

RECORDS MANAGEMENT PROCEDURE (DGS-RM-1)

RECORDS SCHEDULING

I. PURPOSE

This procedure defines the authority and method for all units of the State government to develop and implement records retention and disposal schedules to ensure the prompt and orderly disposition of records not required by operations of the unit.

II. AUTHORITY

State Government Article, Title 10-633, of the Annotated Code of Maryland, requires each unit of the State government to develop and maintain current records retention and disposal schedules to ensure prompt and orderly disposition of records not required by operations of the unit. The State Government Article further requires the Records Management Division to inspect the records of the units of the State government and to study the records management practices of the units.

III. SCOPE

A records retention and disposal schedule is a written statement of actions to be taken with respect to all records created, received, and/or maintained by the unit. When properly implemented, it will assist the unit in effecting the prompt disposal of records no longer needed, the storage of records which must be retained temporarily after they are no longer needed for current business, and the preservation of records which have archival value.

A records retention and disposal schedule should, as a minimum, (1) include all records created and maintained by the unit, (2) provide a thorough description of each series of records, and (3) show the number of years (retention period) each record series should be kept before destruction or transfer to the State Records Center, or the Maryland State Archives.

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IV. PROCEDURE

The preparation of records retention and disposal schedules and amendments thereto is accomplished in four (4) steps:

1. Inventorying the records (DGS-550-4)
2. Appraising the records
3. Preparing the schedule (DGS-550-1)
4. Obtaining authorization from the State Archivist through the Records Management Division.

Three (3) signed copies of the proposed records retention schedule and one (1) copy of the completed Records Inventory Form (DGS-550-4) for each record series listed on the records retention schedule will be submitted to the Records Management Division. The same procedure will be followed for amendments to a schedule.

This approach to scheduling records through inventory, appraisal, and approval will result in the following significant cost savings to the unit:

1. Space - by removing from offices records not required for daily operations; by removing from storage areas records that no longer have significant value; and by maintaining a regular, controlled flow of records from offices, to storage, to destruction.
2. Money and Equipment - by controlling the purchase of equipment and supplies to file unneeded records; by providing inexpensive storage facilities for less active records; and by releasing surplus filing equipment for reuse or sale.
3. Time - in locating records by removing inactive material from office files; by installing a system whereby the unit knows what records it has and where they are kept; and by providing an orderly method of storing inactive records under the supervision of trained records center personnel.

V. RESPONSIBILITY

Acknowledging the appreciable cost savings cited in paragraph IV above and in compliance with the State Government Article (paragraph II above) all units of the State government are required to develop records retention and disposal schedules providing authority for the retention and disposition of all records maintained by the unit. Guidance and assistance will be provided by the Records Management Division upon request. A detailed Records Management Manual, published by the Division, outlining policies and procedures, is also available upon request. Requests should be directed to the State Records Administrator, Records Management Division, 7275 Waterloo Road, P.O. Box 275, Jessup, Maryland 20794, or call 410-799-1930.

