DGS-550-1 REV. 7/86

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO · 1406 - 9

PAGE

	RECORDS RETENTION AND DISPOSAL SCHEDUL	E NO. 1 of 4				
Department of Public Safety						
and Correctional Services Division of Correction Agency Division						
Item	Agency	,1,1,1,1,1,1				
No.	Description	Retention				
	FACILITIES MAINTENANCE AREA:					
1.	FLEET SERIES:					
	This series include all the forms, reports and other material containing fleet information.	Retain for seven (7) years at institution, then destroy.				
	A. M-FORMS 1. M-Form -1 2. M-Form -2 3. M-Form -3 4. M-Form -18 5. M-Form -19					
	B. Fleet Safety Forms1. FS-12. FS-2					
	C. Accident Review Board Reports					
	D. Inventory of Vehicles					
	E. Insurance Claims Reportsl. Accord2. Tort Claims					
	F. Computer Print-Out 1. Cost 2. Mileage 3. Depreciation					
2.	POWER HOUSE LOGS:					
	This series includes all the forms, reports and other material containing general correspondence information.	Retain for seven (7) years at institution, then destroy.				

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

State Archivist

DGS-550-1A RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1406 - 9 PAGE NO. 2 of 4

Item No.	Description	Retention
	A. INSTITUTIONAL LOGS	
	B. CORRESPONDENCE	
	 Letters and Memos Material Requests 	
3.	MAINTENANCE PERSONNEL FILE SERIES:	
	This series includes all the forms, report and other material containing individual personal information.	s Destroy after the employee leaves the institution.
	A. Time Sheets B. Leave Requests C. Evaluations D. Disciplinary Letters E. Receipt for DCR's & I.D.'s F. Commendations G. Any "Material of Record" Forms	
4.	SPECIFICATIONS:	
	This series contains project specification and solicitation logs.	s Review annually and destroy obsolete
	A. Specifications	material.
	 Detailed specifications-Critical Maintenance Projects Alternates Drawings 	
	B. Specification Log	
	 Institutional Projects Transmittal Letters 	
	C. Solicitation Log, including Contracto Bids	or
5.	ASBESTOS RECORDS:	Retain at insti- tution until no
	This series includes building survey reports, medical and training records.	longer adminis- tratively useful. Transfer periodi- cally to Md. State Archives.

DGS-550-1A RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1406 - 9 PAGE NO. 3 of 4

		NO. 5 OI 4
Item No.	Description	Retention
	A. Building Survey 1. Traco Reports 2. Inmate Health Hazard Reports 3. Priority Listing 4. Asbestos Facility Management Plan	
	B. Training l. Level II Listing 2. Training Schedules	
	C. Medical 1. Medical Monitoring Schedules 2. Medical Monitoring Results	
6.	FIRE SAFETY:	
	This series includes all the forms, reports and other materials containing fire safety information.	Retain at insti- tution for ten (10) years, then destroy.
	A. Fire Procedures B. Fire Drill Schedules C. Monthly Reports	descroy.
7.	ENERGY:	
	This series include all the forms, reports and materials containing energy information.	Retain for three (3) years at in- stitution, then
	A. Monthly Energy Report (DCR-70-6AR) B. Energy Consumption Reports	destroy.
8.	MOSH CITATIONS:	
	This series include all the forms, re- ports and other materials containing MOSH citation information.	Retain at insti- tution until no longer adminis- tratively useful,
	A. Notification of Posting B. Notification of Compliance	then destroy.
9.	ELEVATOR INSPECTIONS:	
	This series include all the forms, reports and other material containing elevator information.	Retain at institution for fifteen (15) years,
	A. Notification Letter B. Institutional Correspondence	then destroy.

DGS-550-1A RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO.1406 - 9 PAGE NO. 4 of 4

		NO. 4 of 4
Item No.	Description	Retention
10.	TOXICS:	
	This series includes all the forms, reports and other documents containing information about toxic materials	Retain at insti- tution while administratively useful. Transfer
	A. PCBs	periodically to
	 Location Transformer Testing Results Specifications Replacement Schedule 	Archives.
	B. TOXIC LIST	
	 Type of Toxic Location Material Specifications 	
11.	GENERAL CORRESPONDENCE:	
	This series contains all the forms, reports and other materials of a general administrative nature.	Retain for three (3) years and until all audit requirements have
	A. Institutional Correspondence B. State Agency Correspondence	been met, then destroy.
I		<u> </u>

