparer BH Roberts	20. Telephone Number 410.884.4441	21. Date 4-27-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

PAGE ____ OF ____

| Department/Agency | 2. Division *TU* | 3. Unit *PZ* |

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 *MD. Mainstreet improvement grant*

5. Earliest Year/Latest Year *1994* to *1995*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume *file folders*
2
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

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)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

| Name and Title of Preparer *BT Roberts* | 20. Telephone Number 410.884.4441 | 21. Date *4-27-04* |

DGS 550-4 (Rev. 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

2. DIVISION TM

3. UNIT PZ

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 POS - Grant Info

5. EARLIEST YEAR / LATETEST YEAR 1980 TO 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)

~~misc types~~

Corres - & county + legal
mayor + town council minutes
Charter + employee hdbk
CDBG -HUD.

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) _____

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

_____   ☐ Month(s)   ☐ Year(s)
Number

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

attic-J

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

19. NAME AND TITLE OF PREPARER BJ Roberts

20. TELEPHONE NUMBER 410.884.4441

21. DATE 5-4-04

DGS 550-4 (Revised 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency	2. Division TM	3. Unit PZ

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 *Projects - POS (Prgm open space)*	5. Earliest Year/Latest Year *1998* to *2004*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Examples: Burkett Park; Old Main Visitors Ctr; Brandenburg Sq. Park;
Grants manual - state of MD
Dept of Natural Resources (1996)
Bids + bid financials
Park Improvements
Invoices, Contracts, plans
Talon Lane Open space,
Millard Cooper Park
Old Main Line Park

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)
_____

9. Volume
_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation
_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) *2nd, planning room, DR*	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention

Name and Title of Preparer *Bot Roberts*	20. Telephone Number 410.884.4441	21. Date *4-21-04*

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Department/Agency

2. Division   TM

3. Unit   P2

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   SALT application   (State action loans for targeted area)

5. Earliest Year/Latest Year   1989 to ___ 1990

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Whistlestop Bakery
Grant.
MIP (MD Improvement program)

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic-J

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer
Bob Roberts

20. Telephone Number
410.884.4441

21. Date
5-5-04

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency	2. Division TU	3. Unit PZ

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 School-house Project	5. Earliest Year/Latest Year _____ 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.

Corres + financials

Also see Grants: MHT Grant Application

7. Record Series Format(s)	8. Record Series Sequence	9. Volume folder
☑ Letter Size ☐ Microfilm	☐ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical	_1_ Number ☐ Other (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronological	
☐ Audio Tape ☐ Video Tape	☐ Geographical	**10. Annual Accumulation** ☐ File Drawer(s)
☐ Other (specify) _____	☐ Other (specify) _____	☐ Microfilm Reel(s) ☐ Computer Tape(s) _____ Number ☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) 2nd Planning room	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention

Name and Title of Preparer Bt Roberts	20. Telephone Number 410.884.4441	21. Date 4-27-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division *TM*

3. Unit *P2*

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   *MHT Grant Application*

5. Earliest Year/Latest Year   *1993 to FY95*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

School house

MD Historic Trust   See also Schoolhse.

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) _____

9. Volume *files*

2
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention

Name and Title of Preparer
Bob Roberts

20. Telephone Number
410.884.4441

21. Date
4-27-04

DGS 550-4 (Rev. 1/93)

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 |

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

| Department/Agency | 2. Division TU | 3. Unit PZ |

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 Special projects

5. Earliest Year/Latest Year 1989 to 1992

6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.

POS funding –
State funding
grants
police station renovations

mostly POS – ["prgm open space"]

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) _____

9. Volume

_1_
Number

☑ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
planning room

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

| Name and Title of Preparer Bob Roberts | 20. Telephone Number 410.884.4441 | 21. Date 4-27-04 |

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division *TM*

3. Unit

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 *State Aid Police Protection*

5. Earliest Year/Latest Year *1976* to *1980*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____
Number
☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
Attic

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer
Bt Roberts

20. Telephone Number

410.884.4441

21. Date
4-29-04

DGS 550-4 (Rev. 1/93)

instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

Department/Agency

2. Division
TM

3. Unit
PZ

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 *Zoning Certification Applications AKA Building Permits*

5. Earliest Year/Latest Year
1993 to *2002*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume

1 box
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd copy room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Retain permits, site plans & drawings permanently; transfer periodically to the MD State Archives.

Screen annually. Destroy material having no further fiscal, legal or operational value.

