

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1888

Page 1 of 2

Agency
 Department of Environment
 3901040140

Division/Unit
 Water Management Admin.-Compliance Prog.

Item No.	Description	Retention
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1	<p><u>NPDES Facility Permits</u> These files contain permits, various inspection report forms, discharge monitoring and operations reports, pollution and spill prevention plans, various sampling report forms, lab analysis forms, photos, citizen complaints, SSO and CSO documents, and correspondence including letters, memos, phone messages, administrative and civil complaints, orders, and penalties.</p>	<p>Retain the current 5-year records in the office files; annually review files; remove all documents older than the current 5 years, then destroy.</p>
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2	<p><u>NON-TIDAL/WATERWAY</u> These files contain permits, letters of authorization, water quality certifications, modifications, field investigation reports, photos, citizen complaints, federal permits and modifications, certifications of notification, applications, and correspondence including letters, memos, phone messages, notices of violations, orders, and penalties.</p>	<p>Retain for the life of the permit and return file to the permit issuing office.</p>
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3	<p><u>TIDAL WETLANDS</u> These files contain licenses, letters of authorization, modifications, filed investigation reports, citizen complaints, photos, federal permits and modifications, water quality certifications, certifications of notification, applications, and correspondence including letters, memos, phone messages, notices of violation, orders, and penalties.</p>	<p>Retain for life of the license and return file to the permit issuing office.</p>
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Scheduled Approved by Department, Agency, or Division Representative.
 Date 4-14-97
 Signature Mark Wells
 Typed Name Mark Wells
 Title Services Specialist

Schedule Authorized by State Archivist
 Date APR 21 1997
 Signature Edward C. Pappas

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. 1888

Page 2 of 2

Agency
Department of Environment
3901040140

Division/Unit
Water Management Admin.-Compliance Prog.

Item No.	Description	Retention
4	<p><u>SURFACE MINING</u> These files contain permits, modifications, field investigation reports, certifications of notification, applications, citizen complaints, photos, and correspondence including letters, memos, phone messages, notices of violation, orders, and penalties.</p>	<p>Retain files until permit expires or is declared null and void; if mining has been completed, retain up to completion of reclamation. File is then sent to permit issuing division for release of bond.</p>
5	<p><u>PROBLEM ACTIVITY FILES:</u> These files contain Problem Activity Report Forms, Field Investigation Reports, Clear Sheets, Memos, Notes, Phone Messages, and other documentation including maps, photos, sketches and correspondence.</p>	<p>Retain current FY files in office file cabinets; annually review files; remove records 1 year past current fiscal year, then destroy.</p>
6	<p><u>ADMINISTRATIVE FILES:</u> These files contain State Vehicle mileage sheets, invoices, purchase orders, accident investigation reports, photos, maintenance and safety reports; materials and service purchase orders, invoices, and printouts; inventory records, lists, printouts, and reports; reader files; Program personnel records that include time sheets and leave request forms; budget requests, reports, printouts, and summaries; note and message pads.</p>	<p>Retain current records and files in office file cabinets; annually review files; remove records 2 years past current calendar year, then destroy.</p>
7	<p><u>PROGRAM OPERATIONS FILES:</u> These files contain lists, forms, policies, procedures, manuals, and correspondence including letters, memos, field inspection reports, photos, citizen complaints, phone messages, and other documentation of general program operations activities for: Freedom of Information Act (FOIA) and Public Information Act (PIA) requests; Agricultural Pollution investigations; Emergency Response program; and Operations and Training Manuals.</p>	<p>Retain current records and files in office cabinets; annually review files; remove records 2 years past current calendar year, then destroy.</p>

1. DEPARTMENT/AGENCY

ENVIRONMENT

2. DIVISION

WATER MANAGEMENT ADMIN.

3. UNIT

COMPLIANCE PROGRAM

DEFINITION - Records 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 National Pollutant Discharge Elimination System (NPDES) files

5. EARLIEST YEAR / LATEST YEAR

1968 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)
NPDES Files Contain Letter and Legal Size Documents Including: NPDES permits, specific and general; Notices of Intent to Comply (NOIs); Letters of Authorization to discharge; Pollution Prevention Plans; Discharge Monitoring Reports (DMRs); Monthly Operating Reports (MORs); Removed Substance Reports; Non-Compliance Reporting Forms; Compliance Inspection Reports; photos; Industrial and Municipal Inspection Report Forms; Spill Prevention and Pollution Control Plans; facility operations and layout plans; laboratory analysis forms; Discharge Monitoring Report Evaluation Forms; Problem Activity Forms; Performance Audit Inspection Forms; Biototoxicity and Bio-assay testing and analysis reports and documents; Combined Sewers (CSOs) and Separate Sewers (SSOs) strategies, policies, records of overflows and incidents no longer needed; and correspondence including letters, memos, phone messages, administrative and civil complaints, orders, and penalties.
The purpose of this Series is to provide documentation of all Compliance Program activities in inspecting and enforcing this permit.

