

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION**

**Schedule No. 2652**

**Page 1 of 3**

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Agency  
Howard Community College**

**Division/Unit  
Finance Office**

Item No.	<i><b>This schedule supersedes Schedule 1599 in its entirety.</b></i> <b>Description</b>	<b>Retention</b>
1.	<b>GENERAL CORRESPONDENCE AND OFFICE FILES</b> Correspondence, memoranda, and miscellaneous subject files relating to the activities of the finance office.	Retain for 3 years and destroy material that is no longer needed for current business with the following exception: Transfer to Maryland State Archive for permanent retention any material that serves to document the original, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
2.	<b>1098-T RECORDS</b> Records of 1098-T forms issued for each tax year.	Retain for 4 fiscal years. Then destroy.
3.	<b>1099 RECORDS</b> Records of 1099 forms issued for each tax year.	Retain for 4 years. Then destroy.
4.	<b>ACCOUNT RECONCILIATIONS</b> All documentation related to account reconciliations.	Retain for 5 years. Then destroy.
5.	<b>AUDIT REPORTS</b> All financial statements issued by the college's independent auditors, including single audit report.	Permanent. Retain for 7 years, then transfer to the Maryland State Archives.
6.	<b>BAD DEBT</b> Records relating to unpaid student tuition and fees owed to the college.	Retain until debt is paid, then follow retention for Cash Receipts (Item 14).
7.	<b>BANK RECONCILIATIONS</b> A record of all bank statements and reconciliations with associated worksheets.	Retain for 5 years. Then destroy.
8.	<b>BUDGET ADJUSTMENTS</b> Documents related to budget adjustments.	Retain for 3 years. Then destroy.
9.	<b>BUDGET - COST CENTER</b> Summary of financial transactions in all accounts during the fiscal year recorded in a manner consistent with the format of the Operating Budget.	Maintained electronically for 10 years in the college's database of record. Then destroy.
10.	<b>CANCELLED CHECKS</b> Cancelled checks for payroll and vendor payments returned from the bank.	Retain 5 years. Then destroy.
11.	<b>CHECK LOG - RETURNED CHECKS</b> Log of all returned checks.	Retain 2 years. Then destroy.
12.	<b>CC4 AND CC5</b> CC4 and CC5 statements submitted to the State.	Retain for 7 years. Then destroy.
13.	<b>CAPITAL PROJECTS - FINANCIAL RECORDS</b> Financial information for capital projects.	Retain for 10 years. Then destroy.
14.	<b>CASH RECEIPTS</b> Finance office copies of cash receipts issued throughout the College	Retain for 3 years. Then destroy.
15.	<b>CASHIERING REPORTS</b> Daily reports generated from customer accounts system to verify deposits. Deposit books that contain records of deposits	Retain for 3 years. Then destroy.

	made by the cashiers to the college's bank account. Cash register reports including copies of cash register reports and tapes that may accompany deposits made by auxiliary enterprises.	
16.	<b>CHECK REGISTERS</b> Register of checks issued by the college.	Retain for 6 years or until audited, whichever is longer. Then destroy.
17.	<b>CHECK VOUCHERS</b> Numerical copies of all vouchers that accompany checks to vendors, issued from accounts payable, including supporting documents such as an additional copy of the purchase order and vendor invoices.	Retain for 6 years or until audited, whichever is longer. Then destroy.
18.	<b>DIRECT DEPOSIT AUTHORIZATIONS</b> Authorizations received from employees to allow direct deposit.	Retain for the duration of employment. Then destroy.
19.	<b>FINANCIAL ASSISTANCE INVOICES</b> Copies of special billings sent to those organizations that pay all or part of the tuition and fees of students.	Retain for 3 years. Then destroy.
20.	<b>FIXED ASSET DISPOSITION RECORDS</b> Records relating to the disposal of fixed assets.	Retain for 3 years. Then destroy.
21.	<b>FUND CLOSING SCHEDULES</b> Schedules for closing of the college's different funds.	Retain 1 year. Then destroy.
22.	<b>GARNISHMENT OF WAGES</b> All documents related to the garnishment of an employee's wages.	Retain for 6 years after the garnishment has been satisfied. Then destroy.
23.	<b>GENERAL LEDGER</b> General ledger information.	Retain for 7 years, then transfer to the Maryland State Archives.
24.	<b>GRANT FILES</b> All financial documents relating to grants that have been received by the college including backup information relating to expenditures charged to the grant.	Retain as provided under terms of grant, then destroy with the following exception: if the grant provides no minimum retention. Retain for 6 years after the close of the fiscal year in which the expenditure was made or for the period of time required by Federal records retention regulations, whichever is longer, then destroy.
25.	<b>INVESTMENT RECORDS</b> Records of all college investments, including policies and procedures to be followed, financial data, correspondence, and miscellaneous supporting data.	Retain 5 years. Then destroy.
26.	<b>JOURNAL ENTRIES</b> Detailed records of financial transaction adjustments made during the fiscal year.	Retain 5 years. Then destroy.
27.	<b>MANAGEMENT LETTER</b> Records relating to the audit management letter, college response, and status report.	Permanent. Retain for 7 years, then transfer to the Maryland State Archives.
28.	<b>MW507</b> Employee form for Maryland Withholding Exemptions.	6 years after termination of employment with the college. Then destroy.
29.	<b>PAST DUE STUDENT FILES</b> Records relating to past due student payments.	Retain for 3 years after being paid or determined to be bad debt, then destroy.
30.	<b>PAYROLL BILLING STATEMENTS</b> Monthly billing statements from payroll vendors.	Retain for 6 years. Then destroy.
31.	<b>PETTY CASH</b> Records related to petty cash disbursements.	Retain for 6 years or until audited, whichever is longer. Then destroy.
32.	<b>PROCUREMENT CARDS</b> Records relating to issuance of procurement cards, reconciliation	Records retained for 6 years. Then destroy.

