

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

Schedule No. 2883

Page 1 of 2

Agency
Frederick Community College

Division/Unit
President's Office

Item No.	Description	Retention
1	Transitory Correspondence	Retain paper originals and digital versions until administrative need ends, then destroy.
2	Administrative Correspondence	If paper, scan to Maryland State Archives standards, then destroy originals. Retain images for 5 years, then destroy.
3	Executive Correspondence	Retain paper originals for 5 years, then scan to Maryland State Archives standards, then destroy paper. Retain digital versions for 5 years, then transfer to Maryland State Archives for permanent retention.
4	College Policies & Procedure	Scan to Maryland State Archives standards, then destroy paper originals. Transfer images every 10 years to Maryland State Archives for permanent retention.
5	President's Leadership Team Records	Retain paper versions until scanned to Maryland State Archive standards, then destroy paper originals. Retain electronic versions and born digital content for 10 years, then screen annually and destroy any records no longer needed for current business

<p>6</p>	<p>Affinity Group Records</p>	<p>If paper, retain paper versions until scanned to Maryland State Archive standards, then destroy paper originals. Retain electronic versions and born digital content for 10 years, then screen annually and destroy any records no longer needed for current business with the following exception: Transfer to the Maryland State Archives any material that serves to document the historical value of the agency.</p>
<p>Schedule Approved by Department, Agency, or Division Representative. Date <u>October 6, 2017</u> Signature <u><i>Elizabeth Burmaster</i></u> Typed Name <u>Elizabeth Burmaster</u> Title <u>President</u></p>		<p>Schedule Authorized by State Archivist Date <u>11.27.17</u> Signature <u><i>Tim Bah</i></u></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>PAGE <u>1</u> OF <u>11</u></p>
<p>1. Department/Agency Frederick Community College</p>	<p>2. Division President's Office</p>	<p>3. Unit</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 Transitory Correspondence – President's Office</p>	<p>5. Earliest Year/Latest Year 1957 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.) Transitory Correspondence: Incoming and outgoing paper and electronic correspondence related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.</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 type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume ____ 1/2 file drawer ____ 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> <hr/> <p>10. Annual Accumulation ____ 1/4 file drawer ____ 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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) A200C</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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No Certain records may be exempted from disclosure under the Public Information Act - Title 4 of the General Provisions Article, MD Code, Subtitle 3 of the PIA "Denials of Inspection".</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 paper originals and digital versions until administrative need ends, then destroy.</p>	
<p>19. Name and Title of Preparer Kari Melvin, Executive Associate to the President and Board of Trustees</p>	<p>20. Telephone Number 301-846-2442</p>	<p>21. Date 7/25/2017</p>

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 <u>2</u> of <u>11</u>

1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION President's Office	3 UNIT
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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 Transitory Correspondence – President's Office	5 EARLIEST YEAR/LATEST YEAR 1957 TO Present
------------------------------------------------------------------------------------	------------------------------------------------

6 INPUT - Identify source of information to be entered Scanned original documents (PDF and TIF), electronic files (born-digital word processing), and emails (Outlook MSG)	7 OUTPUT - Identify the use/s of information generated by system Historical research
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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.

Transitory Correspondence: Incoming and outgoing paper and electronic correspondence related to matters of short term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.

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

President's Office staff are the only ones with access. Some records may be exempted from disclosure under the Public Information Act.

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

Historical documents, no updates or revisions.

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.

The network server is maintained and backed up by the information technology department.

12 RECOMMENDED RETENTION
Retain paper originals and digital versions until administrative need ends, then destroy.

13 TYPED OR PRINTED NAME OF PREPARER Kari Melvin	14 TELEPHONE NUMBER 301-846-2442	15 DATE 7/25/2017
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16 TITLE OF PREPARER Executive Associate to the President & Board of Trustees

<p><u>Instructions</u> –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 <u>3</u> OF <u>11</u></p>
1. Department/Agency Frederick Community College	2. Division President's Office	3. Unit
<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>		
4. Record Series Title Administrative Correspondence – President's Office		5. Earliest Year/Latest Year 1957 to Present
<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.) Administrative Correspondence: Incoming and outgoing business-related paper and electronic correspondence created in the course of administering agency functions and programs. Administrative correspondence documents work assigned, work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is essential to a core function of another series should follow the retention period for that series.</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 type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" 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>1/2 File drawer</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>
11. File is Used		12. File Becomes Inactive After
<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		_____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)
13. Current Location(s) (Bldg., Floor, Room) A200C		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 Certain records may be exempted from disclosure under the Public Information Act - Title 4 of the General Provisions Article, MD Code, Subtitle 3 of the PIA "Denials of Inspection".		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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention If paper, scan to Maryland State Archives standards, then destroy paper originals. Retain images for 5 years, then destroy.
19. Name and Title of Preparer Kari Melvin, Executive Associate to the President and Board of Trustees	20. Telephone Number 301-846-2442	21. Date 7/25/2017

