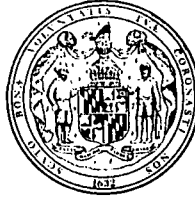


State of Maryland Department of General Services

DESIGN & CONSTRUCTION
ARCHIVES & RECORDS MANAGEMENT
PLANT MANAGEMENT
PROPERTY MANAGEMENT
PRINTING & PUBLICATION
TELECOMMUNICATIONS
PURCHASING & MATERIALS MANAGEMENT
ADMINISTRATION & FINANCE

HARRY HUGHES
Governor

J. MAX MILLSTONE
Secretary



TO: ALL WATER RESOURCES PROGRAM HEADS
FROM: ADMINISTRATIVE OFFICER OF WATER RESOURCES AND
STATE RECORDS ADMINISTRATOR
SUBJECT: ADDITIONAL RECORDS MANAGEMENT GUIDELINES

A records retention schedule is an official document which when followed will give an agency the authority to destroy or retain records. The attached schedule has been created with the cooperation of the Water Resources Administration and the Records Management Division in accordance with the State Annotated Code, Article 54, Sections 1-11, 1957 Edition.

The schedule itself is separated into divisions for easier interpretation. Under each division heading are the official records being kept by that division. However, it is felt that additional definitions and guidelines are necessary to ensure that a policy of short-term retention of unnecessary copies and nonrecord material is being followed.

Definitions

Record Material - Any material (regardless of its physical form) received or created in connection with the transaction of public business of a state agency or office. This may include papers, books, punched cards, magnetic tapes, photographs, maps, film, sound recordings, or other documentary materials.

Nonrecord Material - Materials created or acquired solely for reference or exhibition purposes, extra copies of documents preserved only for convenience or reference and stocks of publications and reproduced documents. Common types of nonrecord materials include pamphlets, manuals, extra copies or reproduced directives, circular letters, extra copies of documents maintained for convenience, such as reading files and tickler and suspense file copies or correspondence, work papers such as drafts or letters or memoranda, shorthand notes and notebooks that have been transcribed, and other temporary papers used to control internal work in progress.

Below are guidelines to be used in identifying specific types of nonrecord material:

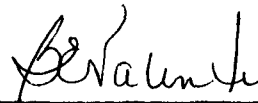
Time Sheets/Cards - Bi-weekly time reports showing hours worked, name, classification, and inclusive dates. Copies of these reports being kept by each division are to be considered nonrecord material but may be retained for one year, then destroyed. The official time reports are kept by the DNR's Personnel Department.

Working Papers - Supporting, background or working materials accumulated in the process of producing a document (budget, reports, studies) or in establishing a case file. Typical working papers would include routine requests by an office for reports or data on a case, routine correspondence between offices on administration of cases and extra copies of case documents or reference materials. Unless otherwise stated, working papers are to be considered nonrecord material and may be destroyed when their reference value ceases or when the final document has been completed and accepted. Work papers for audited records may be destroyed after audit has been completed.

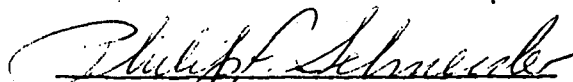
Bills, Invoices, Packing Slips, Internal (Agency) Requisitions, and Job Requests - Copies of these requests for a particular action or for payment being kept by the divisions are to be considered nonrecord material. They should be retained until the bill is paid or the equipment is received or the action is completed, then destroyed. The official record copies are kept by the DNR's Accounting Department.

Technical Reference Material - Externally produced reports, periodicals, and special studies, as well as extra copies of internal and informational manuals, reports, and studies are to be considered nonrecord material and may be destroyed when the reference value ceases.

The definitions and guidelines have been approved by the Water Resources Administration Directors and are set forth as policy although they are not part of the official records retention schedule. Adhering to the guidelines as well as the records retention schedule will benefit each division in the management of its records.



