

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

SCHEDULE NO. 1627

PAGE 1 OF 4

AGENCY: Department of General Services DIVISION: Assistant Secretariat for Telecommunications

ITEM NO	DESCRIPTION	RETENTION
1	<p>SUPERCEDES #859</p> <p><u>GENERAL ADMINISTRATIVE CORRESPONDENCE FILE</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to Archives.</p>
2	<p><u>VENDOR INVOICES</u></p> <p>These invoices are received from common carrier vendors for payment of telephone bills. The files contain the invoices, account information records, C&P toll slips, other charges and credits, miscellaneous correspondence and worksheets. Accounts: 100, 101, 221, 225, 321, 333, 461, 479, 508, 535, 548, 554, 758, 836, 974, 996</p>	<p>Retain in office for two (2) fiscal years. Transfer to record center for two (2) additional years or until all audit requirements have been fulfilled then destroy.</p>
3	<p><u>AGENCY INVOICES</u></p> <p>These invoices are received from State agencies for payment of telephone bills. The files contain the invoices, account information records, and miscellaneous correspondence and worksheets. Accounts: 100, 101, 221, 225, 321, 333, 461, 479, 508, 535, 548, 554, 758, 836, 974, 996</p>	<p>Retain in office for two (2) fiscal years. Transfer to record center for two (2) additional years or until all audit requirements have been fulfilled then destroy.</p>

APPROVED BY DEPARTMENT, AGENCY OR DIVISION REPRESENTATIVE

DATE: 6/27/94
 SIGNATURE: Laura L. Berg
 TYPED NAME: Laura L. Berg
 TITLE: Administrative Specialist

SCHEDULE AUTHORIZED BY STATE ARCHIVIST

DATE: 6/27/94
 SIGNATURE: [Signature]

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

SCHEDULE NO. 1627

PAGE 2 OF 4

ITEM NO	DESCRIPTION	RETENTION
4	<p><u>MANAGEMENT REPORTS</u></p> <p>These reports are related to the bills issued to agencies for payment of telephone services. These files contain traffic reports, pricing method reports, BAC summaries, miscellaneous correspondence and worksheets, etc. Accounts: 100, 101, 221, 225, 321, 333, 461, 479 508, 535, 548, 554, 758, 836, 974, 996</p>	<p>Retain in office for two (2) fiscal years. Transfer to record center for two (2) additional years or until all audit requirements have been fulfilled then destroy.</p>
5	<p><u>RADIO FREQUENCY AND FCC LICENSE RECORDS</u></p> <p>Records of radio frequencies, FCC licenses and other pertinent data.</p>	<p>Permanent, transfer periodically to Maryland State Archives.</p>
6	<p><u>STATE OF MARYLAND TELEPHONE DIRECTORIES</u></p> <p>One record copy of each directory published by the Assistant Secretary of Telecommunications.</p>	<p>Permanent, transfer periodically to Maryland State Archives.</p>
7	<p><u>STATE TELEPHONE DIRECTORY REPORTS</u></p> <p>Computer printout issued annually.</p>	<p>Obsolete-no longer used. Discontinued as of 1988.</p>
8	<p><u>TELEPHONE DIRECTORY DATA FORMS</u></p> <p>Forms distributed to each agency to acquire information for the State Telephone Directory. Agencies write directly on form which is then used as a input document.</p>	<p>Retain in office for two (2) years then destroy.</p>

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
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 (CONTINUATION SHEET)

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ITEM NO	DESCRIPTION	RETENTION
9	<p><u>TELEPHONE SERVICE REPRESENTATIVE BULLETINS</u></p> <p>The bulletines are to assist the telephone representatives in each agency to keep up-to-date on the telephone services, laws, to assist others in their agency to cut down telephone costs.</p>	<p>Obsolete, no longer used. Discontinued as of 1989.</p>
10	<p><u>TELECOMMUNICATIONS SERVICE REQUESTS</u></p> <p>Telecommunications Service Request forms from all State agencies requesting telecommunications services and log.</p>	<p>Retain in office for two (2) fiscal years. Transfer to record center for one (1) year then destroy.</p>
11	<p><u>PAGERS/CELLULAR PHONES</u></p> <p>Request forms, correspondence, record of pager numbers and cellular phone numbers.</p>	<p>Retain in office for one (1) year and transfer to record center for two (2) years then destroy.</p>
12	<p><u>CALLING CARDS</u></p> <p>Extra calling cards (sealed), PIN numbers (sealed), acknowledgement forms.</p>	<p>Retain in office one (1) year and transfer to record center for two (2) years then destroy.</p>

