

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Tidewater Administration		Coastal Resources (CRD)
AGENCY		DIVISION
Item No.	Description	Retention
1.	<p><u>PROGRAM DIRECTION/ADMINISTRATION AND ORGANIZATION</u></p> <p>Department of Natural Resources files contain: Memos from Office of Secretary, Rules, Policies, Regulations &amp; Organization, and Quarterly Reports to Office of the Secretary and Governor.</p> <p>Tidewater Administration files contain: Memos within TID and responses by CRD staff, TID Rules, Policies, Regulations &amp; Organization, &amp; TID staff meeting minutes.</p> <p>Coastal Resources Div. files contain: Memos within CRD, Rules, Policies, Regs. &amp; Organization, Personnel records, correspondence and forms, long and short range plans, Supplies &amp; Materials, Management Articles, and Resumes.</p>	Retain for three (3) years, then destroy.
2.	<p><u>PROGRAM DIRECTION/BUDGET</u></p> <p>State Budget, correspondence and summaries arranged according to fiscal years, and forms for State Budget.</p> <p>Federal Budget files contain: Forms, Rules and Regs. (306), (308), (310), Federal Budget (A-95 Formula), Correspondence, summaries &amp; auditor's reports arranged according to fiscal years.</p> <p>Final Budget (Federal) files contain: Final Budget, Match, Letter of Award, Clearinghouse Comments and amendments arranged according to fiscal years.</p> <p>Maryland Coastal Zone Management Program files contain: Program Evaluation, Administration and Budget, Quarterlies and Grant Conditions arranged according to fiscal years.</p>	Retain for five (5) years or until all audit requirements have been fulfilled, then destroy.
3.	<p><u>CEIP (Coastal Energy Impact Program)</u></p> <p>Federal Budget CEIP files contain: Annual Solicitation of Projects, Impact Agenda, Information Sheets, Interstate Allocation Process, Local Correspondence re: Applications, Progress Report, Proposed Projects</p>	Retain for five (5) years or until all audit requirements have been fulfilled, then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

7/30/82 *Swan* Director  
Date Signature Title

Date State Archivist

Description	Retention
<p><u>CEIP (Coastal Energy Impact Program) Cont'd.</u></p> <p>308(c)3 Coal Mitigation, Financial Reports, Lateral Seaward Boundry, Miscellaneous Information.</p> <p>Administration CEIP files contain: Administration, Annual Allocation of Projects, Annual Allotment of funds to State, Application Forms Planning Grant, Energy Facility Inventory, Rules and Regulations and Correspondence.</p> <p>Planning Grant #1, 04-8-M01-24-CEIP files contain: Application, Clearinghouse Comments, Grant Agreement, Grant Amendments, Correspondence, Financial Reports, Refinery Study Steering Committee, Sport Fishing Project Planning Grant #1, Baltimore Harbor Phase I Plan Grant #1, Steuart Petroleum Project Plan Grant #1, LNG Study Cove Point Plan Grant #1, SAV Project Plan Grant #1, Plan Grant 04-8-M01-24.</p> <p>Planning Grant #2, NA-80-AA-D-C2015-CEIP files contain: Application, Clearinghouse Comments, Grant Agreement, Grant Amendments, Correspondence, Financial Reports, Krebs Marsh Oil Spill, Conowingo Project Plan Grant #2, Baltimore Harbor Phase II.</p> <p>Planning Grant #3 CEIP files contain: Application, Clearinghouse Comments, Grant Agreement, Grant Amendments, Correspondence, Financial Reports.</p> <p>Formula Grant CEIP files contain: Formula Grants Allocations, Appraisal Standards, EIA &amp; Per Guidelines, State/local Acquisition/Development, Formula Grant Administration, Formula Grant General Correspondence, Formula Grant Application Forms.</p> <p>Betterton Formula Grant #1 79/80 CEIP files contain: Grant Applications, Clearinghouse Comments, Appraisals, Title Certification, Environmental Assessment, Grant Agreement NA-80-AA-D-CZ002, State/Local/Agreement, Correspondence, Financial Reports, Grant Amendments.</p> <p>Formula Grant #2 79/80 Wicomico Spoil Site CEIP files contain: Grant Application, Clearinghouse Comments, Appraisals, Title Certification, Grant Agreement, State/Local Agreement, Environmental Assessment, Correspondence, Financial Reports, and Grant Amendments.</p>	

Description	Retention
<p><u>CEIP (Coastal Energy Impact Program) Cont'd.</u></p> <p>Formula Grant #2 79/80 Wicomico Spoil Site #2 files contain: State-Local Agreement Site #2, Title Certification Site #2, Application for Amendment for Site #2, Historic Pres. Clearance Site #2, Appraisal Site #2, Environmental Asst. Site #2, Correspondence/Site #2, Deed and Amendment.</p> <p>Formula Grant #3 79/80, Reed Bird Park - Ceip files contain: Grant Application, Clearinghouse Comments, Appraisals, Title Certification, Environmental Assessment Grant Agreement, State/Local Agreement, Correspondence, Financial Reports, Invoices.</p> <p>Formula Grant #4 79/80 Fairfield Homes CEIP files contain Grant Application, Clearinghouse Comments, Appraisals, Title Certification, Environmental Assessment, Grant Agreement, State/Local Agreement, Correspondence, Financial Reports, Invoices, Grant Amendments.</p> <p>Formula Grant #5 79/80 Flag Ponds CEIP files contain: Grant Application, Clearinghouse Comments, Appraisals, Title Certification, Environmental Assessment, Grant Agreement, State/Local Agreement, Correspondence, Financial Reports, Calvert Park, Invoices Flag Pond, and Deed Flag Pond.</p> <p>Formula Grant #6 79/80 Tilghman Park CEIP files contain: Grant Application, Clearinghouse Comments, Appraisals, Title Certification, Environmental Assessment, Grant Agreement, State/Local Agreement, Correspondence, &amp; Financial Reports</p> <p>Formula Grant #7 79/80 Big Marsh CEIP, Hull St. Boston St. Vienna files contain: Grant Application, Clearinghouse Comments, Appraisals, Title Certification, Environmental Assessment, Grant Agreement, State/Local Agreement, Correspondence, Financial Reports.</p> <p>Formula Grant #1-B 81, Latrobe Park CEIP files contain: Grant Application, Clearinghouse Comments, Appraisals, Title Certification, Environmental Assessment, Grant Agreement, State/Local Agreement, Correspondence, Financial Reports.</p> <p>OCS CEIP Participation Grant #1 files contain: OCS Grant Participation, Grant Application, Clearinghouse Comments, Grant Awards, Grant Amendments, Correspondence, Financial Reports, Offshore Resource OCS - Univ. of Md. CBL/Rothchild, and Travel Vouchers.</p>	