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
- Legal Size Computer Tape
- Bound Book Floppy Disk
- Audio Tape Video Tape
- Other (Specify) _____

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical by Inspection Division
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
 - Microfilm Reel (s)
 - Computer Tape (s)
 - Other (Specify) _____
- 100 file drawers
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 - Microfilm Reel (s)
 - Computer Tape(s)
 - Other (Specify) _____
- 10 file drawers
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

when permit is no longer needed i.e. when facility closes or ceases to discharge. Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

MDE Point Breeze Bldgs. 30 & 31, Frostburg, Hagerstown & Cambridge field offices

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes in the Municipal and Industrial Permits Offices No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes FOIA and PIA requests No

16. AUDIT REQUIREMENTS

- None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

Yes permits are assigned numerically lasting life of facility.

18. RECOMMENDED RETENTION

Retain the current 5-year records in the office files; annually review files; remove all documents older than current 5 years (should be only 1 yr's records), then destroy.

19. NAME AND TITLE OF PREPARER

Paul Stoner

20. TELEPHONE NUMBER

(410) 631-3510

21. DATE

2/12/97

1. DEPARTMENT/AGENCY Environment	2. DIVISION Water Management Admin	3. UNIT Compliance Program
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DEFINITION - Records 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 Nontidal Wetlands/Waterway Construction Files	5. EARLIEST YEAR / LATEST YEAR <u>1991</u> TO <u>Present</u>
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Nontidal Wetlands/Waterway Construction Files Contain Letter Size Files Including Nontidal Letters of Authorization or Modification of Authorization; Waterway Construction Permits or Permit Modifications; Pond Approvals; Field Inspection Reports; site plans; State Water Quality Certifications; copies of Department of Army Nationwide Permits and modifications; Joint Federal and State Application information and forms; Letters of Exemption; Certification of Notification for and letters; photos, designs, and plans; and correspondence including letters, memos, phone messages, complaints, orders and penalties.

The purpose of this Series is to provide documentation of all activities of the Compliance Program in inspecting and enforcing this permit.

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>full size engineering plans</u>	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical by county & division <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>104</u> Number
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>10</u> Number

11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>3-5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) and mitigation Number if any has been satisfied
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE Bldg 30, Salisbury, Cambridge, Prince Frederick & Hagerstown & Frostburg offices.	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>partially; Non-tidal/Waterway Permits Division</u>
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>FOIA & PIA</u> <input type="checkbox"/> No	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes <u>RAMS</u> <input type="checkbox"/> No	18. RECOMMENDED RETENTION Retain files until permit expires and return files to permit issuing office.
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19. NAME AND TITLE OF PREPARER Paul Stoner	20. TELEPHONE NUMBER 410-631-3510	21. DATE 2/12/97
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1. DEPARTMENT/AGENCY Environment	2. DIVISION Water Management Admin.	3. UNIT Compliance Program
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DEFINITION - Records 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 Tidal Wetland Files	5. EARLIEST YEAR / LATEST YEAR <u>1972</u> To <u>Present</u>
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6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Tidal Wetlands Contain Letter Size Documents Including: Tidal Wetland Licenses; project site plans; Department of the Army-Corps of Engineers (COE) Permits; Tidal General Permits; Pier Permits; MDE Wetlands Report and Recommendations; Field Inspection Reports; Notices of State Permits Application; engineering plans; Joint Evaluation Comment Sheets; Water Quality Certifications; Joint Federal State Application for Alteration of Any Floodplain, waterway, Tidal or Nontidal Wetland in Maryland; COE Public Notice sheets; records of citizen complaints; copies of accessory state, federal, and local permits, licenses, or approvals; Certification of Public Notice Notification, Impact Analysis Summaries; and Correspondence including letters, memos, phone messages, complaints, orders, and penalties. The purpose of this Series is to provide documentation of all Compliance Program activities in inspecting and enforcing this permit.

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (Specify) <u>full engineering size plans</u>	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical by County/by Inspection Division <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>28</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>3</u> Number
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11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>3</u> if not renewed <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE Bldg 30, Salisbury, Cambridge, Prince Frederick	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>partially Tidal Wetland Division, MDE</u>
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15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>FOIA & PIA</u> <input type="checkbox"/> No	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes <u>RAMS</u> <input type="checkbox"/> No	18. RECOMMENDED RETENTION Retain files until license expiration, then return file to permit issuing office.
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19. NAME AND TITLE OF PREPARER Paul Stoner	20. TELEPHONE NUMBER 410-631-3510	21. DATE 2/12/97
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1. DEPARTMENT/AGENCY
Environment

2. DIVISION
Water Management Admin.

3. UNIT
Compliance Program

DEFINITION - Records 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 Surface Mining Permits

5. EARLIEST YEAR / LATEST YEAR
1976 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Surface Mining Permit Files Contain Legal Size Documents Including: Permit to Surface Mine and Modifications; Position Reports; Application and Mining and Reclamation Plan; Schedules for Completing Mining and Reclamation; Landowner's Consent to Right of Entry Form; Application for Permit to Surface Mine; engineering drawings and site plans; citizen complaints; Field Inspection Reports; and correspondence including letters, memos, phone messages, civil and criminal complaints, orders, and penalties
The purpose of this Series is to provide documentation of all activities of the Compliance Program in inspecting and enforcing this permit.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) full engineering drawings