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
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 (CONTINUATION SHEET)

SCHEDULE NO. 1627

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ITEM NO	DESCRIPTION	RETENTION
13	<p><u>COMPUTER SYSTEM DOCUMENTATION</u></p> <p>Contract management, program documentation, correspondence, DMW manuals, Telepoll manuals, ADC jobs, general documentation for AS400, System 36, PCs, LAN hardware, software, maintenance and training.</p>	<p>Retain in office one (1) year and transfer to record center for two (2) years then destroy.</p>
14	<p><u>BILLING INFORMATION</u></p> <p>IPT agency responses, toll call comparison, credit card report, SCS record layouts, centrex information, 225 information on accounts, project management for MD TEN</p>	<p>Retain in office one (1) year and transfer to record center for two (2) years then destroy.</p>
15	<p><u>PROCUREMENT FILES</u></p> <p>Bid documents, correspondence and records pertaining to telecommunications procurements.</p>	<p>Retain in office until all audit requirements have been fulfilled then destroy.</p>

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE. (GS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7525 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY	
PAGE <u>1</u> OF <u>15</u>			
1. DEPARTMENT/AGENCY General Services	2. DIVISION Assistant Secretariat for Telecomm.	3. UNIT	
DEFINITION - RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILES AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.			
4. RECORD SERIES TITLE General Administrative Correspondence File		5. EARLIEST YEAR/LATEST YEAR 1981 <u> </u> TO Present <u> </u>	
6. RECORD SERIES DESCRIPTION - BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS FORMS FOUND IN THE SERIES, INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES. Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the agency.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> TAPE <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> FLOPPY <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> VIDEO TAPE	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>8</u> <small>NUMBER</small> <input type="checkbox"/> OTHER (SPECIFY)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>3</u> <small>NUMBER</small> <input type="checkbox"/> MONTH(S) X YEAR(S)	
13. CURRENT LOCATION(S) 301 West Preston Street, 13th Floor RM 1304	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES X NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES X NO (IF YES, CITE LAW(S) & REGULATIONS)	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE.SOFTWARE) <input type="checkbox"/> YES X NO	18. RECOMMENDED RETENTION Screen annually, destroying that material no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to Archives.		
19. NAME AND TITLE OF PREPARER: Laura L. Berg, Administrative Specialist	20. TELEPHONE NUMBER 410-225-4176	21. DATE 6/27/94	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE. (GS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7525 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>15</u>
1. DEPARTMENT/AGENCY General Services	2. DIVISION Assistant Secretary for Telecomm.	3. UNIT
DEFINITION - RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILES AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.		
4. RECORD SERIES TITLE Vendor Invoices	5. EARLIEST YEAR/LATEST YEAR <u>1981</u> TO <u>Present</u>	
6. RECORD SERIES DESCRIPTION - BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS FORMS FOUND IN THE SERIES, INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES. These invoices are received from common carrier vendors for payment of telephone bills. The files contain the invoices, account information records, C&P toll slips, other charges and credits, miscellaneous correspondence and worksheets. Accounts: 100, 101, 221, 225, 321, 333, 461, 479, 508, 535, 548, 554, 758, 836, 974, 996		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> TAPE <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> FLOPPY <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> VIDEO TAPE	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>12</u> <input type="checkbox"/> OTHER (SPECIFY) <small>NUMBER</small> 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>4</u> <input type="checkbox"/> OTHER (SPECIFY) <small>NUMBER</small>
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>4</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) <small>NUMBER</small>	
13. CURRENT LOCATION(S) 301 W Preston Street, 13th Floor, RM 1304	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE.SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION Retain in office for two (2) fiscal years. Transfer to record center for two (2) additional years or until all audit requirements have been fulfilled then destroy.	
19. NAME AND TITLE OF PREPARER: Laura L. Berg, Administrative Specialist	20. TELEPHONE NUMBER 410-225-4176	21. DATE 6/27/94

