

**Maryland State Archives
Records Retention Schedules Approved
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Aberdeen Police Department, Accreditation Section

Rec.: 2/17/2017 Appr.: 3/15/2017 RM Sch. #:M389 MSA S1522-382 Supersedes: None

Aberdeen Police Department, Records Section

Rec.: 2/17/2017 Appr.: 3/13/2017 RM Sch. #:M390 MSA S1522-383 Supersedes: None

Anne Arundel County Central Services, Central Garage

Rec.: 1/11/2017 Appr.: 3/13/2017 RM Sch. #:C1396 MSA S1521-1403 Supersedes: c927

Anne Arundel County Central Services, Facilities Management

Rec.: 1/11/2017 Appr.: 2/28/2017 RM Sch. #:C1398 MSA S1521-1401 Supersedes: C926

Anne Arundel County Council

Rec.: 7/15/2016 Appr.: 1/3/2017 RM Sch. #:C1365 MSA S1521-1387 Supersedes: c938

Anne Arundel County Department of Public Works, Bureau of Highways, Traffic Engineering #1306

Rec.: 9/15/2016 Appr.: 2/28/2017 RM Sch. #:C1380 MSA S1521-1397 Supersedes: C973

Anne Arundel County Department of Public Works, Bureau of Highways, Administration #1308, #1314, #1315

Rec.: 9/15/2016 Appr.: 2/28/2017 RM Sch. #:C1377 MSA S1521-1395 Supersedes: C986, C987

Anne Arundel County Department of Public Works, Director's Office - #1301

Rec.: 9/15/2016 Appr.: 1/23/2017 RM Sch. #:C1385 MSA S1521-1389 Supersedes: C969

Anne Arundel County Department of Public Works, Director's Office, Personnel

Rec.: 9/15/2016 Appr.: 2/28/2017 RM Sch. #:C1386 MSA S1521-1400 Supersedes: C972

Anne Arundel County Department of Public Works, Highways, Infrastructure Management #1313, #4603

Rec.: 9/15/2016 Appr.: 1/23/2017 RM Sch. #:C1378 MSA S1521-1390 Supersedes: C983

Anne Arundel County Department of Public Works, Highways, Road Operations Districts #1310, #1311, #1312

Rec.: 9/15/2016 Appr.: 2/28/2017 RM Sch. #:C1379 MSA S1521-1396 Supersedes: C777

Anne Arundel County Department of Public Works, Highways, Traffic Maintenance #1306

Rec.: 9/15/2016 Appr.: 2/28/2017 RM Sch. #:C1381 MSA S1521-1398 Supersedes: C988

Anne Arundel County Department of Public Works, Waste Management

Rec.: 9/15/2016 Appr.: 2/28/2017 RM Sch. #:C1383 MSA S1521-1399 Supersedes: C965

Anne Arundel County Ethics Commission

Rec.: 4/4/2016 Appr.: 10/17/2016 RM Sch. #:C1353 MSA S1521-1382 Supersedes: None

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Anne Arundel County Office of Law

Rec.: 7/15/2016 Appr.: 11/28/2016 RM Sch. #:C1366 MSA S1521-1385 Supersedes: None

Anne Arundel County Police Department, Animal Control Division

Rec.: 4/4/2016 Appr.: 10/17/2016 RM Sch. #:C1346 MSA S1521-1381 Supersedes: None

Anne Arundel County, Aging and Disabilities

Rec.: 4/4/2016 Appr.: 1/4/2017 RM Sch. #:C1354 MSA S1521-1388 Supersedes: None

Calvert County, Technology Services, Network

Rec.: 9/30/2015 Appr.: 11/28/2016 RM Sch. #:C1323 MSA S1521-1384 Supersedes: None

City of College Park, Administration

Rec.: 7/17/2015 Appr.: 2/10/2017 RM Sch. #:M363 MSA S1522-378 Supersedes: None

County Commissioners of Calvert County, Finance and Budget, Purchasing

Rec.: 9/30/2015 Appr.: 1/30/2017 RM Sch. #:C1306 MSA S1521-1391 Supersedes: None

County Commissioners of Calvert County, Public Safety, Emergency Management and Safety

Rec.: 9/30/2015 Appr.: 2/14/2017 RM Sch. #:C1313 MSA S1521-1393 Supersedes: None

County Commissioners of Calvert County, Public Safety, Fire / Rescue / EMS

Rec.: 9/30/2015 Appr.: 2/14/2017 RM Sch. #:C1314 MSA S1521-1394 Supersedes: None

County Commissioners of Calvert County, Public Works, Engineering

Rec.: 9/30/2015 Appr.: 12/20/2016 RM Sch. #:C1315 MSA S1521-1386 Supersedes: None