Barbara Valenti
Administrative Officer
Water Resources Administration



Philip F. Schneider
State Records Administrator

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF NATURAL RESOURCES

Water Resources Administration

AGENCY

DIVISION

Item No.	Description	Retention
<u>ADMINISTRATIVE OFFICES</u>		
Administrative Offices		
1.	<u>General Administration Correspondence Files</u> Subject arrangement of original incoming, copies of outgoing letters, memoranda, personnel orders. Monthly and annual reports, directives, and other miscellaneous material relating to the administration of this Water Resources Administration (WRA).	Retain for two (2) years, then destroy. Directives and other material relating to planning and policy that illustrate the development of the administration, retain permanently, for eventual transfer to Hall of Records.
2.	<u>Grant File</u> This file contains the original copies of all federal, state, and private grants given to and administered by the WRA. File also includes developmental data and correspondence relating to these grants.	Retain until grant expires and all audit requirements have been fulfilled, then destroy.
3.	<u>Contract File</u> This file contains the original copies of all contracts by the WRA to various companies, universities, and individuals for research studies, surveying, flood mapping, and dredging.	Retain for two (2) years after contract expires and until all audit requirements have been fulfilled, then destroy.
4.	<u>Clearinghouse Files</u> File contains agency copies of all clearinghouse projects referred to DNR on which WRA is the designated lead agency. File includes determinations and reports on these projects.	Retain for three (3) years then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