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE. (GS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7525 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>15</u>
1. DEPARTMENT/AGENCY General Services	2. DIVISION Assistant Secretariat for Telecomm.	3. UNIT
DEFINITION - RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILES AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.		
4. RECORD SERIES TITLE Agency Invoices	5. EARLIEST YEAR/LATEST YEAR <u>1981</u> TO <u>Present</u>	
6. RECORD SERIES DESCRIPTION - BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS FORMS FOUND IN THE SERIES, INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES. These invoices are received from State agencies for payment of telephone bills. The files contain the invoices, account information records, and miscellaneous correspondence and worksheets. Accounts: 100, 101, 221, 225, 321, 333, 461, 479, 508, 535, 548, 554, 758, 836, 974, 996		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> TAPE <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> FLOPPY <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> VIDEO TAPE	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>12</u> <small>NUMBER</small> <input type="checkbox"/> OTHER (SPECIFY) 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>4</u> <small>NUMBER</small> <input type="checkbox"/> OTHER (SPECIFY)
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>4</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) <small>NUMBER</small>	
13. CURRENT LOCATION(S) 301 W. Preston Street, 13th Fl, RM 1304	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPEND	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION Retain in office for two (2) fiscal years. Transfer to record center for two (2) additional years or until all audit requirements have been fulfilled then destroy.	
19. NAME AND TITLE OF PREPARER: Laura L. Berg, Administrative Specialist	20. TELEPHONE NUMBER 410-225-4176	21. DATE 6/27/94

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE. (GS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7525 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>15</u>
1. DEPARTMENT/AGENCY General Services	2. DIVISION Assistant Secretariat for Telecomm.	3. UNIT
DEFINITION - RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILES AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.		
4. RECORD SERIES TITLE Management Reports	5. EARLIEST YEAR/LATEST YEAR <u>1981</u> TO <u>Present</u>	
6. RECORD SERIES DESCRIPTION - BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS.FORMS FOUND IN THE SERIES, INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES. These reports are related to the bills issued to agencies for payment of telephone services. These files contain traffic reports, pricing method reports, BAC summaries, miscellaneous correspondence and worksheets, etc. Accounts: 100, 101, 221, 225, 321, 333, 461, 479, 508, 535, 548, 554, 758, 836, 974, 996		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> TAPE <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> FLOPPY <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> VIDEO TAPE	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>4</u> <small>NUMBER</small> <input type="checkbox"/> OTHER (SPECIFY) 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>6</u> <small>NUMBER</small>
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>3</u> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) <small>NUMBER</small>	
13. CURRENT LOCATION(S) 301 W. Preston St., 13th Floor, RM 1304	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPEND	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE.SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION Retain in office for two (2) fiscal years. Transfer to record center for two (2) additional years or until all audit requirements have been fulfilled then destroy.	
19. NAME AND TITLE OF PREPARER: Laura L. Berg, Administrative Specialist	20. TELEPHONE NUMBER 410-225-4176	21. DATE 6/27/94

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE. (GS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7525 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>15</u>
1. DEPARTMENT/AGENCY General Services	2. DIVISION Assistant Secretariat for Telecomm.	3. UNIT
DEFINITION - RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILES AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.		
4. RECORD SERIES TITLE Radio Frequency and FCC License Records	5. EARLIEST YEAR/LATEST YEAR <u>1984</u> TO <u>Present</u>	
6. RECORD SERIES DESCRIPTION - BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS.FORMS FOUND IN THE SERIES, INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES. Records of radio frequencies, FCC licenses and other pertinent data.		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> TAPE <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> FLOPPY <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> VIDEO TAPE	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>6</u> <small>NUMBER</small> <input type="checkbox"/> OTHER (SPECIFY) 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>6</u> <small>NUMBER</small> <input type="checkbox"/> OTHER (SPECIFY)
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>N/A</u> <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) <small>NUMBER</small>	
13. CURRENT LOCATION(S) 301 W. Preston Street, 13th Floor, Room 1304	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS Federal Law	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE.SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION Permanent, transfer periodically to Maryland State Archives.	
19. NAME AND TITLE OF PREPARER: Laura L. Berg, Administrative Specialist	20. TELEPHONE NUMBER 410-225-4176	21. DATE 6/27/94

