

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

Schedule No. 2877A

Page 1 of 1

Agency **Frederick Community College** Division/Unit **Operations/Chief of Operations**

Item No.	Description	Retention
1	Real Property Ownership Records – includes deeds, Easements, rights-of-way, agreements, surveys, plats, and releases	Retain paper record for ten (10) years, then transfer to the Maryland State Archives.

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature

Dana McDonald

Typed Name

Dana McDonald

Title

Vice President of Finance

Schedule Authorized by State Archivist\

Date

2-11-19

Signature

Tim Bahr

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 1 OF 1	
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 Real Property Ownership Records				5. Earliest Year/Latest Year 1913 - 2001	
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 Real Property Ownership Records. Includes documents associated with ownership of real property. Documents include: deeds, easements, rights-of-way, agreements, plats, and releasements					
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 type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) : Plats		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 $\frac{1}{\text{Number}}$ <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 $\frac{1}{\text{Number}}$ <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 $\frac{10}{\text{Number}}$ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Annapolis Hall, Building A, Rooms 204D (Operations 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 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 record for ten (10) years, then transfer to the Maryland State Archives		
19. Name and Title of Preparer Dana McDonald, Vice President of Finance		20. Telephone Number 301-846-2458		21. Date 1/24/19	