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 <u>4</u> of <u>11</u>

1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION President's Office	3 UNIT
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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 Administrative Correspondence – President's Office	5 EARLIEST YEAR/LATEST YEAR 1957 TO Present
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6 INPUT - Identify source of information to be entered Scanned original documents (PDF and TIF), electronic files (born-digital word processing), and emails (Outlook MSG)	7 OUTPUT - Identify the use/s of information generated by system Historical research
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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.

Administrative Correspondence: Incoming and outgoing business-related paper and electronic correspondence created in the course of administering agency functions and programs. Administrative correspondence documents work assigned, work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is essential to a core function of another series should follow the retention period for that series

9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.
President's Office staff are the only ones with access. Some records may be exempted from disclosure under the Public Information Act.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM
Historical documents, no updates or revisions.

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.
The network server is maintained and backed up by the information technology department.

12 RECOMMENDED RETENTION
. If paper, Scan to Maryland State Archives standards, then destroy paper originals. Retain images for 5 years, then destroy.

13 TYPED OR PRINTED NAME OF PREPARER Kari Melvin	14 TELEPHONE NUMBER 301-846-2442	15 DATE 7/25/2017
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16 TITLE OF PREPARER
Executive Associate to the President & Board of Trustees

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 <u>5</u> OF <u>11</u>	
1. Department/Agency Frederick Community College		2. Division President's Office		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Executive Correspondence – President's Office			5. Earliest Year/Latest Year 1957 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.) Executive Correspondence - these records document executive decisions made regarding agency interests and provide unique information relating to the functions, policies, procedures or programs of an agency.					
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 <u>1/3</u> File drawer 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> File folder 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 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) A200C		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 Certain records may be exempted from disclosure under the Public Information Act - Title 4 of the General Provisions Article, MD Code, Subtitle 3 of the PIA "Denials of Inspection"		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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain paper originals for 5years, then scan to Maryland State Archives standards, then destroy paper. Retain digital versions for 5 years, then transfer to Maryland State Archives for permanent retention.			
19. Name and Title of Preparer Kari Melvin, Executive Associate to the President and Board of Trustees		20. Telephone Number 301-846-2442	21. Date 7/25/2017		

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 <u>6</u> of <u>11</u>

1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION President's Office	3 UNIT
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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 Executive Correspondence – President's Office	5 EARLIEST YEAR/LATEST YEAR 1957 TO Present
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6 INPUT - Identify source of information to be entered Scanned original documents (PDF and TIF), electronic files (born-digital word processing), and emails (Outlook MSG)	7 OUTPUT - Identify the use/s of information generated by system Historical research
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.
Executive Correspondence: Incoming and outgoing non-transitory, business-related paper and electronic correspondence of the agency director. These records document executive decisions made regarding agency interests and provide unique information relating to the functions, policies, procedures or programs of an agency

9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.
President's Office staff are the only ones with access. Some records may be exempted from disclosure under the Public Information Act.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM
Historical documents, no updates or revisions.

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.
The network server is maintained and backed up by the information technology department.

12 RECOMMENDED RETENTION
Retain paper originals for 5 years, then scan to Maryland State Archives standards, then destroy paper. Retain digital versions for 5 years, then transfer to Maryland State Archives for permanent retention.

13 TYPED OR PRINTED NAME OF PREPARER Kari Melvin	14 TELEPHONE NUMBER 301-846-2442	15 DATE 7/25/2017
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16 TITLE OF PREPARER
Executive Associate to the President & Board of Trustees

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1. Department/Agency Frederick Community College		2. Division President's Office		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title College Policies and Procedures				5. Earliest Year/Latest Year 1957 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.) College Policies & Procedures – approved versions of all official College Policies and Procedures					
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 <u>4</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 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) A200C			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 Certain records may be exempted from disclosure under the Public Information Act - Title 4 of the General Provisions Article, MD Code, Subtitle 3 of the PIA "Denials of Inspection".			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
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19. Name and Title of Preparer Kari Melvin, Executive Associate to the President and Board of Trustees		20. Telephone Number 301-846-2442		21. Date 7/25/2017	

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 <u>8</u> of <u>11</u>

1 DEPARTMENT/AGENCY Frederick Community College	2 DIVISION President's Office	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 College Policies & Procedures	5 EARLIEST YEAR/LATEST YEAR 1957 TO Present
-------------------------------------------------------------------	------------------------------------------------

6 INPUT - Identify source of information to be entered Scanned original documents (PDF and TIF) and electronic files (born-digital word processing)	7 OUTPUT - Identify the use/s of information generated by system Historical research
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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.

