

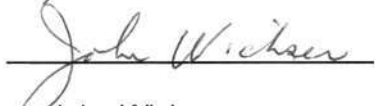
**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**


Schedule No. 2677
Page 1 of 1

Agency
Frederick Community College

Division/Unit
Operations / Chief of Operations

Item No.	Description	Retention
1	<u>General Correspondence – Operations and Office Files</u> – includes correspondence and miscellaneous subject files relating to the activities of the Chief of Operations office.	Retain for five years, then screen and destroy with the following exception: transfer any material that serves to document the agency’s evolution to the Maryland State Archives for permanent retention.
2	<u>Federal Emergency Management Agency (FEMA) Submittals</u>	Retain for seven years in accordance with federal regulations, then destroy.
3	<u>FCC Property Appraisals</u> – includes property appraisal documentation as conducted on annual basis.	Retain for seven years after the close of the fiscal year, then destroy.

Schedule Approved by Department, Agency, or Division Representative.
Date 4/28/17
Signature 
Typed Name John Wichser
Title Chief of Operations

Schedule Authorized by State Archivist
Date 6.27.17
Signature 

<p>Instructions –Type or Print a separate form for each new or 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 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF 3</p>
<p>1. Department/Agency Frederick Community College</p>	<p>2. Division Operations</p>	<p>3. Unit Chief of Operations</p>
<p>DEFINITION: RECORD 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 Operations – General Correspondence – Operations and Office Files</p>	<p>5. Earliest Year/Latest Year 2015 to Present</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.) Includes correspondence and miscellaneous subject files relating to the activities of the Chief of Operations office.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Annapolis Hall, Building A, Rooms 204C&D</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <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 requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for five years, then screen and destroy with the following exception: transfer any material that serves to document the agency's evolution to the Maryland State Archives for permanent retention.</p>	
<p>19. Name and Title of Preparer John Wichser, Chief of Operations</p>	<p>20. Telephone Number 301-846-2674</p>	<p>21. Date 3/10/17</p>

<p>Instructions –Type or Print a separate form for each new or 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 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p style="text-align: center;">2 3 PAGE 2 OF 4</p>
<p>1. Department/Agency Frederick Community College</p>	<p>2. Division Operations</p>	<p>3. Unit Chief of Operations</p>
<p>DEFINITION: RECORD 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 Operations – Federal Emergency Management Agency (FEMA) Submittals</p>	<p>5. Earliest Year/Latest Year 2016 to 2016</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.) FEMA Submittals includes forms and supporting documentation to support any claims to FEMA for expenses reimbursement, related to catastrophic events such as blizzards, severe storm damages, etc.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u> 1 </u> Number</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>10. Annual Accumulation <u> 1 </u> Number</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>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u> 7 </u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Annapolis Hall, Building A, Rooms 204C&D</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <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 requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for seven years in accordance with federal regulations, then destroy.</p>	
<p>19. Name and Title of Preparer John Wichser, Chief of Operations</p>	<p>20. Telephone Number 301-846-2674</p>	<p>21. Date 3/10/17</p>

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 3 OF 3
1. Department/Agency Frederick Community College	2. Division Operations	3. Unit Chief of 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 Operations Records - FCC Property Appraisals	5. Earliest Year/Latest Year 2015 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.) FCC Property Appraisals - includes property appraisal documentation as conducted on annual basis (FCC = Frederick Community College)		
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 type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> 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 <u>1</u> 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 <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Annapolis Hall, Building A, Rooms 204B (EHS Office)	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 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 Retain for seven years after the close of the fiscal year, then destroy.	
19. Name and Title of Preparer John Wichser, Chief of Operations	20. Telephone Number 301-846-2674	21. Date 3/10/17

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY
		Page 1 of 3

1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION Operations	3 UNIT Chief of 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 Operations – General Correspondence – Operations and Office Files	5 EARLIEST YEAR/LATEST YEAR 2015 TO Present
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6 INPUT - Identify source of information to be entered Correspondence and miscellaneous subject files relating to the activities of the Chief of Operations office.	7 OUTPUT - Identify the use/s of information generated by system For reference and use by Chief of Operations office.
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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.

1. Operations subject related correspondence and documents by subject
2. Operations calendars
3. Operations Leadership Team weekly reports
4. Operations Team budget information

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

All information is Operations related and may only be accessed by designated Operations staff.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

Files are updated as needed.

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.

Shared Drive (I Drive) – Operations folder

12 RECOMMENDED RETENTION

Retain for five years, then screen and destroy with the following exception: transfer any material that serves to document the agency's evolution to the Maryland State Archives for permanent retention.

13 TYPED OR PRINTED NAME OF PREPARER John Wichser	14 TELEPHONE NUMBER 301-846-2674	15 DATE 3/10/17
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16 TITLE OF PREPARER
Chief of Operations

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 2 of 3	
1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION Operations		3 UNIT Chief of Operations	
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 Operations – Federal Emergency Management Agency (FEMA) Submittals				5 EARLIEST YEAR/LATEST YEAR 2016 TO 2016	
6 INPUT - Identify source of information to be entered Correspondence, operating expense documentation, payroll records, etc., FEMA and Maryland Emergency Management Agency (MEMA) submittal forms			7 OUTPUT - Identify the use/s of information generated by system For submittal to MEMA and FEMA for reimbursement of operating expenses related to catastrophic events such as blizzards, storm damage, etc.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.					
1. Payroll records 2. Contracted services – copies of contracts, invoices, payments 3. Food and lodging expenses 4. Repair expenses 5. FEMA and MEMA forms 6. Correspondence with FEMA and MEMA staff					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. All information is Operations related and may only be accessed by designated Operations staff.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are updated as needed.					
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. Shared Drive (I Drive) – Operations folder					
12 RECOMMENDED RETENTION Retain for seven years in accordance with federal regulations, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER John Wichser		14 TELEPHONE NUMBER 301-846-2674		15 DATE 3/10/17	
16 TITLE OF PREPARER Chief of Operations					
DGS 550-6 (rev. 10/12)					