2/22/82

B. Kalinski

Adm. Officer

Date

Signature

Title

Date

State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
5.	<p><u>Unofficial Personnel Folders</u></p> <p>File consists of case files arranged alphabetically which may contain the following: copies of employment applications, general correspondence, resumes, probation reports, efficiency reports, letters of commendation, reprimands, reclassification requests, and other documents.</p>	<p>Retain for one (1) year after termination of employment, then destroy.</p>
6.	<p><u>Hearing Notice File</u></p> <p>File consists of original copies of notices for hearings scheduled and held which are to be placed in the newspaper. File also contains correspondence with various government agencies requesting comments on hearing notices.</p>	<p>Retain for two (2) years, then destroy.</p>
7.	<p><u>Newspaper File</u></p> <p>This file contains copies of letters sent to various newspapers requesting publication of public hearing notices, copies of the bills for publishing, certifications of publications, and copies of memoranda sending the bill to DNR Accounting Department for payment.</p>	<p>Retain for two (2) years, then destroy.</p>
8.	<p><u>Requests for Billing</u></p> <p>This file contains copies of memoranda to the DNR Accounting Office with attached bill and the newspaper certification of hearing notice. Memoranda shows name of person to be billed for publication of notice, amount charged, name of newspaper, and date of publication.</p>	<p>Retain for two (2) years, then destroy.</p>
9.	<p><u>Magnetic Tape File</u></p> <p>File contains selected original voice transcripts of public hearings.</p>	<p>Erase one (1) year after permit is issued or denied.</p>
10.	<p><u>Transcript File</u></p> <p>File contains selected original handwritten or typed transcripts of public hearings.</p>	<p>Destroy one (1) year after permit is issued or denied.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
11.	<p><u>Weekly Listing of Public Notices</u></p> <p>This file contains copies of lists of public hearing notices, a copy of the notice and the assigned number.</p>	<p>Retain for one (1) year, then destroy.</p>
12.	<p><u>Request File (Public)</u></p> <p>File contains correspondence from the public requesting that they be placed on the public notice mailing list.</p>	<p>Retain until placed on list, then destroy.</p>
<p><u>INFORMATION SYSTEMS GROUP</u></p>		
13.	<p><u>General Correspondence</u></p> <p>Subject arrangement of original incoming and copies of outgoing correspondence, memoranda, personnel action policy statement, and program request changes.</p>	<p>Screen annually and destroy that material no longer needed for current operations.</p>
14.	<p><u>Computer Program Documentation</u></p> <p>Retained in binders and card cabinets. Files contain current computer listings (printouts), test data and runs, and lists of changes made to the system (printouts), IBM cards (input).</p>	
<p><u>RESOURCE PROTECTION PROGRAM</u></p>		
<p>Oil Spill Control Division</p>		
15.	<p><u>Oil Terminal Facility File</u></p> <p>This file contains original applications for oil terminal facility licenses, oil operations permits (in and out of state), oil vehicle operations certification, and general correspondence.</p> <p>NOTE: Original licenses and permits are retained by successful applications.</p>	<p>Retain for five (5) years after issuance, then destroy. (See Item 23 regarding copies of oil operation permits).</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
16.	<p><u>Facilities Card File</u></p> <p>This file is a master index of facilities which have an oil operations permit or terminal license. Cards show name, address, and OOP numbers.</p>	<p>Retain until facility no longer active, then destroy.</p>
17.	<p><u>General Administration/Correspondence File</u></p> <p>Subject arrangement of original incoming, copies of outgoing letters, memoranda, committee minutes, and reports (field, quarterly, annual), relating to the activities of the Enforcement Program and especially to Oil Control Section.</p> <p style="text-align: center;"><u>ENFORCEMENT DIVISION</u></p>	<p>Screen annually and destroy that material no longer needed for current operations.</p>
18.	<p><u>Wetland Permit Files</u></p> <p>These project files are transferred from the Wetland Permits Division and are used for inspection of construction activities in Maryland's Tidal Waters. Added to these files are surveillance and field investigation reports, and correspondence.</p> <p>NOTE: Paper files are to be sent from Wetlands Permits Division (See No. 47)</p>	<p>Retain until project completed, then screen and microfilm. Retain microfilm for ten (10) years, then send to Archives. Paper copies can be destroyed when all microfilming is completed and verified.</p>