	and approval of statements, card holder and approval agreements, and back up documentation.	
33.	<b>PURCHASE ORDERS</b> Purchase orders and any associated documentation.	Retain for 4 years or until audited, whichever is longer. Then destroy.
34.	<b>PURCHASING CONTRACTS</b> Multi-year purchasing contracts including any addendums to the contract.	Retain for 4 years after completion of the contract, then destroy, unless the contract is related to a capital project or is grant funded. All contracts for capital projects shall be retained as required for bond funded projects. All grant funded contracts shall be retained pursuant to the terms of the grant.
35.	<b>SCHOLARSHIP RECEIPTS</b> Records by student of scholarship awards including data on how funds were disbursed to students.	Retain for 5 years or until all audit actions have been completed, whichever is longer. Then destroy.
36.	<b>SOLICITATIONS</b> All documents that form basis of contract for award including original solicitation, backup documents incorporated into specifications, addendums, response documents from awarded firm, award letters.	Retain for 4 years after completion of the contract, then destroy, unless the solicitation is related to a capital project or is grant funded. All solicitations for capital projects shall be retained as required for bond funded projects. All solicitations for grant funded projects shall be retained pursuant to the terms of the grant.
37.	<b>SOLICITATIONS – POST AWARD</b> Documentation relating to post award requests related to solicitations including debriefings, public information requests, and protests.	Retain documents related to a protest 1 year after conclusion of all proceedings. All other documents retain 1 year after completion of solicitation process. Then destroy.
38.	<b>SOLICITATIONS – PROCESSING DOCUMENTS</b> Documents associated with the process of the solicitation including advertisement, pre-solicitation attendance sheet, solicitation opening sheet, score sheets, evaluation sheets, recommendation of award of solicitation, and non-award letters.	Retain for 1 year after award of the solicitation. Then destroy.
39.	<b>SOLICITATIONS – RESPONSE DOCUMENTS (NON-AWARD)</b> All documents submitted by firms that were not awarded the solicitation in response to the solicitation.	Retain for 1 year after award of the solicitation. Then destroy.
40.	<b>UNEMPLOYMENT INSURANCE</b> Quarterly reports for unemployment insurance	Retain for 6 years. Then destroy.
41.	<b>W-2 FORMS</b> Copies of all W-2 forms, including preparatory work and undeliverable W-2's.	Retain for 6 years. Then destroy.
42.	<b>W-3 FORMS</b>	Retain for 6 years. Then destroy.
43.	<b>W-4 FORMS</b>	Retain for 6 years after termination of employment. Then destroy.

Approved by Department, Agency, or Division Representative.

Date 12/11/2013

Signature *Janet Lombard-Cullison*

Type Name Janet Lombard-Cullison

Title Associate VP of Finance

Schedule Authorized by State Archivist.