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

Item No.	Description	Retention
4.	<p><u>CEIP (Coastal Energy Impact Program) Cont'd</u> OCS CEIP Participation Grant #2 files contain: Grant Applications, Clearinghouse Comments, Grant Agreement, Grant Amendments, Correspondence and Financial Reports.</p> <p><u>LEGISLATION</u></p> <p>Federal Acts and Bills are filed alphabetically in the Federal Acts and Federal Bills files. Legislation section also contains Federal Regulations, Federal Legislation Correspondence Testimony on federal bills by DNR or CRD and other organizations, federal notification of Legislation Hearings, Federal Legislation Formal Hearings on various acts.</p> <p>State Legislation Acts are also filed alphabetically in this section as well as State Legislative Bills and Testimony, State Legislative correspondence testimony, state legislative hearing schedule, state legislation forms &amp; procedures.</p> <p>Also in this section are the Program Coordination files which contain: MOU Review filed alphabetically, Program Coordination Agreements, Program Coordination Supportive Documents such as: Governor's Exec. Order Program Coordination, Letters of Program Support, Secretary of DNR Mandate and State Clearinghouse Procedures. Also listed are various committees that we serve which involve program coordination. These are also listed alphabetically.</p>	<p>Retain in office until no longer needed or superseded, then destroy. (Except legislation initiated by this division one copy to be retained permanently for eventual transfer to the State Archives)</p>
5.	<p><u>CORRESPONDENCE</u></p> <p>These files contain various Federal Agency correspondence (Federal correspondence is arranged alphabetically &amp; filed according to federal Fiscal Year), Correspondence to Congress &amp; General Assembly, and Governor, State agencies correspondence, Local government correspondence (various counties), Academic Institutions Correspondence, Interstate Correspondence and General Program Correspondence.</p>	<p>Retain for three (3) years, then destroy.</p>
6.	<p><u>SPECIAL INVESTIGATIONS</u></p> <p>These files contain investigations of the following: Bay Access Program, Commercial Shipping, Cultural &amp; Archeological, Development &amp; Major Facility, Dredging, Ocean Dumping, OCS Offshore Development, Recreational Boating, Resource Management, Sedimentation, Shore Erosion, Water Quality, Watershed Management, Wetlands and EPA Chesapeake Bay Program investigations.</p>	<p>Retain for five (5) years after investigation completed, then destroy.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
7.	<p><u>INTERGOVERNMENTAL PROGRAM</u></p> <p>These files contain Networking regarding Dredging, Fisheries, Recreational Boating, Shore Erosion, Watershed Management (Permit Process) and County Exchange.</p>	<p>Retain for five (5) years after sent to the State Rec. Center, then destroy.</p>
8.	<p><u>COUNTY CONTRACTS</u></p> <p>These files contain correspondence regarding Maryland County Contracts.</p>	<p>Retain for five (5) years after contract completed or until all audit requirements have been fulfilled, then destroy.</p>
9.	<p><u>SPECIAL LOCAL PROJECTS</u></p> <p>These files contain special projects of a local nature.</p>	<p>Retain for five (5) years after project completed, then destroy.</p>
10.	<p><u>ESTUARINE SANCTUARIES PROGRAM</u></p> <p>These files contain Estuarine Sanctuaries Budget, Correspondence, Reports &amp; Products, Regulations, Operations Grant, Rhode River, Little Monie and Management Committee Correspondence.</p>	<p>Screen annually and destroy that material which is no longer needed for current business. (Except committee minutes retain permanently for eventual transfer to State Archives.)</p>
11.	<p><u>FISHERIES PROGRAM</u></p> <p>These files contain Methodology and Approach for the following projects: Bio-Economics of Fisheries, Biological Management Study, Commercial Fisheries Study, Shad Restoration Study, Sportfishing Survey, Seafood Complex, as well as files on Aquatic Critical Areas.</p>	<p>Same as Item No. 10.</p>
12.	<p><u>PUBLIC PARTICIPATION PROGRAM</u></p> <p>These files contain general CRAC information, correspondence regarding CRAC contractual employees, CRAC Meetings and Minutes, Training programs.</p>	<p>Same as Item No. 10.</p>
13.	<p><u>TASK FORCES</u></p> <p>These files contain information regarding the following Task Forces: Aquatics, Critical Areas, CEIP, Dredging, Legislative, Oceans, Bays and Beaches, Priorities, Project Evaluation, Recreational Boating, Funding, and Wetlands.</p>	<p>Same as Item No. 10.</p>
14.	<p><u>PROJECT EVALUATION</u></p> <p>These files contain various projects for Maryland Counties which we are in the process of evaluating.</p>	<p>Retain for five (5) years after evaluation completed, then destroy.</p>

These files are filed according to county.