19.	<p><u>Waterway Files</u></p> <p>The construction application files are transferred from the Watershed Permits Division and are used for surveillance of construction activities after a permit has been issued. Added to these files are field investigation reports and follow-up correspondence.</p> <p>NOTE: Paper files are to be sent from Watershed Permits Division (See No. 28)</p>	<p>Retain until project completed, and file closed, then screen and microfilm. Retain microfilm permanently, for eventual transfer to Archives. Paper copies can be destroyed when microfilming is completed and verified.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
20.	<p><u>State Highway Administration Permits</u></p> <p>Transferred from Watershed Permits Division, files are used during inspections for sediment control on State Highway Projects. Added to these files are field inspection reports.</p>	<p>Retain for five (5) years after issuance, then destroy.</p>
21.	<p><u>Oil Terminal Facility Licenses</u></p> <p>Retain alphabetically, files contain applications and correspondence for licenses for storage of oil.</p>	<p>Retain for five (5) years after issuance, then destroy.</p>
22.	<p><u>Oil Handlers Certification (Oil Vehicle Operation)</u></p> <p>Retain alphabetically, files contain copies of driver applications for certification of driver of oil products.</p>	<p>Retain for five (5) years after issuance, then destroy.</p>
23.	<p><u>Oil Handlers Permits</u></p> <p>Copies of oil operation permits are transferred from Oil Spill Control Division. Files are used for follow-up inspections. Added to files are field investigation reports, correspondence, orders, and site complaints. (Original permits kept by applicants.)</p>	<p>Retain for five (5) years after issuance, then destroy.</p>
24.	<p><u>Surface Mining Permits</u></p> <p>Transferred from Surface Mining Division, files are used for follow-up inspections. Added to files are field investigation reports, modifications, complaints and orders, site complaints and correspondence.</p> <p>NOTE: Paper files and one (1) copy of microfilm are to be sent from Surface Mining Division. (See No. 51)</p>	<p>Retain and microfilm accumulation every five (5) years after initial permit issued. Continue until termination of mining operations and completion of mining site reclamation, then retain all microfilm for an additional five (5) years, then transfer to Archives. Paper copies may be destroyed after microfilming.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
	<p><u>WATERSHED MANAGEMENT PROGRAM</u></p>	
25.	<p><u>General Administration/Correspondence File</u></p> <p>Subject arrangement of original incoming and copies of outgoing correspondence, memoranda, personnel action policy statements, and program request changes.</p>	<p>Screen annually and destroy that material no longer needed for current operations.</p>
	<p><u>DAM SAFETY DIVISION</u></p>	
26.	<p><u>Dam Construction Files</u></p> <p>Numerically arranged by a computer code system, these plans, maps, permits and permit correspondence are for all dams in Maryland.</p> <p><u>Dam Plan Files</u></p> <p>These files contain plans which are too large to be retained in the Dam Construction Files.</p>	<p>Retain permanently. Offer to the Hall of Records five (5) years after phase one inspection reports are published.</p> <p>Retain permanently. Offer to Hall of Records five (5) years after phase one inspection reports are published.</p>
27.	<p><u>Map Files</u></p>	
28.	<p><u>Waterway Construction Application Files</u></p> <p>Files contain original applications, studies, surveys, calculations, test results, and data used in determining the adequacy of construction designs. Files may include applications for the following:</p> <p>Waterway construction, obstruction, alteration and repair, temporary construction, temporary access/crossing, plan development and project planning.</p>	<p>Screen annually. Destroy that material which is no longer needed for current operations.</p> <p>Retain pending applications until permit is issued or denied, then microfilm. Retain microfilm for ten (10) years, then destroy. Send hard copies and one copy of microfilm to WRA Enforcement Division after microfilming.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
29.	<p><u>Operator's Licenses</u></p> <p>File contains completed application, copies of issued licenses, and verification of corporate status.</p>	<p>Screen annually and destroy that material no longer needed for current operations.</p>
30.	<p><u>Government Exemptions</u></p> <p>Files contain letters confirming exemptions for affected State, county, and municipal corporations.</p>	<p>Retain permanently for eventual transfer to the Hall of Records.</p>
<p><u>EROSION AND SEDIMENT CONTROL DIVISION</u></p>		
31.	<p><u>Sediment Control Information Files</u></p> <p>File contains material which is used to satisfy request for information on the Maryland Sediment Control Program. Files may include: a copy of the State Sediment Control Law, other model laws, legislation, standards and specifications, Attorney General opinions and comments, specific correspondence with various counties and municipalities on the Sediment Control Program, triennial reviews of the State Sediment Control laws and regulations, various equipment and materials directories, and copies of "Memorandum of Understanding" between WRA and appropriate soil conservation districts.</p>	<p>Screen annually and destroy that material no longer needed for current operations.</p>