Date 5-6-14

Signature *Tim Bar*

<b>INSTRUCTIONS</b> - 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	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>	ELECTRONIC RECORDS INVENTORY
		Page _____ of _____

1 DEPARTMENT/AGENCY Howard Community College	2 DIVISION Vice President for Administration and Finance	3 UNIT Human Resources
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**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 Human Resources Electronic files	5 EARLIEST YEAR/LATEST YEAR __1970__ TO __Pres__
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6 INPUT - Identify source of information to be entered Scanned paper documents and personnel info input into Datatel Colleague or S drive	7 OUTPUT - Identify the use/s of information generated by system Referenced by HR staff and others given access
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8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

- General correspondence and office files—saved in S drive (Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for three years in office of record, then destroy.)\
- EEO and Affirmative Action records (retain for 10 years, or for that period of time required by federal and state records retention regulations, whichever is longer).
- Personnel Folders/Records (retain while active and for 10 years after end of employment, then destroy)
- Retirement and Insurance records—contract information, enrollment forms, etc. (retain for 10 years after termination of policy or coverage, then destroy)
- I-9s (retain 3 years after date of hire or 1 year after date of termination, whichever is later, then destroy)
- Worker's comp records—injury reports, etc. (retain while active and 10 years after end of employment, then destroy)
- Position Control files—job descriptions, re-class studies, etc. (retain 10 years, then destroy)
- Recruitment files—info in online Applicant Tracking System (retain 5 years, then destroy)
- Medical Records—confidential records of employee medical issues (retain while active and for 10 years after end of employment, then destroy)
- Background checks—info about employee or applicant's criminal history (retain 5 years, then destroy)

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

Much of the information is confidential and may only be accessed by HR Staff. Personnel files may only be accessed by employees and those in the chain of command above. An employee or former employee must give permission for anyone else to view personnel file.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM  
No updates are made to historical documents, but items are added continually.

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.  
We store electronic data in Colleague, PeopleAdmin (online recruitment system), ImageNow, and the S drive.

12 RECOMMENDED RETENTION  
See notes above

13 TYPED OR PRINTED NAME OF PREPARER David Jordan	14 TELEPHONE NUMBER 443-518-3801	15 DATE 3/15/13
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16 TITLE OF PREPARER  
Associate VP of HR  
DGS 550-6

<b>Instructions</b> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>	<b>AGENCY RECORDS INVENTORY</b>  PAGE _____ OF _____
1. Department/Agency Howard Community College	2. Division Vice President for Admin and Finance	3. Unit Human Resources
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title HR paper files		5. Earliest Year/Latest Year _1970_____ to ___Present_____
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 1. General Correspondence and Office Files related to HR activity (Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the State Archives. Retain other files for three years in office of record, then destroy.) 2. EEO and Affirmative Action records (Ten years, or for that period of time required by federal and state records retention regulations, whichever is longer.) 3. Retirement Benefits Records—Contracts with Insurers, reports, and misc. material (ten years after termination of policy or coverage, then destroy.) 4. Insurance or Benefits Contract Records—Contracts with Insurers, reports, and misc. material (ten years after termination of policy or coverage, then destroy.) 5. Faculty and Staff Applications/Resumes for Advertised Recruitments (Retain five years, then destroy) 6. Medical Records—confidential records of employee medical issues (Retain while active and for ten years after termination of employment, then destroy). 7. Background Check Records—Info about an employee or applicant's criminal history (retain five years, then destroy)		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume ___many_____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Annual Accumulation ___very little_____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		12. File Becomes Inactive After ___see retention schedule above___ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
13. Current Location(s) (Bldg., Floor, Room) N100, basement of Duncan Hall, and DGS storage		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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Much of the information is confidential and may only be accessed by HR Staff. Personnel files may only be accessed by employees and those in the chain of command above.		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 requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention See above
19. Name and Title of Preparer David Jordan Associate VP of HR		20. Telephone Number 443-518-3801
		21. Date 3/15/13

<b>Instructions</b> - Type or Print a separate form for each new or 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 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE _____ OF _____	
1. Department/Agency Howard Community College		2. Division Vice President, Administration and Finance		3. Unit Administration and Finance	
<b>DEFINITION: RECORD SERIES:</b> A 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, CC-4, Single Audit, Certificates of Insurance, ESOL Report				5. Earliest Year/Latest Year  _1970_____ to present_____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Official repository of county, state and federally-mandated audited reports. Certificates of Insurances, ESOL report					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <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  ___3___  Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)_____	
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually		12. File Becomes Inactive After  _____  Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room)  MH 215		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 type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Indexed by type of report		18. Recommended Retention Permanent			
19. Name and Title of Preparer  Lynn C. Coleman, Vice President of Administration & Finance		20. Telephone Number  443-518-4749		21. Date  November 6, 2012	