Name and Title of Preparer
Bob Roberts

20. Telephone Number
410.884.4441

DGS 550-4 (Rev. 1/93)

4-22-04

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 TM

3. UNIT P2

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 Zoning Permits

5. EARLIEST YEAR / LATETEST YEAR 1984 to 1985

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

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) _____

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

_____   ☐ Month(s)   ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
Attic - J

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

19. NAME AND TITLE OF PREPARER Bt Roberts

20. TELEPHONE NUMBER 410.884.4441

21. DATE 5-4-04

OGS 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

2. DIVISION *JM*

3. UNIT *PZ*

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 *Applications for Zoning Certificates.*
AKA Zoning permits

5. EARLIEST YEAR / LATETEST YEAR *1988 1976* TO *1989*

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

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) _____

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

_____   ☐ Month(s)   ☐ Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room) *Attic-J*

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

19. NAME AND TITLE OF PREPARER *Bt Roberts*

20. TELEPHONE NUMBER 410.884.4441

21. DATE *5-4-04*

DGS 550-4 (Revised 1/93)

| Department/Agency | 2. Division TM | 3. Unit PZ |

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 Town Projects : small

5. Earliest Year/Latest Year _____ to 2004

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Street Pavings
basket ball hoops
Alleyway
Rte 32 bridge ~MD~ ~DOT~ (+maps/plans)

Old Main Line Visitor's ctr
ARA contract post office
Contents:
  - Proposals   spec. binders
  - financials
  - renovation info.
  - corres.
  - plans, maps

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
Retain for 5 years after project is complete, then destroy.

| Name and Title of Preparer Bob Roberts | 20. Telephone Number 410.884.4441 | 21. Date 4-21-04 |

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Department/Agency	2. Division TM	3. Unit PZ

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 Town Pool	5. Earliest Year/Latest Year 2002 to 2003

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found In the series. Include the purpose or function of the series.

Bond referendum
Survey
Partnership YMCA
" Merritt Athletic

7. Record Series Format(s)

☐ Letter Size   ☐ Microfilm

☐ Legal Size   ☐ Computer Tape

☐ Bound Book   ☐ Floppy Disk

☐ Audio Tape   ☐ Video Tape

☐ Other (specify) _____ accordion folder

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify) _____

9. Volume

/

Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____

Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-27-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency	2. Division TM	3. Unit PZ

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 Towers - 6 Telecommu.	5. Earliest Year/Latest Year _____ to 1995

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Mercer Farm, Hoods Mill Rd

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)
_____

9. Volume

_____ ☐ File Drawer(s)
Number   ☐ Microfilm Reel(s)
         ☐ Computer Tape(s)
         ☐ Other (specify)

10. Annual Accumulation

_____ ☐ File Drawer(s)
Number   ☐ Microfilm Reel(s)
         ☐ Computer Tape(s)
         ☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ ☐ Month(s) ☐ Year(s) Number
13. Current Location(s) (Bldg., Floor, Room) 2nd Planning room	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No
15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent
17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-27

DGS 550-4 (Rev. 7/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency	2. Division *TM*	3. Unit *PZ*

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 *Feasibility Study (South Branch Recreational Area —>*	5. Earliest Year/Latest Year *2001 to 2001*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Howard Co.

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)

9. Volume

_____ Number

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

10. Annual Accumulation

_____ Number

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

11. File is Used
- ☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
2nd planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-21-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *TM*	3. Unit *PZ*

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 *Sykes. apartments*	5. Earliest Year/Latest Year *1976* to *1983*

6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____
Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
Attic

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *4-29-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency	2. Division TM	3. Unit PZ

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 Surveyor Notes + Map	5. Earliest Year/Latest Year 1963 to ___

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic
5DV 3

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Permanent. Transfer periodically to the Maryland State Archives

Name and Title of Preparer Bt Roberts	20. Telephone Number 410.884.4441	21. Date 5-4-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ___

Department/Agency	2. Division TM	3. Unit PZ

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 Spout Hill Storm Drains	5. Earliest Year/Latest Year ___ 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.

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
Retain planning documents permanently; transfer to MD State Archives. Retain remaining material for 5 years, then destroy.