<p><u>FLOOD MANAGEMENT DIVISION</u></p>		
32.	<p><u>General Administration/Correspondence Files</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, copies of legislation, directives, WRA policy statement, unofficial personnel folders, equipment service contracts, copies of invoices and outstanding bills, consultant correspondence, and other miscellaneous papers relating to the administration of the Flood Management Division.</p>	<p>Screen annually. Destroy that material no longer needed for current operations. Retain bills and invoices for one (1) year after payment, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
33.	<p><u>Flood Plain Studies File</u></p> <p>This file contains hydrologic and hydraulic studies completed in-house or by engineering firms, local or Federal Government agencies for the WRA Flood Management Division.</p>	<p>Retain in-house study copy permanently and transfer periodically to Archives. All other copies may be destroyed when no longer needed for current operations.</p>
34.	<p><u>Rainfall Data Files</u></p> <p>Files contain climatological data used as input for computer models. Data is recorded in hours and days for Maryland and surrounding states.</p>	<p>Retain until no longer needed for current operations.</p>
35.	<p><u>Interim Flood Management Act File</u></p> <p>This file contains documents showing the Flood Management Division's management of this legislative act. File may include names and addresses of those affected, and county maps and copies of legislation.</p>	<p>Retain present accumulation in office until implemented by county governments, or until no longer needed for current operations, then destroy.</p>
36.	<p><u>Federal Flood Insurance Rate Studies File</u></p> <p>This file contains studies completed by the WRA/Flood Management Division for HUD to determine flood prone areas within the State of Maryland. File may include correspondence, studies, reports and contractual documents.</p>	<p>Retain for five (5) years, then destroy.</p>
37.	<p><u>Flood Control and Storm Water Management Information File</u></p> <p>File contains reports from the Maryland National Capital Park and Planning Commission, and various county task forces on storm water treatment and retention; predicting and forecasting storm warnings on the Susquehanna River. Also may include policy documents and correspondence.</p>	<p>Retain in office until project is completed, then destroy.</p>
38.	<p><u>Wetlands River Basin Commission File</u></p> <p>File contains copies of water quality studies of river basins in Maryland, Pennsylvania, Ohio, Delaware, and others which affect Maryland waterways.</p>	<p>Screen annually. Destroy that material no longer needed for current operations.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
39.	<p><u>Map Advisory Commission File</u></p> <p>This file contains monthly reference information from the Map Advisory Commission for updating maps used by WRA/Flood Management Division. File may include material on the Commission's goals, current information on mapping procedures.</p>	<p>Maintain a revolving file for thirteen (13) months. Destroy earliest month when latest monthly arrives.</p>
40.	<p><u>Chesapeake Bay, Baltimore Harbor File</u></p> <p>File contains copies of Chesapeake Bay, Baltimore Harbor studies on water quality, estuarine and environmental problem areas. Studies are completed by U.S. Corps of Engineers, University of Maryland, and various other consultants for the WRA.</p>	<p>Retain until no longer needed for current operations.</p>
41.	<p><u>Gwenns Falls File</u></p> <p>This file contains Federal Soil Conservation Service (SCS) and WRA combined studies on the Gwenns Falls watershed, as well as aerial photographs, computer printouts, correspondence, and survey notes.</p>	<p>Retain for ten (10) years, then destroy.</p>
42.	<p><u>Patapsco Study File</u></p> <p>File contains computer cards and used layout sheets on which the data for this study is stored.</p>	<p>Retain until project is updated or completed, then destroy.</p>
43.	<p><u>Unofficial Contract File</u></p> <p>File contains copies of personnel records of HUD contract employees, copies of engineering firm contracts, and copies of other contract employees working for the Flood Management Division.</p>	<p>Retain for three (3) years after termination of contract, then destroy.</p>
44.	<p><u>Joint Study Files</u></p> <p>A subject arrangement of studies, guidelines, and correspondence on joint efforts and consultations between the WRA/Flood Management Division, SCS, U.S. Army Corps of Engineers, USGA and CZM.</p>	<p>Retain until project is completed then screen and destroy that material no needed for current operations.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