<b>INSTRUCTIONS</b> - 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	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>	ELECTRONIC RECORDS INVENTORY  Page <u>  1  </u> of <u>  1  </u>
1 DEPARTMENT/AGENCY Howard Community College	2 DIVISION Vice President of Administration and Finance	3 UNIT Capital Budget and Insurance

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 Capital budget, CIP, capital projects, space inventory, facilities data, CBIS data, Cognos data, copies of state and local government reports, insurance policies, insurance claims and reports	5 EARLIEST YEAR/LATEST YEAR  <u>  2002  </u> TO <u>  present  </u>
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6 INPUT - Identify source of information to be entered Capital budget files entered into CBIS and Cognos	7 OUTPUT - Identify the use/s of information generated by system Data requests, studies and reports
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8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Capital budget, capital project, facilities data, insurance policies and reports.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.  
For use only by VPAF staff for data requests, studies and reports.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM  
Files are frozen following approval and require no revision

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.  
On private office share drive, backed up daily

12 RECOMMENDED RETENTION  
permanent

13 TYPED OR PRINTED NAME OF PREPARER Michele S. Bilello	14 TELEPHONE NUMBER 443-518-4667	15 DATE March 15, 2013
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16 TITLE OF PREPARER  
Capital Programs Administrator

DGS 550-6

<b>Instructions</b> -Type or Print a separate form for each new or 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 410-799-1930	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
1. Department/Agency Howard Community College	2. Division Vice President of Administration and Finance	3. Unit Capital Budget and Insurance
<b>DEFINITION: RECORD SERIES:</b> A 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 budget, CIP, capital projects, facilities data, insurance policies, claims and reports	5. Earliest Year/Latest Year ___2002___ to ___present___	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Official annual capital budgets, capital project facility programs, copies of state and local government reports, insurance policies and reports		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>6</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>shelves</u>  10. Annual Accumulation <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) MH220	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Electronic backup on PROD private drive	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FERPA whenever applicable	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 requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Indexed by type of report	18. Recommended Retention Permanent	
19. Name and Title of Preparer - Michele S. Bilello, Capital Programs Administrator	20. Telephone Number 443-518-4667	21. Date March 15, 2013



<b>Instructions</b> –Type or Print a separate form for each new or 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 410-799-1930	<b>AGENCY RECORDS INVENTORY</b>
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1. Department/Agency Howard Community College	2. Division VPAF	3. Unit Auxiliary Services
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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 Bookstore and Food Service	5. Earliest Year/Latest Year ____FY08_____ to ____FY13_____
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  
 Bookstore purchase orders with invoices, daily receipt reports and POS records.  
 Food Service purchase orders with invoices, catering invoices, management fee statements, Coca-Cola and Canteen monthly statements.

7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume Number _____ <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
		10. Annual Accumulation Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____

11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
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13. Current Location(s) (Bldg., Floor, Room) RCF 107, 111, 112	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No PCI Regulations	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent
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17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Five years
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19. Name and Title of Preparer Arla Webb, Director of Auxiliary Services	20. Telephone Number 4690	21. Date July 31, 2012
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<b>INSTRUCTIONS</b> - 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	<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> <b>7275 WATERLOO ROAD, P.O. BOX 275</b> <b>JESSUP, MARYLAND 20794</b> <b>(410) 799-1930</b>	ELECTRONIC RECORDS INVENTORY
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1 DEPARTMENT/AGENCY Howard Community College	2 DIVISION Vice President, Administration & Finance	3 UNIT Plant Operations
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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 Plant facilities operations, services and construction files	5 EARLIEST YEAR/LATEST YEAR ____2000__ TO _present_
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6 INPUT - Identify source of information to be entered Scanned paper copies E-mails	7 OUTPUT - Identify the use/s of information generated by system Use for documentation, project development, staff management.
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8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Plant facilities operations, facilities services and construction files used for general maintenance management and reporting. Files are kept indefinitely except for construction project files which are kept according to at least a minimum of government construction retention regulations.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.  
Accessible by authorized staff only.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM  
Files have limited accessibility. Most updates are done by authorized staff on an as needed basis, and for certain reports in monthly intervals.