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE. (GS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7525 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>15</u>
1. DEPARTMENT/AGENCY General Services	2. DIVISION Asst. Secretariat for Telecomm.	3. UNIT
DEFINITION - RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILES AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.		
4. RECORD SERIES TITLE State of Maryland Telephone Directories	5. EARLIEST YEAR/LATEST YEAR <u>1971</u> TO <u>Present</u>	
6. RECORD SERIES DESCRIPTION - BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS FORMS FOUND IN THE SERIES, INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES. One record copy of each directory published by the Assistant Secretariat for Telecommunications.		
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input checked="" type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY)	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>1</u> <small>NUMBER</small> <input type="checkbox"/> OTHER (SPECIFY) 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>1</u> <small>NUMBER</small> <input type="checkbox"/> OTHER (SPECIFY)
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>N/A</u> <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) <small>NUMBER</small>	
13. CURRENT LOCATION(S) 301 W. Preston Street, 13th Floor, Room 1304	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION Permanent, transfer to Maryland State Archives periodically.	
19. NAME AND TITLE OF PREPARER: Laura L. Berg, Administrative Specialist	20. TELEPHONE NUMBER 410-225-4176	21. DATE 6/27/94

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE. (GSA 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7525 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>7</u> OF <u>15</u>
1. DEPARTMENT/AGENCY <i>General Services</i>	2. DIVISION <i>Asst Secretariat for Telecommun.</i>	3. UNIT
DEFINITION - RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILES AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.		
4. RECORD SERIES TITLE <i>State Telephone Directory Reports</i>	5. EARLIEST YEAR/LATEST YEAR <u>1981</u> TO <u>1988</u>	
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>Computer printout issued annually.</i>		
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> FLOPPY <input checked="" type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> VIDEO TAPE <u>Unknown</u>	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Unknown</u>	9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>Unknown</u> <input checked="" type="checkbox"/> OTHER (SPECIFY) NUMBER 10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>Unknown</u> <input checked="" type="checkbox"/> OTHER (SPECIFY) NUMBER
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>N/A</u> <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER	
13. CURRENT LOCATION(S) <i>None</i>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS <i>Unknown</i>	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE.SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION <i>Obsolete-no longer used. Discontinued as of 1988. No copies available.</i>	
19. NAME AND TITLE OF PREPARER: <i>Laura L. Berg, Administrative Specialist</i>	20. TELEPHONE NUMBER <i>410-225-4176</i>	21. DATE <i>6/27/94</i>

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE. (GSA 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7525 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>9</u> OF <u>15</u>
1. DEPARTMENT/AGENCY General Services	2. DIVISION Asst Sect for Telecommunications	3. UNIT
DEFINITION - RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILES AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.		
4. RECORD SERIES TITLE Telephone Service Representative Bulletins	5. EARLIEST YEAR/LATEST YEAR <u>1981</u> TO <u>1989</u>	
6. RECORD SERIES DESCRIPTION - BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS FORMS FOUND IN THE SERIES, INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES. The bulletins are to assist the telephone representative in each agency to keep up-to-date on the telephone services, laws, to assist others in their agency to cut down telephone costs.		
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> TAPE <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> FLOPPY <input checked="" type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> VIDEO TAPE <u>Unknown</u>	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Unknown</u>	VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>Unknown</u> <input checked="" type="checkbox"/> OTHER (SPECIFY) NUMBER 10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>Unknown</u> <input checked="" type="checkbox"/> OTHER (SPECIFY) NUMBER
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>N/A</u> <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER	
13. CURRENT LOCATION(S) None	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS) <u>Unknown</u>	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION Obsolete, no longer used. Discontinued as of 1989. No copies available.	
19. NAME AND TITLE OF PREPARER: Laura L. Berg, Administrative Specialist	20. TELEPHONE NUMBER 410-225-4176	21. DATE 6/27/94

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE. (GS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7525 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>10</u> OF <u>15</u>
1. DEPARTMENT/AGENCY General Services	2. DIVISION Asst Sect for Telecommunications	3. UNIT
DEFINITION - RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILES AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.		
4. RECORD SERIES TITLE Telecommunications Service Requests	5. EARLIEST YEAR/LATEST YEAR <u>1981</u> TO <u>Present</u>	
6. RECORD SERIES DESCRIPTION - BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS FORMS FOUND IN THE SERIES, INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES. Telecommunications Service Request forms from all State agencies requesting telecommunications services and a log.		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> TAPE <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> FLOPPY <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> VIDEO TAPE	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>4</u> <small>NUMBER</small> <input type="checkbox"/> OTHER (SPECIFY) 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>4</u> <small>NUMBER</small> <input type="checkbox"/> OTHER (SPECIFY)
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) <small>NUMBER</small>	
13. CURRENT LOCATION(S) 301 W. Preston Street, 13th Floor, Room 1304	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPEND	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE.SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION Retain in office for two (2) fiscal years. Transfer to record center for one (1) year then destroy.	
19. NAME AND TITLE OF PREPARER: Laura L. Berg, Administrative Specialist	20. TELEPHONE NUMBER 410-225-4176	21. DATE 6/27/94

