

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

Schedule No. 1667

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Agency Secretary of State

Division/Unit
 Division of State Documents

Item No.	Description	Retention
This Schedule Supersedes Schedule 887		
1	Maryland Register - Regulations Files contain manuscript of adopted, amended or repealed regulations to be published in the Maryland Register.	Retain in DSD Office for 5 years, then transfer to State Archives for permanent retention under State Government Article §7-213(a)(2)
2	Maryland Register - Other Documents Files contain manuscript of documents other than regulations to be published in the Maryland Register. These categories include: executive orders, gubernatorial appointments, General Assembly bill synopses, judicial rules (proposed and adopted) from Court of Appeals, Courts of Appeal hearing schedules, judicial administrative orders or memoranda, Attorney General opinions, State Ethics Commission opinions, hearing and meeting notices as submitted, and other documents as permitted by law.	Retain 1 year, then destroy.
3	Maryland Contract Weekly Solicitation and award notices filed for publication in the Maryland Contract Weekly.	Retain 1 year, then destroy.
4	Code of Maryland Regulations (COMAR) Correspondence, manuscript, and page proofs of COMAR publications.	Retain 10 years, then destroy. Two (2) copies of COMAR and updates to be sent to the State Archives for permanent retention

Schedule Approved by Department,
 Agency,
 or Division Representative.
 Date June 13, 1995
 Signature Dennis C. Schnepfe
 Typed Name DENNIS C. SCHNEPFE
 Title ASSISTANT ADMINISTRATOR

Schedule Authorized by State Archivist
 Date FEB 14 1997
 Signature Edward C. [Signature]

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1667

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Agency	Division/Unit
Secretary of State	Division of State Documents

Item No.	Description	Retention
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5	COMAR pamphlet orders Correspondence, manuscript, and page proofs of agency ordered pamphlet versions of COMAR.	Retain 3 years, then destroy.
6	General Correspondence - Incoming and Outgoing	Retain 10 years, then destroy.
7	Public subscription orders, invoices, and records; agency orders, invoices, STARS reports.	Retain 3 years, then destroy.
8	Memoranda, directives, and other documents relating to the administration of DSD.	Retain permanently. Transfer periodically to Maryland State Archives.
9	Publication subscription records - electronic database	Retain active records; delete or electronically archive cancelled records.

<p>INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 273 - JESSUP, MARYLAND 20724</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page <u>1</u> of <u>9</u></p>
<p>1. DEPARTMENT/AGENCY Secretary of State</p>	<p>2. DIVISION Division of State Documents</p>	<p>3. UNIT</p>
<p>DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. RECORD SERIES TITLE MARYLAND REGISTER - REGULATIONS</p>	<p>5. EARLIEST YEAR / LATEST YEAR 1987 TO 1995</p>	
<p>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 DGS Form 550-1, Item 1.</p>		
<p>7. RECORD SERIES FORMAT(S)</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____</p>	<p>8. RECORD SERIES SEQUENCE</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____</p>	<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____</p> <p style="text-align: center;"><u>27</u> Number</p> <hr/> <p>10. ANNUAL ACCUMULATION</p> <p><input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____</p> <p style="text-align: center;"><u>4</u> Number</p>
<p>11. FILE IS USED</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	<p>12. FILE BECOMES INACTIVE AFTER <u>REGULATIONS ARE ADOPTED</u></p> <p style="text-align: center;">_____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number</p>	
<p>13. CURRENT LOCATION(S) (Bldg., Floor, Room) 11 Bladen St.</p>	<p>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. AUDIT REQUIREMENTS</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. RECOMMENDED RETENTION 5 YEARS</p>	
<p>19. NAME AND TITLE OF PREPARER Dennis Schnepfe, Asst Admin</p>	<p>20. TELEPHONE NUMBER 974-2486</p>	<p>21. DATE June 13, 1995</p>

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
7271 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20754

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
Secretary of State

2. DIVISION
Division of State Documents

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
MARYLAND REGISTER - OTHER DOCUMENTS

5. EARLIEST YEAR / LATEST YEAR
1993 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)
See DGS Form 550-1, Item 2

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) _____

4
Number

10. ANNUAL ACCUMULATION

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

2
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER PUBLICATION

Number Month(s) Year(s)

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

11 Bladen St.

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

1 YEAR

19. NAME AND TITLE OF PREPARER

Dennis Schnepfe, Asst Admin

20. TELEPHONE NUMBER

974-2486

21. DATE

June 13, 1995

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
7274 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20754

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
Secretary of State

2. DIVISION
Division of State Documents

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
MARYLAND CONTRACT WEEKLY

5. EARLIEST YEAR / LATEST YEAR
1994 to 1995

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

See DGS Form 550-1, Item 3

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 PUBLICATION

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

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

11 Bladen St.

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

1 YEAR

19. NAME AND TITLE OF PREPARER

Dennis Schnepfe, Asst Admin

20. TELEPHONE NUMBER

974-2486

21. DATE

June 13, 1995

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
7274 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20754

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
Secretary of State

2. DIVISION
Division of State Documents

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
CODE OF MARYLAND REGULATIONS

5. EARLIEST YEAR / LATEST YEAR
1976 TO 1995

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

See DGS Form 550-1, Item 4

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) BOXES

45
Number

10. ANNUAL ACCUMULATION

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

3
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER PUBLICATION

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

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

11 Bladen St.

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

10 YEARS

19. NAME AND TITLE OF PREPARER

Dennis Schnepfe, Asst Admin

20. TELEPHONE NUMBER

974-2486

21. DATE

June 13, 1995

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 20724

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
 Secretary of State

2. DIVISION
 Division of State Documents

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
 COMAR PAMPHLET ORDERS

5. EARLIEST YEAR / LATEST YEAR
 1990 to 1995

8. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. include the purpose or function of the Series)
 See DGS Form 550-1, Item 5

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) _____

7
 Number

10. ANNUAL ACCUMULATION

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

2
 Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER PUBLICATION

 Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
 11 Bladen St.

