

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

Schedule No. 1799A

Page 1 of 4

Agency  
**Department of the Environment / Waste Management Admin**

Division/Unit  
**Oil Control Program**

Item No.	Description	Retention
1	<p>This schedule supersedes Items Number 15, 16, 21, 22 and 23 of Schedule Number 902, dated April 12, 1982, which is listed under DNR - Water Resources Admin.</p> <p><u>Oil Vehicle Operators Certification</u>            These files contain applications, test results, violations, related correspondence, etc., for individual operators. Certification program is not longer in operation.</p>	<p>Destroy files January 1998.</p>
2	<p><u>Oil Operations Permits</u>            These files contain operations permit application(s), spill plan(s), related correspondence, etc for facilities.</p>	<p>A. For oil storage facilities within Maryland: retain for two (2) years after expiration or inactive status, scan, then destroy paper document. Scanned document to be retained thirty (30) years.</p> <p>B. For out-of-state facilities and delivery facilities in Maryland: after permit has expired or has become inactive, scan immediately, then destroy paper document. Scanned document to be retained thirty (30) years.</p>
3	<p><u>Program Personnel Files</u>            These files involve history of personnel to include: job applications; job description; evaluations; reclass history; tax information; medical information; letters of commendation; letter of reprimand; etc.</p>	<p>Destroy upon termination from Program.</p>

Schedule Approved by Department,  
 Agency or Division Representative

Date 2/23/98  
 Signature [Signature]  
 Typed Name Horacio Tablada  
 Title Administrator

Schedule Authorized by State Archivist

Date MAR 5 1998  
 Signature [Signature]

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

Schedule No. 1799A

Page 2 of 4

Agency: Department of the Environment/Waste Management Admin. Division/Unit: Oil Control Program

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4	<p><u>Journals</u>            These files contain records of all outgoing correspondence.</p>	<p>Retain for three (3) years, then destroy.</p>
5	<p><u>Underground Storage Tank (UST) Registration</u>            Files contain history of underground storage tanks at specific sites within the State of Maryland.</p>	<p>Files are retained within Program until tank is removed or placed permanently out-of-service. Upon this change, retain file for two (2) years, scan, then destroy hard copy. Scanned document will be retained for thirty (30) years.</p>
6	<p><u>Oil Control Case Files</u></p> <p>A. Files contain history of petroleum releases from underground storage tanks at identified locations throughout the State of Maryland. Files also contain UST violations, report of observation, site complaints, notice of violations, leak summary, etc.</p> <p>B. Files contain history of surface spills at identified locations throughout the State of Maryland and also may contain driver violations, spill report, site complaints, notice of violations, report of observation, etc. applicable to specific surface spills.</p>	<p>A. Open cases are retained within Program until case is closed. For closed cases, retain two (2) years, scan, then destroy hard copy. Scanned document will be retained for thirty (30) years.</p> <p>B. Open cases are retained within Program until case is closed. For closed cases, retain two (2) years, scanned, then destroy hard copy. Scanned document will be retained for thirty (30) years.</p>

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

Schedule No. 1799A

Page 3 of 4

Agency <b>Department of the Environment/Waste Management Admin.</b>	Division/Unit <b>Oil Control Program</b>
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Item No.	Description	Retention
7	<p><u>UST/Leaking Underground Storage Tank (LUST) Cost Recovery</u>            These files contain all history of releases that re-eligible for cost recovery. Files also contain accounts payable, invoices, time allocations, report of observation, case history, etc.</p>	<p>Retain for five (5) years after submission of Financial Status Report or until all audit requirements have been fulfilled. Then destroy</p>
8	<p><u>Revenue Files</u>            These files contain all documentation pertaining to monies received. May include receipts, ledgers, and databases. These files contain records of all outgoing correspondence relative to revenue.</p>	<p>Retain for three (3) years. Then destroy.</p>
9	<p><u>UST Installer/Remover Certification</u>            Files contain test and general correspondence pertaining to underground storage tank installer certification.</p>	<p>Retain for one (1) year after expiration of certificate, then destroy.</p>
10	<p><u>UST/LUST Allocations</u>            These series of files include all records supporting UST/LUST grant allocations. They include, but are not limited to: procurement records consisting of requisitions, purchase orders, general invoices, and other appropriate procurement records; payroll/activity charges consisting of federal timesheets, general payroll, and daily activity forms for field staff; general cost accounting records consisting of detail cost ledgers, adjustments and budget grants.</p>	<p>Retain for five (5) years after submission of Financial Status Report or until all audit requirements have been fulfilled, then destroy.</p>
11	<p><u>Oil Transfer Fee Files</u>            These files contain oil transfer fee reports, audit information, and associated correspondence.</p>	<p>Files are retained within Program until license expires. Upon expiration, retain for seven (7) years then destroy.</p>

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

Schedule No. 1799A

Page 4 of 4

Agency  
**Department of the Environment/Waste Management Admin.**

Division/Unit  
**Oil Control Program**

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12	<p><u>Upgrade and Replacement Fund Fee Files</u>            These files contain Upgrade and Replacement Fund reports, audit information, and associated correspondence. The Upgrade and Replacement Fund provides low interest loans to tank owners to upgrade, remove, or replace their USTs.</p>	<p>Retain five (5) years after fund closing, then destroy</p>
13	<p><u>Oil Contaminated Site Reimbursement Fund</u>            These files contain cleanup reimbursement applications, reimbursement forms, and associated correspondence. This fund provides reimbursement monies to cleanup sites contaminated with petroleum products.</p>	<p>Retain three (3) years after final reimbursement allocation has been made or oil release has been cleaned-up, then destroy.</p>
14	<p><u>Upgrade &amp; Replacement Loan Program</u>            These files contain loan application, loan processing forms and associated correspondence. The Upgrade and Replacement Fund provides low interest loans to tank owners to upgrade, remove, or replace their USTs.</p>	<p>Retain three (3) years after final loan payment has been made, then destroy.</p>
15	<p><u>Discharge Permits</u>            These files contain discharge permit applications, permits (NPDES, State and general), discharge monitoring reports, and associated correspondence.</p>	<p>Retain two (2) years after permit has expired or has become inactive, scan, then destroy paper document. Retain scanned document for thirty (30) years.</p>