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE. (GGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7525 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>11</u> OF <u>15</u>
1. DEPARTMENT/AGENCY General Services	2. DIVISION Asst Sect for Telecommunications	3. UNIT
DEFINITION - RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILES AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.		
4. RECORD SERIES TITLE Pagers/Cellular Phones	5. EARLIEST YEAR/LATEST YEAR <u>1992</u> TO <u>Present</u>	
6. RECORD SERIES DESCRIPTION - BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS, FORMS FOUND IN THE SERIES, INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES Request forms, correspondence, record of pager numbers and cellular phone numbers.		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> TAPE <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> FLOPPY <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> VIDEO TAPE	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>2</u> <small>NUMBER</small> <input type="checkbox"/> OTHER (SPECIFY) 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>2</u> <small>NUMBER</small> <input type="checkbox"/> OTHER (SPECIFY)
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) <small>NUMBER</small>	
13. CURRENT LOCATION(S) 301 W. Preston St, 13th Floor, Room 1304	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE, SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION Retain in office for one (1) year and transfer to record center for two (2) years then destroy.	
19. NAME AND TITLE OF PREPARER: Laura L. Berg, Administrative Specialist	20. TELEPHONE NUMBER 410-225-4176	21. DATE 6/27/94

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE. (GSA 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7525 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>12</u> OF <u>15</u>
1. DEPARTMENT/AGENCY General Services	2. DIVISION Asst Sect for Telecommunications	3. UNIT
DEFINITION - RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILES AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.		
4. RECORD SERIES TITLE Calling Cards	5. EARLIEST YEAR/LATEST YEAR <u>1992</u> TO <u>Present</u>	
6. RECORD SERIES DESCRIPTION - BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS, FORMS FOUND IN THE SERIES, INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES. Extra calling cards (sealed envelopes), PIN numbers (sealed envelopes), and acknowledgement of receipt forms.		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> TAPE <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> FLOPPY <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> VIDEO TAPE	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>3</u> <small>NUMBER</small> <input type="checkbox"/> OTHER (SPECIFY) 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>3</u> <small>NUMBER</small> <input type="checkbox"/> OTHER (SPECIFY)
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>3</u> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) 301 W. Preston Street, 13th Floor, Room 1304	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS Security	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE, SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION Retain in office one (1) year and transfer to record center for two (2) years then destroy.	
19. NAME AND TITLE OF PREPARER: Laura L. Berg, Administrative Specialist	20. TELEPHONE NUMBER 410-225-4176	21. DATE 6/27/94

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE. (GS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7525 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>13</u> OF <u>15</u>
1. DEPARTMENT/AGENCY General Services	2. DIVISION Asst Sect for Telecommunications	3. UNIT
DEFINITION - RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILES AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.		
4. RECORD SERIES TITLE Computer System Documentation	5. EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>Present</u>	
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 management, program documentation, correspondence, DMW manual, Telepoll Manuals, ADC jobs, general documentation for AS400, System 36, PCs, LAN hardware, software, maintenance and training.		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> FLOPPY <input type="checkbox"/> OTHER (SPECIFY) <input type="checkbox"/> VIDEO TAPE	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>5</u> <small>NUMBER</small> <input type="checkbox"/> OTHER (SPECIFY) 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <u>5</u> <small>NUMBER</small> <input type="checkbox"/> OTHER (SPECIFY)
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) <small>NUMBER</small>	
13. CURRENT LOCATION(S) 301 W. Preston Street, 13th Floor, Room 1304	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATIONS)	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE.SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION Retain in office one (1) year and transfer to record center for two (2) years then destroy.	
19. NAME AND TITLE OF PREPARER: Laura L. Berg, Administrative Specialist	20. TELEPHONE NUMBER 410-225-4176	21. DATE 6/27/94