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.  
On private office share drive, backed up daily

12 RECOMMENDED RETENTION  
permanent

13 TYPED OR PRINTED NAME OF PREPARER Simone Breuninger	14 TELEPHONE NUMBER 443-518-4605	15 DATE 08/24/2012
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16 TITLE OF PREPARER Plant Office Supervisor
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DGS 550-6

Instructions -Type or Print a separate form for each new or 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  
410-799-1930

AGENCY RECORDS INVENTORY

PAGE \_\_\_\_\_ OF \_\_\_\_\_

1. Department/Agency  
Howard Community College

2. Division  
Vice President, Administration & Finance

3. Unit  
Plant Operations

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 Files

5. Earliest Year/Latest Year  
\_1969\_ to \_present\_

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 documents including bid documents, contracts, drawings, specifications including maintenance files.

7. Record Series Format(s) List all

- Letter Size     Microfilm  
 Legal Size     Computer Tape  
 Audio Tape     Floppy Disk  
 Bound Book     Video Tape  
 Other (specify) \_Blue Prints various sizes\_

8. Record Series Sequence

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (specify) \_\_\_\_\_

9. Volume

\_81\_ file drawers , and 83 flat files and 2 hanging files for blue prints\_ Number  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_Flat files, and hanging files\_

10. Annual Accumulation

\_Pending of size of project\_ Number  
 File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

11. File is Used

- Daily     Weekly     Monthly     Annually

12. File Becomes Inactive After

\_75\_ Number     Month(s)     Year(s)

13. Current Location(s) (Bldg., Floor, Room)  
Plant storage room, and Plant Offices

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  
 Yes    Records pertaining to contracts and invoices are also kept in the college finance office. Blue prints are stored in Plant Ops area only.     No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

Yes,     No, Access is available upon request. Authorized staff has key access

16. Audit Requirements

- None     State     Federal     Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

Yes     No  
Alphabetical by appreciated name of building: i.e. DH, HVPA, MH, RCF etc.

18. Recommended Retention

Seventy-five years or according to government regulations for construction documents.

19. Name and Title of Preparer  
Simone Breuninger

20. Telephone Number  
443-518-4909

21. Date  
08/24/2012

<b>INSTRUCTIONS</b> - 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	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>	ELECTRONIC RECORDS INVENTORY  Page <u>  1  </u> of <u>  1  </u>
1 DEPARTMENT/AGENCY Howard Community College	2 DIVISION Vice President of Administration and Finance	3 UNIT Security

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 Security and law enforcement records, incident reports, Clery report, copies of state and local government reports	5 EARLIEST YEAR/LATEST YEAR <u>  2000  </u> TO <u>  present  </u>
--	--

6 INPUT - Identify source of information to be entered Incident reports, investigations	7 OUTPUT - Identify the use/s of information generated by system Data requests, studies, investigations and reports
--	--

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  
  
Security incident reports and Clery data.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing. For use only by Security staff for data requests, studies, investigations and reports.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM  
Files are frozen following and require no revision

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.  
On private office share drive, backed up daily

12 RECOMMENDED RETENTION  
permanent

13 TYPED OR PRINTED NAME OF PREPARER Michele S. Bilello	14 TELEPHONE NUMBER 443-518-4667	15 DATE March 15, 2013
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16 TITLE OF PREPARER  
Capital Programs Administrator

<b>Instructions</b> -Type or Print a separate form for each new or 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 410-799-1930	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>1</u> OF <u>1</u>
1. Department/Agency Howard Community College	2. Division Vice President of Administration and Finance	3. Unit Security
<b>DEFINITION: RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Security and law enforcement records, incident reports, Clery report, parking tickets, vehicle registration data	5. Earliest Year/Latest Year <u>2000</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.) Official security log books and offense reports of incidents, copies of Clery report on crime statistics, investigations, registration data		
7. Record Series Format(s) List all  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>8</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Annual Accumulation <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) RCF117	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Electronic backup on PROD private drive	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No FERPA whenever applicable	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 requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Indexed by type of report	18. Recommended Retention <b>Permanent</b>	
19. Name and Title of Preparer - Michele S. Bilello, Capital Programs Administrator	20. Telephone Number 443-518-4667	21. Date March 15, 2013