45.	<p><u>Storm Water Management File</u></p> <p>File contains technical papers relating to policy for regulation of storm water, report on field evaluations of storm water management practices, water quality criteria (suspended solids for fresh water fish), and reports on methodology for computation of pollution loads from storm water management structure.</p> <p style="text-align: center;"><u>WETLAND PERMITS DIVISION</u></p>	<p>Retain for ten (10) years, or until information is updated, then destroy.</p>
46.	<p><u>Wetland Permit Hearing Lists</u></p> <p>This file contains wetland permit hearing lists which show the name, address of applicant, county, location and day and time of official hearings. (Lists are also published in various official publications such as the Maryland Register.)</p>	<p>Retain in office one (1) year, then destroy.</p>
47.	<p><u>Wetland Project Files</u></p> <p>Files contain documentation of "on going" projects conducted by the Wetlands Section. These files may include the following:</p> <ul style="list-style-type: none"> -U.S. Army Corps of Engineers Dredging Project -SCS Rivers Projects (Steam Channelization) -Wetland Preapplications and Pending Cases -Statistical Data Sheets -Field Reports and Site Inspection Reports for Wetland Projects in each Maryland county. 	<p>Screen project files annually and destroy that material no longer needed for current operations. Send case files to WRA Enforcement Division after license is issued or denied. Pending cases and preapplications retain for three (3) years, then destroy. Retain data sheets and reports until summarized, then destroy. Summaries are to be placed in case files.</p>
48.	<p><u>Wetland Map Files</u></p> <p>File contains mylar prints, U.S. Geological Survey quadrangles, nautical charts; Smithsonian nautical area maps, endangered species maps, and wetland inventory maps (Oslid Prints) used by this section for conducting daily operations.</p>	<p>Screen annually and destroy material no longer needed for current operations.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
49.	<p><u>Wetland Inventory File</u></p> <p>This file contains inventory data sheets compiled for each Maryland county. Sheets show acreages, wetland types, dominant vegetation and animals, as well as other pertinent information.</p>	<p>Retain permanently for eventual transfer to the Hall of Records.</p>
50.	<p><u>Report and Recommendation Report File</u></p> <p>File consists of R and R reports which contain a condensed version of each Wetlands project, and notification of approval or denial for each project. These files are used as reference after project file is transferred to Enforcement and for making decision if extentions of time or modifications of permits are requested.</p> <p style="text-align: center;"><u>SURFACE MINING DIVISION</u></p>	<p>Retain for six (6) years, then microfilm and destroy paper copy. Retain microfilm for ten (10) years.</p>
51.	<p><u>Surface Mining Permit Files</u></p> <p>Files contain permit applications, mining and reclamation plans and drawings, as well as additional documents required to obtain a permit or license for surface mines. Files may also contain annual reports required by WRA which show the amount of material produced, the number of days (mine) worked, and the number of men working the mine.</p> <p style="text-align: center;"><u>RESOURCE MANAGEMENT PROGRAM</u></p>	<p>Microfilm and send paper copies and one (1) copy of microfilm to WRA Enforcement Section. Retain microfilm for five (5) years after termination of operations and completion of reclamation of mining site, then destroy.</p>
52.	<p><u>Maryland Potomac Water Authority File</u></p> <p>File contains documents concerning the repayment of the nonfederal share of Bloomington Reservoir. File may include copies of legislation, contracts with the Federal Government and the District of Columbia, minutes of meetings, and correspondence.</p>	<p>Screen annually and destroy that material which is no longer needed for current operations.</p>
53.	<p><u>Potomac River Low Flow Allocation Agreement File</u></p> <p>File contains documents concerning the water allocation agreement. File may include copies of agreement, a record of negotiations, alternative versions of agreement and related correspondence.</p>	<p>Screen annually and destroy that material which is no longer needed for current operations.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
54.	<p><u>Sixes Bridge Reservoir File</u></p> <p>Retained in a binder, file contains technical data, background reports, correspondence, and copies of newspaper articles related to this project.</p>	<p>Screen annually and destroy that material which is no longer needed for current operations.</p>
55.	<p><u>Bloomington Reservoir File</u></p> <p>Retained in a binder, file contains technical data, background reports, correspondence, and copies of newspaper articles related to this project.</p>	<p>Retain until project is completed, then screen and destroy that material no longer needed. Combine remainder with Maryland Potomac Water Authority File.</p>