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
 3 YEARS

19. NAME AND TITLE OF PREPARER
 Dennis Schnepfe, Asst Admin

20. TELEPHONE NUMBER
 974-2486

21. DATE
 June 13, 1995

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 273 - JESSUP, MARYLAND 20754		AGENCY RECORDS INVENTORY Page <u>6</u> Of <u>9</u>	
DEPARTMENT/AGENCY Secretary of State		2. DIVISION Division of State Documents		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 GENERAL CORRESPONDENCE				5. EARLIEST YEAR / LATEST YEAR 1974 TO 1995	
8. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. include the purpose or function of the Series) See DGS Form 550-1, Item 6					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		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) <input type="checkbox"/> Other (Specify) _____ <u>21</u> Number	
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) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 11 Bladen St.		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (if yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (if yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		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 10 YEARS			
19. NAME AND TITLE OF PREPARER Dennis Schnepfe, Asst Admin		20. TELEPHONE NUMBER 974-2486		21. DATE June 13, 1995	

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
7274 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20724

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
Secretary of State

2. DIVISION
Division of State Documents

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
SUBSCRIPTION INFORMATION

5. EARLIEST YEAR / LATEST YEAR
1985 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)

See DGS Form 550-1, Item 7

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) _____

25
Number

10. ANNUAL ACCUMULATION

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

3
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER PAYMENT

Number Month(s) Year(s)

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

11 Bladen St.

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

3 YEARS

19. NAME AND TITLE OF PREPARER

Dennis Schnepfe, Asst Admin

20. TELEPHONE NUMBER

974-2486

21. DATE

June 13, 1995

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 7274 WATERLOO ROAD P.O. BOX 273 - JESSUP, MARYLAND 20764		AGENCY RECORDS INVENTORY Page <u>8</u> of <u>9</u>	
DEPARTMENT/AGENCY Secretary of State		2. DIVISION Division of State Documents		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 MEMORANDA				5. EARLIEST YEAR / LATEST YEAR 1974 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) See DGS Form 550-1, Item 8					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Sound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> 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) <input type="checkbox"/> Other (Specify) _____ <u>25</u> Number	
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) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 11 Bladen St.		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		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			
19. NAME AND TITLE OF PREPARER Dennis Schnepfe, Asst Admin		20. TELEPHONE NUMBER 974-2486		21. DATE June 13, 1995	

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
7774 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20724

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
Secretary of State

2. DIVISION
Division of State Documents

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
SUBSCRIPTION DATABASE

5. EARLIEST YEAR / LATEST YEAR
_____ TO CURRENT

8. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. include the purpose or function of the Series)
See DGS Form 550-1, Item 9

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) DATABASE

9. VOLUME
 File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____
Number 1

10. ANNUAL ACCUMULATION
 File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____
Number 0

11. FILE IS USED
 Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER
N/A Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
11 Bladen St.

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 DSD PERSONNEL No

16. AUDIT REQUIREMENTS
 None State Federal Independent

17. IS AN INDEX SYSTEM USED? (if yes, explain briefly and describe any hardware/software)
 Yes SEARCHABLE No
DATABASE

18. RECOMMENDED RETENTION
RETAIN ACTIVE RECORDS

19. NAME AND TITLE OF PREPARER
Dennis Schnepfe, Asst Admin

20. TELEPHONE NUMBER
974-2486

21. DATE
June 13, 1995

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page <u>1</u> of <u>1</u>	
1 DEPARTMENT/AGENCY Secretary of State		2 DIVISION Division of State Documents		3 UNIT	
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes.					
4 ELECTRONIC RECORD SERIES TITLE Subscriber database				5 EARLIEST YEAR/LATEST YEAR Currently <u>only</u> TO _____	
6 INPUT - Identify source of information to be entered Subscriber orders, cancellation, or change			7 OUTPUT - Identify use/s of information generated by system mailing labels, invoices		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Information such as name, address, and product sold for subscribers to Division publications. The information is used to mail the product, produce subsequent invoices, and respond to subscriber inquiries.					
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. Division personnel only					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updated daily in response to new orders, cancellations, and changes requested by subscribers.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Located at the Division office, 11 Bladen Street, Annapolis. Computer hardware and software is being upgraded. Consequently, Form 550-6A will not be completed at this time.					
12 RECOMMENDED RETENTION Active records are retained permanently. Cancelled records are purged daily or retained on inactive status.					
13 TYPED OR PRINTED NAME OF PREPARER Dennis Schnepfe		14 TELEPHONE NUMBER 974-2486		15 DATE 6/14/95	
16 TITLE OF PREPARER Assistant Administrator			FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A		
DGS 550-6					