DGS-330-1
REV. 7/33

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 1480

PAGE NO. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of the Environment - Office of the Secretary, Executive Direction

AGENCY — DIVISION

This schedule supersedes Schedule Nos. 0704-1 and 1140.

Item No.	Description	Retention
1.	Executive Office files that are perfunctory and non-essential for reference and have no administrative or historical value.	Retain one year at MDE then destroy.
2.	Executive Office files that illustrate the planning, policies, development and organization of the Department including all Administrations, Support Services and general files.	Maintain at MDE for five (5) years, then transfer to State Archives for permanent retention.
3.	Executive Office files that represent legal, binding agreements or historical documents.	Maintain at MDE for five (5) years, then transfer to State Archives for permanent retention.
4.	Executive Office files consisting of the general transfer of information to constituents, citizens, special interest groups, businesses, industries, or government agencies relative to Departmental, environmental or administrative programs.	Retain for three (3) years at MDE and forward to the State Records Center for seven (7) years, then destroy.
5.	Executive Office correspondence to/from the Governor.	Maintain for five (5) years at MDE then transfer to State Archives for permanent retention.

Schedule Approved by Department, Agency, or Division Representative

10/29/91 C. Wagenfer Exec. Asst.
Date Signature Title

Schedule Authorized by

Edward C. Papenfuse
Date State Archivist

Fig. 8

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY: ENVIRONMENT
2. DIVISION: Office of the Secretary
3. UNIT: Executive Direction

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: MDE Executive Office planning/policies/ organization development files

5. EARLIEST YEAR/LATEST YEAR: 1985 TO 1991

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Correspondence that illustrate the planning, policies, development and organization of the Department including all Administrations, Support Services and general files.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [x] LEGAL SIZE
- [x] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [x] DEPENDS ON SIZE OF FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

3 NUMBER

10. ANNUAL ACCUMULATION
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

1 NUMBER

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER 5 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
Office of the Secretary, 2nd floor, Bldg 30A

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) SOME POSSIBLY.
- [x] YES
- [ ] NO - Administration files within MD.

15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S))
- [ ] YES
- [x] NO

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION

Maintain at MDE for five (5) years, then transfer to the Maryland State Archives for permanent retention.

19. NAME AND TITLE OF PREPARER: Cathy Wagenfer, Executive Assistant to the Secretary

20. TELEPHONE NUMBER: (410) 631-3083

21. DATE: November 4, 1991

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 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY: ENVIRONMENT
2. DIVISION: Office of the Secretary
3. UNIT: Executive Direction

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: MDE Executive Office Legal/Binding Agreements/Historical Documents.

5. EARLIEST YEAR/LATEST YEAR: 1983 TO 1991

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Correspondence to/from the Secretary that represents legal, binding agreements or historical documents.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [x] LEGAL SIZE
- [ ] BOUND BOOK
- [ ] AUDIO TAPE
- [ ] OTHER(SPECIFY)
- [ ] MICROFILM
- [ ] COMPUTER TAPE
- [ ] FLOPPY DISK
- [ ] VIDEO TAPE

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [x] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME: 3 NUMBER
- [x] depends on size of FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION: 1 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER: 5 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
Office of the Secretary, 2nd floor, Bldg 30A

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [x] YES
- [ ] NO - SOME POSSIBLY, ADMINISTRATION FILES WITHIN MDE.

15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S))
- [ ] YES
- [x] NO

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION

Maintain at MDE for five (5) years, then transfer to the Maryland State Archives for permanent retention.

19. NAME AND TITLE OF PREPARER: Cathy Wagenfer, Executive Assistant to the Secretary

20. TELEPHONE NUMBER: (410) 631-3083

21. DATE: November 4, 1991

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 3 OF 3
1. DEPARTMENT/AGENCY ENVIRONMENT	2. DIVISION Office of the Secretary	3. UNIT Executive Direction

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	5. EARLIEST YEAR/LATEST YEAR
Executive Office Governor's Office Files	1985 TO 1991

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Correspondence to/from the Governor and members of his staff. Appointment letters from the Governor to members of Boards, Commissions and Task Forces.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	10. ANNUAL ACCUMULATION
☑ LETTER SIZE ☐ MICROFILM ☑ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☑ ALPHABETICAL ☐ NUMERICAL ☑ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	depends on size of ☑ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 3 NUMBER	☑ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 1 NUMBER

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☑ WEEKLY ☐ MONTHLY	5 NUMBER ☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) Office of the Secretary, 2nd floor, Bldg 30A	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☑ YES ☐ NO - Governor's Office & Possibly MDE Administra
15. ACCESS RESTRICTIONS ☐ YES ☑ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☑ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☑ NO	18. RECOMMENDED RETENTION Retain at MDE for five (5) years, then transfer to the Maryland State Archives for permanent retention.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Cathy Wagenfer, Executive Assistant to the Secretary	(410) 631-3083	November 4, 1991

DGS 550-4 (REVISED 2/87)