8. RECORD SERIES SEQUENCE

Alphabetical
 Numerical by county/
Inspection Division
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME

File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____

24
Number

10. ANNUAL ACCUMULATION

File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

expiration of permit Month(s) Year(s)
if Number if not renewed

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
MDE Bldg 30, Salisbury,
Cambridge, Prince Frederick
Hagerstown and Frostburg

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes partially Surface Mining Permits Division

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes PIA & FOIA No

16. AUDIT REQUIREMENTS

None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

Yes Rams No

18. RECOMMENDED RETENTION

Retain files until permit expires or is declared null and void; or until mining and reclamation has been completed, up to release of the performance bond, File is then forwarded to the permit issuing division,

19. NAME AND TITLE OF PREPARER

Paul Stoner

20. TELEPHONE NUMBER

(410) 631-3510

21. DATE

2/17/97

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

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1. DEPARTMENT/AGENCY

Environment

2. DIVISION

Water Management Admin.

3. UNIT

Compliance Program

DEFINITION - Records 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

Problem Activity (Citizen Complaint) Files

5. EARLIEST YEAR / LATEST YEAR

1970 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Problem Activity Files contain letter and legal size documents including: Problem Activity (Complaint) Reporting Form; Field Investigation Sheet; Memos; Notes; Phone Messages; Clear Sheets; and any other documentation from a complaint investigation including photographs, maps, sketches, and correspondence.

The purpose of this series is to document compliance program activities in receiving and responding citizen complaints.

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) _____

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numeral
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME

- File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) 50+ Boxes

20 file drawers
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) less than 50 boxes

Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

20 days Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
MDE, Point Breeze, Bldgs 30 and 51, first floor, Compliance Program

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes PIA and FOIA No

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 current FY files in office file cabinets; annually review files; remove records 1 year past current fiscal year, then destroy.

19. NAME AND TITLE OF PREPARER

Paul Stoner

20. TELEPHONE NUMBER

(410) 631-3510

21. DATE

2/12/97

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

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1. DEPARTMENT/AGENCY

Environment

2. DIVISION

Water Management Admin.

3. UNIT

Compliance Program

DEFINITION - Records 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

Administrative Files

5. EARLIEST YEAR / LATEST YEAR

1970 TO present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)
Administrative Files contain letter and legal size documents including: State Vehicle Fleet files to include monthly mileage sheets, repair invoices and purchase orders, accident investigation reports, correspondence, photos, vehicle safety inspection reports, and vehicle maintenance reports; notes and phone message pads; all material and service purchase orders, invoices, and printouts; inventory records, lists, and sheets; correspondence tracking logs and reports; manager reader files; copies of employee time sheets and leave request forms; budget requests, reports, printouts and summaries.

The purpose of this Series is to provide documentation of the Program's administrative activities.

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) _____

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numeral
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME

- File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____

15 file drawers
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

3 file drawers
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

N/A Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
MDE, Point Breeze, Bldgs 30 and 51, first floor, Compliance Program; Frostburg, Hagerstown, Cambridge, & Prince Frederick Field Offices.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____ No

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 current records and files in office cabinets; annually review files; remove records 2 years past current calendar year, then destroy.

19. NAME AND TITLE OF PREPARER

Paul Stoner

20. TELEPHONE NUMBER

(410) 631-3510

21. DATE

2/12/97

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 7 Of 7

1. DEPARTMENT/AGENCY

Environment

2. DIVISION

Water Management Admin.

3. UNIT

Compliance Program

DEFINITION - Records 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

Program Operations Files

5. EARLIEST YEAR / LATEST YEAR

1985 TO present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)
Program Operations Files contain letter and legal size documents including: Emergency Response Lists, Forms, Policies, Procedures, and Rosters; Freedom of Information Act (FOIA) and Public Information Act (PIA) Policies, Procedures, Forms, Search-completed forms, memos, records, and documentation; Agricultural pollution and complaint files which contain inspection reports, citizen complaints, photos, and correspondence; Inspection and enforcement action Forms, Summaries, Statistics, Graphs, Charts, Letters, Correspondence, Memos, and Notes; Operations Training Materials, Documents, and Records; Operations Policies and Procedures documents and records; and correspondence including letters, memos, phone messages, complaints, orders and penalties.

The purpose of this Series is to provide all levels of documentation for Compliance Program general operations that fall outside of specific Program functions or Permits.

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) _____

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME

- File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____
less than 50 drawers
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____
less than 10 file drawers
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

- no expiration Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
MDE, Point Breeze, Bldg 30, 1st Fl.,
Compliance Program, Frostburg, Hagerstown,
Cambridge, and Prince Frederick Field Offices.

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____ No

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 current records and files in office cabinets; annually review files; remove records 2 years past current calendar year, then destroy.

19. NAME AND TITLE OF PREPARER

Paul Stoner

20. TELEPHONE NUMBER

(410) 631-3510

21. DATE

2/12/97