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FOREARD WITH RECORDS RETENTION SCHEDULE	EPARATE FORM FOR EACH NEW OR EVISED RECORD SERIES, FORWARD TH RECORDS RETENTION SCHEDULE P.O. BOX 275		AGENCY RECORDS INVENTORY		
(DGS \$50-1)	JESSUP, MAR	YLAND 20794	PAGE OF		
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION	•	3. UNIT		
Correctional Services	Division of Cor		Facilities Maintenance		
DEFINITION - RECORD SERIES - A GROUP	OF RELATED REGOR	DS NORMALLY FILED Ention and dispos	AND USED AS A UNIT FOR		
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR		
Facilities Maintenance Fleet			то		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES					
This series include all and other material containinformation.		orts			
A. M-Forms B. Fleet Safety Forms C. Accident Review Board Repo D. Inventory of Vehicles	rts		surance Claims Reports mputer Print-Out		
7. RECORD SERIES FORMAT(S)	. RECORD SERIES	5 SEQUENCE	9. VOLUME		
U LETTER SIZE U MICROFILM	O ALPHARETICAL O NUMERICAL		O FILE DRAWER(S)		
D LEGAL SIZE D COMPUTER TAPE			☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S)		
D BOUND BOOK D FLOPPY DISK	CHERONOLOG	ICAL	RUMBER OTHER (SPECIFY)		
O AUDIO TAPE O VIDEO TAPE	□ GEOGRAPHI	CAL	10. ANNIAL ACCUMULATION		
OTHER(SPECIFY)	OTHER (SPE	CIFY)	FILE DRAWER(S)		
-			MICROFILM REEL(S)		
11. FILE IS USED	<u> </u>	12	O OTHER (SPECIFY)		
DAILY DEEDLY	A MONTHLY		S INACTIVE AFTER MONTH(S) TYPEAR(S)		
- SOULT IN TERRET	~ MINIST	RUMBER	- 1500/91		
13. CURRENT LOCATION(S) (BLDG.,FI	LOOK, ROOM)		ERIES DUPLICATED ELSEVIERE? EGIPY AGENCY OR OFFICE)		
18. ACCESS RESTRICTIONS - TYE		16. AUDIT REQUI	REMENTS		
(IF YES, CITE LAW(S) & REGULAT	TION(S)	D NONE A ST	ATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	D RETENTION		
TYES TO NO			Retain for seven (7) years at institution, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE		
Myles Carpeneto, Director of		-	5/1/91		
Procurement Services	(301) 764-4113				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50+1)	DEPARTMENT OF GI RECORDS MANAGED 7278 WATEL P.O. BI JESSUP, MAR	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTORY	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Facilities Maintenance	
DEFINITION-RECORD SERIES. A GROUP	OF RELATED RECOR! CE AS WELL AS RETI	DS NORMALLY FILED Ention and dispos	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Facilities Maintenance Power H	•		3. EARLIEST YEAR/LATEST YEAR TOTO	
6. RECORD SERIES DESCRIPTION (BR			ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES;	
POWER HOUSE LOGS: This series includes al and other material cont respondence information	aining general	A. reports	INSTITUTIONAL LOGS CORRESPONDENCE 1. Letters and Memos 2. Material Requests	
7. RECORD SERIES FORMAT(S) 1 LETTER SIZE 1 MICROFILM 1 LEGAL SIZE 1 COMPUTER TAPE 1 BOUND BOOK 1 FLOPPY DISK	6. RECORD SERIES SEQUENCE C ALPHABETICAL CHRONOLOGICAL		FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) HUMBER OTHER(SPECIFY)	
OTHER(SPECIFY)	GEOGRAPHIC GOTHER(SPEC		10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) RUNNER COMPUTER TAPE(S) OTHER(SPECIFY)	
DAILY WEEKLY	⊭ MONTHLY	1	S INACTIVE AFTER MONTH(S)	
13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)	14. IS RECORD S	BERIES DUPLICATED ELSEWHERE? PEGIPY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUI	REMENTS ATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN ERIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) TYPES O NO		Ret (7) ins	tain for seven years at stitution, then stroy.	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	5/1/9/	
DGS 550-4 (REVISED 2/87)				

ENSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
(DGS \$50-1)			PAGE 3 OF 11
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION Division of Cor	craction	3. UNIT Facilities Maintenance
Correctional Services DEFINITION-RECORD SERIES-A GROUP			AND USED AS A UNIT FOR
		ENTION AND DISPOS	
4. RECORD SERIES TITLE Facilities Maintenance Personn	el File		5. EARLIEST YEAR/LATEST YEAR TO
6. RECORD SERIES DESCRIPTION (BRI	EFLY DESCRIBE TH	E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND
This series includes and other material copersonal information.	all the forms ontaining indi	: INCLUDE THE PU :, reports	RPOSE OR FUNCTION OF THE SERIES
A. Time Sheets B. Leave Requests C. Evaluations D. Disciplinary Let E. Receipt for DCR			· .
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		9. VOLUME DRAWER(S)
U LEGAL SIZE U COMPUTER TAPE D BOUND BOOK U FLOPPY DISK	D NUMERICAL D CHRONOLOG	ICAL	O MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER C OTHER(SPECIFY)
OTHER(SPECIFY)	GEOGRAPHIC CTHER(SPEC		IO. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) RUBBER COMPUTER TAPE(S) OTHER(SPECIFY)
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13. CURRENT LOCATION(S) (BLDG.,FL	.com, room)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? EGIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TO YES	• •••	16. AUDIT REQUI	REMENTS ATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDE	D RETENTION
TYES D NO		emp	troy after the loyee leaves institution.
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/91

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)			PAGE 4 OF 11	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Facilities Maintenance	
DEFINITION-RECORD SERIES. A GROUP	OF RELATED REGOR	DS NORMALLY FILES	AND USED AS A UNIT POR	
4. RECORD SERIES TITLE	CE AS WELL AS RET	ENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR	
Facilities Maintenance Specifi			то	
6. RECORD SERIES DESCRIPTION (BR	THE SERIES.	E TYPES OF INFORM INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND PROSE OR FUNCTION OF THE SERTES	
This series contains project and solicitation logs.	ct specificati		ification Log	
A. Specifications		2.	Institutional Projects Transmittal Letters	
l. Detailed specifica Maintenance Pro		C. Sol:	icitation Log	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
LETTER SIZE " MICROFILM	O ALPHAERTICAL		☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)	
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	NUMBER OTHER(SPECIFY)	
O AUDIO TAPE O VIDEO TAPE	□ GEOGRAPHI	CAL	10. ANNUAL ACCURRENTION	
OTHER(SPECIFY)	OTHER(SPE	CIFY)	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) RURERY ☐ COMPUTER TAPE(S)	
11	<u> </u>	I	CON-ER(SPECIFY)	
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15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUI	REMENTS ATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (19 BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	RECOMMENDED RETENTION	
TYKS D NO		Review annually and destroy obsolete material.		
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	21. DATE 5/1/9)	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GI RECORDS MANAGED	MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	7278 WATEI P.O. BI JESSUP, MAR	OK 278	PAGE 5 OF 11	
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT Facilities Maintenance	
Correctional Services	Division of Cor		AND USED AS A UNIT POR	
	E AS WELL AS RET			
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
Facilities Maintenance Asbestos			IATION/DOCUMENTS/PORMS FOUND	
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l. Traco Reports	2. Level	II Listing	3. Medical Monitoring Schedul e	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
LETTER SIZE "MICROFILM	- ALPHABETIC	:AL	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)	
C LEGAL SIZE COMPUTER TAPE	- NUMERICAL		COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL,	OTHER(SPECIFY)	
audio tape U video tape	□ GEOGRAPH10	CAL .	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER (SPEC	:IFY)	FILE DRAWER(S) MICROFILM REEL(S)	
	*****		RUMBER C COMPUTER TAPE(S)	
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17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		administrativ	D RETENTION stitution until no longer vely useful. Transfer periodi- State Archives.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	L	21. PATE	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF G RECORDS MANAGE 7278 WATE P.O. B	MENT DIVISION RLOO ROAD DX 278	AGENCY RECORDS INVENTORY		
(DG6 550-1)	JESSUP, MAR	YLAND 20794			
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Facilities Maintenance		
DEFINITION - RECORD SERIES - A GROUP	OF RELATED REGOR	DS NORMALLY FILED	AND USED AS A UNIT FOR		
, ,	CE AS WELL AS RET	ENTION AND DISPOS	,		
4. RECORD SERIES TITLE Facilities Maintenance Fire Sa) foty		5. EARLIEST YEAR/LATEST YEAR		
		TYPES'OF INFORM	ATION/DOCUMENTS/FORMS FOUND		
This se reports fire sa A. Fir B. Fir	RPOSE OR FUNCTION OF THE SERIES				
7. RECORD SERIES FORMAT(S)	thly Reports	B SECLENCE	a. Voltage		
U LETTER SIZE U MICROFILM	D ALPHABETIC		FILE DRAWER(S)		
D LEGAL SIZE D COMPUTER TAPE	- NEMERICAL		MICROFILM REEL(S)		
BOUND BOOK D FLOPPY DISK	- CHRONOLOG	ICAL	COMPUTER TAPE(S)		
AUDIO TAPE UVIDEO TAPE	GEOGRAPHIC				
OTHER(SPECIFY)	OTHER(SPEC		D FILE DRAWER(S) D MICROFILM REEL(S) RUBBER D COMPUTER TAPE(S)		
11. FILE IS USED DAILY DEEDLY	MONTHLY		S INACTIVE AFTER		
13. CURRENT LOCATION(S) (BLDG., FI	LOOM, ROOM)		ERIES DUPLICATED ELSEWHERE? EGIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUI	REMENTS ATE D FEDERAL D INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMENDE	D RETENTION		
TYES D NO		tu (1	tain at insti- tion for ten 0) years, then stroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE		
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/9)		
DGS 550-4 (DFVISTD 2/87)					

	INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEPARTMENT OF GI RECORDS MANAGES 7278 WATES P.O. BO JESSUP, MAR	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTORY PAGE 7 OF 11
	1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Facilities Maintenance
!				AND USED AS A UNIT FOR
,		ce as well as reti		
!	4. RECORD SERIES TITLE Facilities Maintenance Energy	•		5. EARLIEST YEAR/LATEST YEARTO
}	This series	THE SERIES. s include all materials cont	the forms, re	
	information A. Monthl		t (DCR-70-6AR	
	7. RECORD SERIES FORMAT(S) C LETTER SIZE C MICROFILM LEGAL SIZE C COMPUTER TAPE D BOUND BOOK C FLOPPY DISK	8. RECORD SERIES ALPHAERTIC NUMERICAL CHRONOLOG	CAL	FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY)
	OTHER(SPECIFY)	GEOGRAPHIC GTHER(SPEC		10. ANNUAL ACCUMULATION FILE DRAVER(S) MICROFILM REEL(S) RURBER COMPUTER TAPE(S) OTHER(SPECIFY)
İ	11. FILE IS USED DAILY DEEDLY	MONTHLY	•	S INACTIVE AFTER MONTH(S) PYEAR(S)
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•	15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUI	REMENTS ATE O FEDERAL O INDEPENDENT
	17. IS AN INDEX SYSTEM USED? (1P		18. RECOMMENDE	D RETENTION
	TYES D NO		(3)	in for three years at in- ition, then oy.
_	19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
	Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/91
	DGS 550-A (REVISED 2/87)			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GI RECORDS MANAGED 7278 WATEL P.O. BI	MENT DIVISION RLOO ROAD OX 275	AGENCY RECORDS INVENTORY
(DGS 850-1) 1. DEPARTMENT/AGENCY	JESSUP, MAR	YLAND 20794	3. UNIT
Public Safety and Correctional Services	Division of Cor	rection	Facilities Maintenance
	OF RELATED RECORD		AND USED AS A UNIT POR
4. RECORD SERIES TITLE Facilities Maintenance MOSH C			5. EARLIEST YEAR/LATEST YEARTO
This series	THE SERIES. include all the materials	ne forms, re-	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES;
citation inf A. Notifica		ng	
7. RECORD SERIES FORMAT(S) □ LETTER SIZE □ MICROFILM □ LEGAL SIZE □ COMPUTER TAPE □ BOUND BOOK □ FLOPPY DISK	8. RECORD SERIES ALPHABETIC NUMERICAL CHRONOLOG	CAL .	D. VOLUME FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY)
O AUDIO TAPE O VIDEO TAPE	© GEOGRAPHIC		10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) RUMBER COMPUTER TAPE(S) OTHER(SPECIFY)
DAILY DEEKLY	O MONTHLY	ľ	S INACTIVE AFTER MONTH(S)
13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? ECIPY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUI	REMENTS ATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDRARE/SOFTWARE) 17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN 17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN 18. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN 19. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN) 19. IS AN INDEX SYSTEM USED? (IF YES.EX		ľ	D RETENTION titution until no longer ely useful, then destroy.
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		21. DATE 5/1/91