College Policies & Procedures – Scan to Maryland State Archives standards, then destroy paper originals. Transfer images every 10 years to Maryland State Archives for permanent retention.

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President's Office staff are the only ones with access. Some records may be exempted from disclosure under the Public Information Act.

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Historical documents, no updates or revisions.

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13 TYPED OR PRINTED NAME OF PREPARER Kari Melvin	14 TELEPHONE NUMBER 301-846-2442	15 DATE 7/25/2017
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16 TITLE OF PREPARER Executive Associate to the President & Board of Trustees

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 <u>9</u> OF <u>10</u>	
1. Department/Agency Frederick Community College		2. Division President's Office		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title President's Leadership Team Records			5. Earliest Year/Latest Year 1957 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.) President's Leadership Team Records - includes agendas, minutes, and background materials presented at meetings of the President's Leadership Teams					
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 <u>1/2 File Drawer</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>2 File Folders</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 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) A200C			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 Certain records may be exempted from disclosure under the Public Information Act - Title 4 of the General Provisions Article, MD Code, Subtitle 3 of the PIA "Denials of Inspection".			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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain paper versions until scanned to Maryland State Archive standards, then destroy paper originals. Retain electronic versions and born digital content for 10 years, then screen annually and destroy any records no longer needed for current business.		
19. Name and Title of Preparer Kari Melvin, Executive Associate to the President and Board of Trustees		20. Telephone Number 301-846-2442	21. Date 7/25/2017		

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 <u>10</u> of <u>11</u>	
1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION President's Office		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 President's Leadership Team Records				5 EARLIEST YEAR/LATEST YEAR 1957 TO Present	
6 INPUT - Identify source of information to be entered Scanned original documents (PDF and TIF) and electronic files (born-digital word processing)			7 OUTPUT - Identify the use/s of information generated by system Historical research		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Includes agendas, minutes, and background materials presented at meetings of the President's Leadership Teams) - Retain paper versions until scanned to Maryland State Archive standards, then destroy paper originals. Retain electronic versions and born digital content for 10 years, then screen annually and destroy any records no longer needed for current business with the following exception: Transfer to the Maryland State Archives any material that serves to document the historical value of the agency.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. President's Office staff are the only ones with access. Some records may be exempted from disclosure under the Public Information Act.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Historical documents, no updates or revisions.					
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. The network server is maintained and backed up by the information technology department.					
12 RECOMMENDED RETENTION Retain paper versions until scanned to Maryland State Archive standards, then destroy paper originals. Retain electronic versions and born digital content for 10 years, then screen annually and destroy any records no longer needed for current business.					
13 TYPED OR PRINTED NAME OF PREPARER Kari Melvin		14 TELEPHONE NUMBER 301-846-2442		15 DATE 7/25/2017	
16 TITLE OF PREPARER Executive Associate to the President & Board of Trustees					
DGS 550-6 (rev. 10/12)					

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 <u>11</u> of <u>11</u>	
1 DEPARTMENT/AGENCY Frederick Community College		2 DIVISION President's Office		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 Affinity Group Records				5 EARLIEST YEAR/LATEST YEAR 1957 TO Present	
6 INPUT - Identify source of information to be entered Scanned original documents (PDF and TIF) and electronic files (born-digital word processing)			7 OUTPUT - Identify the use/s of information generated by system Historical research		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Includes constitutions, agendas, meeting materials, and misc. files for the College leadership teams that are organized by employee group (Administrative Staff Association for Administrators, Support Personnel Association for Support Staff, and Faculty Association for Full-Time and Adjunct Faculty). The affinity groups have separate meetings of their membership to discuss issues related to their specific employee group, provide input on the decision-making processes of the College, and promote professional development among its members					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. President's Office staff are the only ones with access. Some records may be exempted from disclosure under the Public Information Act.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Historical documents, no updates or revisions.					
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. The network server is maintained and backed up by the information technology department.					
12 RECOMMENDED RETENTION If paper, retain paper versions until scanned to Maryland State Archive standards, then destroy paper originals. Retain electronic versions and born digital content for 10 years, then screen annually and destroy any records no longer needed for current business.					
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