

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Health & Mental Hygiene - Assistant Secretary for Environmental Programs

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>ADMINISTRATION FILES</u></p> <p>These files contain materials associated with the day-to-day operation of the Water Management Administration, Waste Management Administration, Air Management Administration, Community Health Management Program and the Science and Health Advisory Group. They contain correspondence, memoranda, technical reports and documents related to administrative, planning, enforcement, research and monitoring for programs within the above administrations.</p>	<p>Retain permanently any materials that illustrate the development and organization of the Office of Environmental Programs.</p> <p>Retain all else three (3) years, then destroy.</p>
2.	<p><u>SUPPORT SERVICES ADMINISTRATION FILES</u></p> <p>These files contain materials associated with the day-to-day operation of the Office of Environmental Programs. Materials are divided into two unit files:</p> <p>a) Administrative Services, which consists of correspondence, memoranda and other various documents regarding policy, procedure, personnel, budget, public affairs and general administrative services for the Office of Environmental Programs; and</p> <p>b) Planning and Analysis Unit files contain various correspondence, memoranda, technical reports and studies that pertain to the short term and long range planning aspects for the protection of Maryland's environment.</p>	<p>Retain permanently any materials that illustrate the development and organization of the Office of Environmental Programs.</p> <p>Retain all else three (3) years, then destroy.</p>
3.	<p><u>COUNTY FILES</u></p> <p>These files are relatively general correspondence dealing with different projects or issues that the County(s) would require guidance from the State, or matters that involve both interaction on a state and county level. County files also contain some historical delegation of authority and guidance materials from the Secretary and Assistant Secretary, such as Model Agreements.</p>	<p>Retain permanently any record materials, correspondence and agreements that illustrate the development, organization and relationship between the Office of Environmental Programs and the County(s).</p>

(CONTINUED)

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

4/13/87

William M. Eichbaum

Assistant Secretary
Environmental Programs

5/21/87

E. ...

State Archives

Date

Signature

Title

Date

William M. Eichbaum

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1140

PAGE
NO. 2 of 2

Item No.	Description	Retention
	<u>COUNTY FILES (CONTINUED)</u>	Retain all else three (3) years, then destroy.
4.	<u>GENERAL FILES</u> Assistant Secretary's working files contain correspondence, memoranda, reports and other materials associated with federal, state and local governments, private industry and congressional and legislative offices pertaining to the functions of the Office of Environmental Programs.	Retain permanently any materials that illustrate the development and organization of the Office of Environmental Programs. Retain all else three (3) years, then destroy.
5.	<u>CHESAPEAKE BAY FILES</u> Materials contained in these files are all associated with the development, coordination and implementation of the restoration and protection of Chesapeake Bay. Files contain technical and annual reports on monitoring, research, special studies, and other miscellaneous correspondence regarding Chesapeake Bay.	Retain permanently any materials that illustrate the history of the Chesapeake Bay Program. Retain all else for three (3) years, then destroy.