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	DEFARTMENT OF GI RECORDS MANAGE	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	7278 WATEI P.O. BO JESSUP, MART	OK 278	PAGE 9 OF 11	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Facilities Maintenance	
DEFINITION-RECORD SERIES. A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR	
REFERENC	E AS WELL AS RETI	INTION AND DISPOS	TTION PURPORES	
4. RECORD SERIES TITLE Facilities Maintenance Elevato	r Inspections		5. EARLIEST YEAR/LATEST YEARTO	
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES	
	ies include a r material con ion.			
	fication Lette titutional Cor		•	
7. RECORD SERIES FORMAT(S)	S. RECORD SERIES	SEQUENCE	9. VOLUME	
LETTER SIZE D MICROFILM	O ALPHABETIC	:AL	FILE DRAWER(S)	
D LEGAL SIZE D COMPUTER TAPE	_		□ MICROFILM REEL(S)	
	- NUMERICAL	J	NUMBER OTHER (SPECIFY)	
D BOUND BOOK D FLOPPY DISK	CHRONOLOGICAL		OTHER(SPECIFY)	
□ AUDIO TAPE □ VIDEO TAPE	□ GEOGRAPHICAL		10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER (SPECIFY)		FILE DRAWER(S)	
·			MICROFILM REEL(S)	
			NUMBER C COMPUTER TAPE(S)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
DAILY WEEKLY	MONTHLY		MONTH(S) PYEAR(S)	
		NUMBER		
13. CURRENT LOCATION(S) (BLDG., FL	.oor, room)		ERIES DUPLICATED ELSEVHERE? ECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TYPE TO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUI	REMENTS	
		O NONE STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED! (19		18. RECOMMENDE	D RETENTION	
□ YES □ NO		Retain at insti- tution for fif- teen (15) years, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	UMBER	21. DATE	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/91	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DG6 880-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY		
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. Division Division of Correction		3. UNIT Facilities Maintenance		
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 Facilities Maintenance Toxics			5. EARLIEST YEAR/LATEST YEARTO		
6. RECORD SERIES DESCRIPTION (SRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)					
This series includes all the forms, reports and other documents containing information about toxic materials A. PCBs B. TOXIC LIST					
1. Type of Toxic 2. Location 2. Transformer Testing Results 3. Specifications 4. Replacement Schedule					
7. RECORD SERIES FORMAT(S) 1 LETTER SIZE 1 MICROFILM 1 LEGAL SIZE 1 COMPUTER TAPE 1 BOUND BOOK 1 FLOPPY DISK	O. RECORD SERIES SEQUENCE OLIPHASETICAL OLIPHASETICAL OLIPHASETICAL OLIPHASETICAL OLIPHASETICAL OLIPHASETICAL OLIPHASETICAL OTHER(SPECIFY)		9. VOLUME FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY)		
OTHER(SPECIFY)			10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) RURBER COMPUTER TAPE(S)		
DAILY WEEKLY	₩ MONTHLY		ES INACTIVE AFTER MONTH(S) PEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) VES 0 NO			
18. ACCESS RESTRICTIONS TO YES TO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS			
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) U YES D NO		18. RECOMMENDED RETENTION Retain at institution while administrativel useful. Transfer periodically to Md. State Archives.			
Myles Carpeneto, Director of Procurement Services	20. TELEPHONE 1	NUMBER	21. DATE 5/1/91		
DGS 550-4 (REVISED 2/87)					

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY
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	E AS RELL AS RET		
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D BOUND BOOK D FLOPPY DISK D AUDIO TAPE D VIDEO TAPE	CHRONOLOGICAL CEOGRAPHICAL		OTHER(SPECIFY)
OTHER(SPECIFY)	OTHER(SPECIFY)		D FILE DRAWER(S) D MICROFILM REEL(S) RUSHER D COMPUTER TAPE(S) D OTHER(SPECIFY)
11. FILE IS USED THERENLY	O MONTHLY		IS INACTIVE AFTER MONTH(S) PYEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)		8	ERIES DUPLICATED ELSEVIERE? EGIPY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TO YES TO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS O NOME TA STATE O PEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IP BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	Retain for three (3) years and until all audit requirements have been met, then destroy.
Myles Carpeneto, Director of Procurement Services	20. TELEPHONE (301) 764-4113	YUMBER	21. DATE 5/1/9)