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-29-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency	2. Division	3. Unit
	TM	PZ

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 *Stop Work Orders*
AKA Permits {Questions (Not approved)

5. Earliest Year/Latest Year *2000* to *2003*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Construction without permits notices

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)
_____

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
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd DR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

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   *Stop work order*
Retain ~~notice of claim~~ with no further action for 5 Y following the year to which they relate, then destroy. Retain ~~notice of claim~~ with *stop work order* lawsuit filed for 5 Y after settled,

Name and Title of Preparer	20. Telephone Number	21. Date
Bob Roberts	410.884.4441	4-21-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency	2. Division TM	3. Unit PZ

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 *Freedom Community Comprehensive Plan*

5. Earliest Year/Latest Year *2001* to *2001*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

7. Record Series Format(s)

☐ Letter Size   ☐ Microfilm

☐ Legal Size   ☐ Computer Tape

☐ Bound Book   ☐ Floppy Disk

☐ Audio Tape   ☐ Video Tape

☐ Other (specify) *binder*

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd DR

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No (If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
Retain until project is completed plus 5Y and until all audit requirements have been fulfilled, then destroy.

Name and Title of Preparer *Bt Roberts*	20. Telephone Number 410.884.4441	21. Date *4-21-04*

DGS 550-4 (Rev. 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

2. DIVISION _TM_

3. UNIT _PZ_

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 _Road Improvement Contracts_

5. EARLIEST YEAR / LATETEST YEAR _____ TO _1982_

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

Proposal
Scope of work.
Includes flood map.

all dealing w/ Oklahoma Rd

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) _____

9. VOLUME

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

1 box _8 manila envelopes._
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

_____ ☐ Month(s)   ☐ Year(s)
Number

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

Attic - J

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

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 MD State Archives

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

☐ Yes _____   ☐ No

18. RECOMMENDED RETENTION

Grant materials + documents: Retain 5 years after program is complete then destroy

19. NAME AND TITLE OF PREPARER

Bob Roberts

20. TELEPHONE NUMBER

410.884.4441

21. DATE

_5-4-05_

DGS 550-4 (Revised 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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

Department/Agency	2. Division TM	3. Unit PZ

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 _Road Repairs · Patching + Paving_	5. Earliest Year/Latest Year _1993_ to _2003_

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume _binder box_

☐ 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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
_2nd_
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer _Bob Roberts_	20. Telephone Number 410.884.4441	21. Date 4-28-04

DGS 550-4 (Rev. 1/98)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

PZ

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 State - Aid for Roads

5. Earliest Year/Latest Year
_____ to _____

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Corres.
maps

A-Z

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)
_____

9. Volume

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____
Number   ☐ Other (specify)

10. Annual Accumulation
☐ File Drawer(s)
☐ Microfilm Reel(s)
_____ ☐ Computer Tape(s)
Number   ☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer

Bob Roberts

20. Telephone Number

410.884.4441

21. Date

4-27-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division TM	3. Unit PZ

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 [SHA] State Highway Admin.	5. Earliest Year/Latest Year 1981 to 1983

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.

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)

_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-29-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____
Department/Agency	2. Division TM	3. Unit PZ

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 *State Roads*	5. Earliest Year/Latest Year _____ to ____ *1960's.*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Retention of records on federal highway projects
Map.
Comes.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm	☐ Alphabetical	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical	_____ Number ☐ Other (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronological	
☐ Audio Tape ☐ Video Tape	☐ Geographical	**10. Annual Accumulation** ☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Other (specify) _____	☐ Other (specify) _____	_____ Number ☐ Computer Tape(s) ☐ Other (specify)

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly	12. File Becomes Inactive After _____ Number ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room) *Attic J* *5DV 3*	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) ☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software ☐ Yes ☐ No	18. Recommended Retention

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *5-4-04*

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *TM*	3. Unit *PZ*

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 *Highway Dept of Transportation*	5. Earliest Year/Latest Year *1968* to *1978*

6. Record Series Description (Briefly describe the types of Informationn/documents/forms found in the series. Include the purpose or function of the series.

Police info
Highway improvemt
Public notice
Corres.

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)
_____

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
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic
5DV 3

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer *Bob Roberts*	20. Telephone Number 410.884.4441	21. Date *5-4-04*

DGS 550-4 (Rev. 1/93)

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 *TM*	3. UNIT *P2*

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 *Route 32 Bridge, MD DOT.*
(+ maps + plan.)

5. EARLIEST YEAR / LATETEST YEAR _____ 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)

+ maps + plans.