County Commissioners of Calvert County, Public Works, Fleet Maintenance

Rec.: 9/30/2015 Appr.: 10/17/2016 RM Sch. #:C1316 MSA S1521-1378 Supersedes: None

County Commissioners of Calvert County, Public Works, Highway

Rec.: 9/30/2015 Appr.: 10/17/2016 RM Sch. #:C1317 MSA S1521-1379 Supersedes: None

County Commissioners of Calvert County, Public Works, Solid Waste

Rec.: 9/30/2015 Appr.: 11/14/2016 RM Sch. #:C1318 MSA S1521-1383 Supersedes: None

County Commissioners of Calvert County, Public Works, Water and Sewage

Rec.: 9/30/2015 Appr.: 10/17/2016 RM Sch. #:C1319 MSA S1521-1380 Supersedes: None

Department of Commerce, Division of Administration and Technology, Information and Technology Management

Rec.: 3/8/2016 Appr.: 2/10/2017 RM Sch. #:2770 MSA S1468-3982 Supersedes: None

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Department of Commerce, Office of the Secretary

Rec.: 3/3/2016 Appr.: 2/10/2017 RM Sch. #:2764 MSA S1468-3981 Supersedes: 2578

Department of Natural Resources, Land Resources, Maryland Environmental Trust

Rec.: 9/8/2016 Appr.: 3/31/2017 RM Sch. #:2804 MSA S1468-3986 Supersedes: 2390

Department of the Environment, Science Services Administration, TMDL Technical Development Program

Rec.: 2/17/2017 Appr.: 3/13/2017 RM Sch. #:2816 MSA S1468-3985 Supersedes: 2611

Howard County Government, Recreation and Parks

Rec.: 12/20/2016 Appr.: 3/7/2017 RM Sch. #:C1392 MSA S1521-1402 Supersedes: C1086

Maryland Department of Natural Resources, Human Resources, Payroll

Rec.: 12/2/2016 Appr.: 2/23/2017 RM Sch. #:2809 MSA S1468-3983 Supersedes: None

Maryland Department of the Environment, Land Management Administration / Technical Services and Operations Program, Hazardous Waste / CHS

Rec.: 5/5/2016 Appr.: 1/4/2017 RM Sch. #:2790 MSA S1468-3977 Supersedes: 2463

Maryland Department of the Environment, Land Management Administration, Oil Control Program

Rec.: 10/29/2015 Appr.: 11/15/2016 RM Sch. #:2735 MSA S1468-3974 Supersedes: 2188

Maryland Department of the Environment, Land Management Administration, Resource Management Program, Biosolids Division

Rec.: 5/5/2016 Appr.: 11/28/2016 RM Sch. #:2805 MSA S1468-3975 Supersedes: None

Maryland Department of the Environment, Land Management Administration, Resource Management Program, Waste Diversion Division

Rec.: 10/29/2015 Appr.: 1/4/2017 RM Sch. #:2738 MSA S1468-3976 Supersedes: None

Maryland Department of Transportation Maryland Port Administration

Rec.: 12/20/2016 Appr.: 1/4/2017 RM Sch. #:2671A MSA S1468-3979 Supersedes: None

Maryland Department of Transportation, State Highway Administration, Office of Real Estate

Rec.: 9/8/2016 Appr.: 1/4/2017 RM Sch. #:2803 MSA S1468-3978 Supersedes: 311

Office of the Public Access Ombudsman

Rec.: 12/2/2016 Appr.: 1/23/2017 RM Sch. #:2810 MSA S1468-3980 Supersedes: None

Somerset County Sheriff's Office

Rec.: 6/21/2016 Appr.: 2/10/2017 RM Sch. #:C1363 MSA S1521-1392 Supersedes: None

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Town of North East, Finance and Administration, Accounting

Rec.: 1/11/2017 Appr.: 2/10/2017 RM Sch. #:M388 MSA S1522-381 Supersedes: None

Town of North East, Finance and Administration, Risk Management

Rec.: 5/13/2016 Appr.: 2/10/2017 RM Sch. #:M376 MSA S1522-379 Supersedes: None

Town of Washington Grove

Rec.: 7/25/2016 Appr.: 2/10/2017 RM Sch. #:M386 MSA S1522-380 Supersedes: None

Retention Schedule Summary

State agency schedules approved - 12

County agency schedules approved - 26

Municipal agency schedules approved - 6

Total number of State Archives schedules approved - 44

Images of all approved State Archives schedules are available online at

http://msa.maryland.gov/msa/intromsa/html/record_mgmt/approved_schedule.html