56.	<p><u>Water and Sewer Plan Files</u></p> <p>Files contain WRA review reports of county water and sewer plans. Files may include annual review, comments from WRA and related correspondence with EHA and counties.</p>	<p>Retain for ten (10) years, then destroy.</p>
57.	<p><u>Water Supply Advisory Committee Files</u></p> <p>File contains documentation of the activities of the Council of Government (specifically on the Water Supply Advisory Committee). Files may include copies of technical information, agreements, reports, correspondence relating to the management of the water supply in the Washington metropolitan area and the relationship of the WRA to Council of Government.</p>	<p>Screen annually and destroy that material no longer needed for current operations.</p>
58.	<p><u>Emergency and Temporary Well Permit Number Listings</u></p> <p>Filed in binders, lists show owner's name, subdivision, driller's name, use, date of issue, well permit number, issued by, and remarks.</p>	<p>Retain present accumulation for two (2) years, then destroy. No permits issued by this office after July 1, 1980.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
59.	<p><u>Subdivision Criteria for Groundwater Appropriation Permit</u></p> <p>File contains background material for regulations. File may contain guidelines, hearing testimony, policy decisions, and testing results.</p>	<p>Screen annually and destroy that material no longer needed for current operations.</p>
60.	<p><u>Groundwater Appropriation Permit Index</u></p> <p>Filed on index cards, cards show name of applicant, date permit issued, well permit number, location of well, appropriation permitted, and conditions imposed.</p>	<p>Retain until information is placed in computer and verified, then destroy.</p>
61.	<p><u>Critical Yield Test Data and Analysis File</u></p> <p>File contains critical yield test data and its analysis for groundwater appropriation permits, certification of permit approval or rejection, lists of owners or developers and their addresses, and a schedule for critical yield tests.</p>	<p>Retain until permit is issued, then transfer to permit file.. Material not resulting in a permit, destroy when reference value ceases.</p>
62.	<p><u>Delmarva Basin Survey File</u></p> <p>File contains the "scope of survey," technical information regarding various phases of the survey, and the water supply sections input regarding water supply problems in community systems.</p>	<p>Screen annually. Destroy that material no longer needed for current operations.</p>
63.	<p><u>National Water Assessment File</u></p> <p>File contains Maryland's input into the 1975 National Water Assessment. Files may include reports and correspondence relating to water resource problems and needs in Middle Atlantic Region.</p>	<p>Screen annually. Destroy material no longer needed for current operations.</p>
64.	<p><u>Conowingo Relicensing File</u></p> <p>File contains the records of Natural Resources issues related to the operation of the Conowingo Dam. Files may include reports, correspondence, agreements and application for a new license.</p>	<p>Screen annually. Destroy material no longer needed for current operations.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
65.	<p><u>Instream Flow Project Files</u></p> <p>These files contain documents concerning projects on two rivers:</p> <p><u>Susquehanna River</u></p> <p>File contains documents on the relicensing of the Conowingo Federal Power Commission, provisions for the fishway at Conowingo Dam, and developing information for instream flow criteria below Conowingo Dam. File also contains historical information on fish mortality as well as research reports on hydrology, fishways, and fish mortality.</p> <p><u>Potomac River</u></p> <p>This file contains information pertaining to Potomac River low flow study and may include water quality data and surveys, plans for Potomac River fisheries, environmental impact statements on Potomac River water supply, structure, water supply reports, and computer printouts on pesticides.</p>	<p>Retain licensing information five (5) years, then destroy.</p> <p>Retain all other material for ten (10) years, or until information is updated, then destroy.</p>
66.	<p><u>Eastalco Aluminum Company's Fluoride Research Program</u></p> <p>File contains data and reports of air emissions, water discharges, and their effects on terrestrial animals, plants and aquatic life. Minutes of State Research Steering Committee and WRA annual reports on the status of aquatic life.</p>	<p>Retain for ten (10) years, until information is updated, then destroy.</p> <p>Retain minutes and annual reports permanently, for eventual transfer to Archives.</p>