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) _____

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

_____   □ Month(s)   □ Year(s)
Number

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

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

19. NAME AND TITLE OF PREPARER
Bt Roberts

20. TELEPHONE NUMBER
410.884.4441

21. DATE
4-21-04

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency	2. Division	3. Unit
	TM	PZ

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 Parking lot	5. Earliest Year/Latest Year 2001 to 2004

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

7. Record Series Format(s)

- [x] 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) ____

9. Volume accord file

1 / Number

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

10. Annual Accumulation

____ Number

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

11. File is Used
- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. File Becomes Inactive After
____ Number
- [ ] Month(s)
- [ ] Year(s)

13. Current Location(s) (Bldg., Floor, Room)
2nd
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
- [ ] Yes
- [ ] No

15. Access Restrictions [ ] Yes [ ] No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
- [ ] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- [ ] Yes
- [ ] No

18. Recommended Retention

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-27-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

PZ

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

Obrecht Rd / Third Ave

5. Earliest Year/Latest Year

1943 to 2001

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Sidewalks
Plans
Engineering repts
Easemts

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)
_____

9. Volume accord files.

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

2

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
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)

2nd
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes ☐ No

18. Recommended Retention

Name and Title of Preparer

Bob Roberts

20. Telephone Number

410.884.4441

21. Date

4-27-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division
TM

3. Unit
PZ

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 Property lease/purchase

5. Earliest Year/Latest Year 2002 to 2004

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Serra Property (bldg lease)
St. Barnabas Parish Hse (proposed purchase)
Corres.

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)
_____

9. Volume
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____
Number   ☐ Other (specify)

10. Annual Accumulation
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____
Number   ☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd DR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
Retain lease for lease life plus 4 y, then destroy.
Purchase buildings - 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 MD State Archives

Name and Title of Preparer
Bob Roberts

20. Telephone Number
410.884.4441

21.
4-21-04

DGS 550-4 (Rev. 1/93)

Department/Agency

2. Division TM

3. Unit PZ

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 Petition for New Bridge

5. Earliest Year/Latest Year ____ to ____ no date

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Very old. ~~the~~ Undated petitions.

In w/ other documents from the 1970's.

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) _____

9. Volume

Number _____

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

10. Annual Accumulation

Number _____

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

11. File is Used
- ☐ Daily
- ☐ Weekly
- ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
Attic J
5DV 5

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention

Retain 3 years, and until all audit requirements have been met, then destroy

Name and Title of Preparer Bt Roberts

20. Telephone Number 410.884.4441

21. Date 5-4-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division
TM

3. Unit
PZ

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   Construction Projects

5. Earliest Year/Latest Year
1999 to 2001

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

bid info
RFP

Town Visitor's Center - Interlocking Tower
Village Hse Senior living

projects ?

7. Record Series Format(s)		8. Record Series Sequence		9. Volume	
☐ Letter Size	☐ Microfilm	☐ Alphabetical		5	☐ File Drawer(s)
					☐ Microfilm Reel(s)
☐ Legal Size	☐ Computer Tape	☐ Numerical		Number	☐ Computer Tape(s)
					☐ Other (specify)
☐ Bound Book	☐ Floppy Disk	☐ Chronological			
☐ Audio Tape	☐ Video Tape	☐ Geographical		10. Annual Accumulation	☐ File Drawer(s)
☐ Other (specify) accordion files		☐ Other (specify)			☐ Microfilm Reel(s)
				____	☐ Computer Tape(s)
				Number	☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
Retain permits, site plans and drawings permanently transfer periodically to the MD State Archives. Screen annually and destroy material having no further fiscal, legal or operational value.

Name and Title of Preparer
Bt Roberts

20. Telephone Number
410.884.4441

21. Date
4-22-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division *TM*

3. Unit *PZ*

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 *Construction Plans, etc Millard Cooper Park*

5. Earliest Year/Latest Year *1982* to *1983*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
Attic J
Behind file cabinets

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer
Bob Roberts

20. Telephone Number
410.884.4441

21. Date
5-4-04

DGS 550-4 (Rev. 1/93)

| Department/Agency | 2. Division TM | 3. Unit PZ |

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 Cooper Park Annex

5. Earliest Year/Latest Year ___ to ___

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
Attic

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention

Name and Title of Preparer Bet Roberts

20. Telephone Number 410.884.4441

21. Date 4-29-04

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division	3. Unit
	TM	*P2*

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 *Historic Commission*

5. Earliest Year/Latest Year *1993* to *1998*

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume *large file folder*

/
_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer
Bot Roberts

20. Telephone Number
410.884.4441

21. Date
4-27-04

DGS 550-4 (Rev. 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

2. DIVISION *TM*

3. UNIT *PZ*

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 *Historic District Applications*

5. EARLIEST YEAR / LATETEST YEAR *1992* to *1998*

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

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) _____

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)

Attic-J

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

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 MD State Archives

19. NAME AND TITLE OF PREPARER

Bill Roberts

20. TELEPHONE NUMBER

410.884.4441

21. DATE

5-4-04

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Department/Agency

2. Division *TM*

3. Unit *PZ*

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 *Hist District Commission*

5. Earliest Year/Latest Year
_____ 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.

Permits

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)
_____

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
_____ ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)

Attic - X

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention

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 MD State Archives

Name and Title of Preparer

Bob Roberts

20. Telephone Number

410.884.4441

21. Date

4-29-04

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division

TM

3. Unit

P2

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 *Historic Preservation*

5. Earliest Year/Latest Year
_____ to _____

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Historic district commission
"   "   properties
"   descriptions

A-Z

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
        ☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
2nd
planning rm.

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements

☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software

☐ Yes   ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer

Bob Roberts

20. Telephone Number

410.884.4441

21. Date

4-27-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division *TM*

3. Unit *P2*

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

Md. Historical Trust

5. Earliest Year/Latest Year

_____ to _____

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

State Historic Sites Inventory Form
Bldg. Overviews
Personal Histories
Survey Index
Alphabetic Index

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After
_____ ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg., Floor, Room)
2nd Planning

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer

Bob Roberts

20. Telephone Number

410.884.4441

21. Date

4-27-04

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Department/Agency	2. Division	3. Unit
	TM	PZ

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 *Sykes Historic District Commission*

5. Earliest Year/Latest Year *1993* to *1993*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Proposal for Rehabilitation of Cottage #15
(former Springfield Hospital Gatehse)
(Includes lease docs., grant info.)

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)
_____

9. Volume *in binder box*

_____ Number
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
_____ Number
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
2nd
planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer	20. Telephone Number	21. Date
Bot Roberts	410.884.4441	*4-28-04*

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ____ OF ____

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)

Department/Agency

2. Division _TM_

3. Unit _PZ_

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 _SHDC Cases – Closed_

5. Earliest Year/Latest Year ____ to ____ _2001_

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

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)
_____

9. Volume

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____   ☐ Month(s)   ☐ Year(s)
Number

13. Current Location(s)   (Bldg., Floor, Room)
attic –X

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
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 MD State Archives

Name and Title of Preparer
Bob Roberts

20. Telephone Number
410.884.4441

21. Date
_4-29-04_

DGS 550-4 (Rev. 1/93)

Instructions - Type or Print a separate form for each new or revised record series, forward with Record 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 ____

Department/Agency	2. Division *TM*	3. Unit *PZ*

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 *SHDC notes + tapes*	5. Earliest Year/Latest Year *early 1990s* to *2000*

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

binders ~~fat~~
comes
pictures
old plans

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) _____

9. Volume

1 box

Number

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

10. Annual Accumulation

_____ Number

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

11. File is Used
- ☐ Daily
- ☐ Weekly
- ☐ Monthly

12. File Becomes Inactive After
_____ Number
- ☐ Month(s)
- ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
Attic -x

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)
- ☐ Yes
- ☐ No

15. Access Restrictions ☐ Yes ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
- ☐ None
- ☐ State
- ☐ Federal
- ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
- ☐ Yes
- ☐ No

18. Recommended Retention

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 MD State Archives

Name and Title of Preparer *Bot Roberts*	20. Telephone Number *410-884-4441*	21. Date *4-29-04*

DGS 550-4 (Rev. 1/93)

Department/Agency	2. Division TM	3. Unit PZ

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 Underground Storage Tanks	5. Earliest Year/Latest Year 1987 to 1997

6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series.

Town's report
new environ. repts requirements
MD Dept of the Environment
- request
Consultant's proposals

Rept. of observations
Copy of inv. (re: removal)

heating oil ; Car fuel

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)
_____

9. Volume file folder

1
_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

10. Annual Accumulation

_____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)

11. File is Used
☐ Daily   ☐ Weekly   ☐ Monthly

12. File Becomes Inactive After
_____ Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)
2nd
Planning room

14. Is Record Series Duplicated Elsewhere?
(If yes, specify agency or office)
☐ Yes   ☐ No

15. Access Restrictions   ☐ Yes   ☐ No
(If Yes, cite Law(s) & Regulation(s)

16. Audit Requirements
☐ None   ☐ State   ☐ Federal   ☐ Independent

17. Is an Index System Used? (If yes, explain briefly and describe any hadware/software
☐ Yes   ☐ No

18. Recommended Retention
Retain until closed plus 3Y, then destroy.

Name and Title of Preparer Bob Roberts	20. Telephone Number 410.884.4441	21. Date 4-27-04

DGS 550-4 (Rev. 1/93)