67.	<p><u>U.S. Army Corps of Engineers Chesapeake Bay Study</u></p> <p>File contains reports on the corps' Chesapeake Bay study and plans for the operation of the corps' hydrologic model of the Chesapeake Bay and Potomac River.</p>	<p>Retain permanently that material documenting the operations of the model and all resulting final study reports, for eventual transfer to Archives.</p> <p>Screen remaining material annually and destroy that material no longer needed for current operations.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
68.	<p><u>Shellfish Sanitation Advisory Committee Files</u></p> <p>Files contain technical papers related to shellfish sanitation, reports on national shellfish workshops, minutes of meetings (needed by WRA to protect the water quality in shellfish growing area in Maryland).</p>	<p>Retain for ten (10) years, or until information is updated, then destroy.</p>
69.	<p><u>Water Resources Council - Title III File</u></p> <p>File contains documents on administration of the federal grant to Maryland. File may include grant applications, annual reports, copies of legislation, correspondence, rules and procedures.</p>	<p>Retain until grant is no longer active, then destroy.</p>
70.	<p><u>Water Conservation Files</u></p> <p>Files contain reference material on water conservation minutes of AD-HOC Committee to implement House Bill 44, copies of State Bills, amendments and related resolutions.</p>	<p>Screen annually and destroy that material no longer needed for current operations.</p>
71.	<p><u>National Water Policy Study File</u></p> <p>File contains reference materials, working drafts, water policy messages from the president, correspondence and time tables for the Water Conservation Task Force Report.</p>	<p>Screen annually and destroy that material no longer needed for current operations.</p>
72.	<p><u>Geothermal Permit File</u></p> <p>File contains documents showing implementation of the Maryland Geothermal Act as well as exploratory permits, working papers and reference material.</p>	<p>Retain permits permanently in office, transfer periodically to Archives. Screen annually all other material and destroy that which is no longer needed for current operations.</p>
73.	<p><u>Water Supply Study File</u></p> <p>File contains reviews and evaluations of potential water reservoirs and groundwater systems which could supply towns, state institutions or portions of counties.</p>	<p>Screen annually and destroy that material no longer needed for current operations.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
74.	<p><u>Pumpage and Bi-Annual Water Withdrawal Reports</u></p> <p>This file contains reports from permittees as required by their permit to submit to WRA pumpage records. Files also include WRA annual pumpage reports compiled from these bi-annual reports.</p>	<p>Retain bi-annual reports for two (2) years, then destroy.</p> <p>Retain annual reports for ten (10) years.</p>
75.	<p><u>Completed and Incompleted Well Files</u></p> <p>Files may contain all or some of the following: applications, permits to drill, and completion report.</p> <p>NOTE: After July 1, 1980 files are under the authority of the DHMH.</p>	<p>Retain until well is completed, then microfilm and retain permanently for eventual transfer to Archives. Destroy paper files one (1) year after microfilm has been verified.</p>
76.	<p><u>General Correspondence</u></p> <p>Subject arrangement of original incoming and copies of outgoing correspondence, memoranda, personnel action policy statements, and program request changes.</p>	<p>Screen annually and destroy that material no longer needed for current operations.</p>
77.	<p><u>Application and Permit Logs</u></p> <p>This file consists of the following three logs:</p> <p><u>Ground Water Permits</u> - This log shows county, file number, owner's name, subdivision (town), issue and dates.</p> <p><u>Ground Water Permit Application</u></p> <p>Log shows count, permit number of test well, driller's name and date received. (These applications usually accompanied by well permit application.)</p> <p><u>Surface Water Permits</u></p> <p>This log shows same information as Ground Water permits.</p>	<p>Retain logs for five (5) years after renewal, then destroy.</p>
78.	<p><u>Job Request Transmittal File</u></p> <p>File consists of internal request for computer jobs (printouts).</p>	<p>Retain for six (6) months, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
79.	<p><u>Water Supply Printouts</u></p> <p>These are computer generated printouts and are continuously run reports containing information (on the various permits they issue) needed by the Water Supply Section. They may include:</p> <ul style="list-style-type: none">-MC listing-Well owner's listing broken down by county-Updated list of current licensed well drillers-Listing of all active permits (Status Report)-Master file index of ground water and surface water appropriation permits-Water appropriation permits file maintenance report listing of input transactions-Maryland stream codes-Listing of overdue (well) completion reports-Examples of computer programs for well queries.	Retain until updated or until reference value ceases.