

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

Schedule No. 2146

Page 1 of 1

<b>Agency</b> Maryland Environmental Service	<b>Division/Unit</b> Administration/Director
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Item No.	Description	Retention
1	1000 Series - Historical reference/BOD issues, etc. ( Creation, legislation, regulations, policies, opinions of OAG, trademark certifications, etc.)	Retain permanently. Transfer periodically to State Archives.
2	2000 Series - Finance/Procurement issues Bonds/Financings/Grants General accounting issues	Retain for 5 years, for the life of the loan, or until no longer relevant, then destroy.
3	3000 Series - Project Files	Retain for 5 years from close of project, then destroy.
4	4000 Series - MES Activities (Compro(R), Leafgro(R), Tire Recycling, Oil Recycling, etc.)	Retain for 5 years from close of project, then destroy.
5	5000 Series - General Administrative	Retain until no longer relevant then destroy. Screen annually.
6	6000 Series - General Reference	Retain until no longer relevant then destroy. Screen annually.
7	Board of Directors Meeting Minutes	Retain permanently. Transfer periodically to State Archives.

Schedule Approved by Department, Agency, or Division Representative.

Date 10/17/01

Signature *Beth Wojton*  
 Typed Name Beth Wojton  
 Title Chief of Administration

Schedule Authorized by State Archivist

Date NOV 06 2001

Signature *Edward C. Papenfuss*

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b> Page <u>1</u> Of <u>1</u>	
<b>1. DEPARTMENT/AGENCY</b> Maryland Environmental Service		<b>2. DIVISION</b> Administration/Director		<b>3. UNIT</b>	
<b>DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b> Agency Master Files - 1000 Series (Historical/BOD)				<b>5. EARLIEST YEAR / LATEST YEAR</b> <u>1971</u> TO _____	
<b>6. RECORD SERIES DESCRIPTION</b> (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Includes: Board of Directors files, MES creation, legislation, regulations, plans, policies, opinions of the Attorney General, trademark certifications. Purpose: Historical relevance, history of the agency. Intent of regulations and laws governing MES.					
<b>7. RECORD SERIES FORMAT(S)</b> <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <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>1</u> Number	
				<b>10. ANNUAL ACCUMULATION</b> <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>1/4</u> Number	
<b>11. FILE IS USED</b> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b> <u>0</u> _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATIONS(S)</b> (Bldg., Floor, Room) Headquarters - File Room		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulations(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Retain permanently.			
<b>19. NAME AND TITLE PREPARER</b> Pamela L. Fuller Paralegal		<b>20. TELEPHONE NUMBER</b> 410-974-7224		<b>21. DATE</b> 4/18/01	

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b> Page <u>1</u> Of <u>1</u>	
<b>1. DEPARTMENT/AGENCY</b> Maryland Environmental Service		<b>2. DIVISION</b> Administration/Director		<b>3. UNIT</b>	
<b>DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b> Agency Master Files - 2000 Series (Finance/Procurement issues)				<b>5. EARLIEST YEAR / LATEST YEAR</b> <u>1971</u> TO <u>      </u>	
<b>6. RECORD SERIES DESCRIPTION</b> (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)					
Includes: copy of agency audits, bond counsel dealings, procurement issues, Equipment Financing & Leasing transactions, and issues generally effecting the administration of the Finance and Procurement department					
Purpose: general reference for issues relating to Finance Department of agency. Record of major financial transactions, and past decisions.					
<b>7. RECORD SERIES FORMAT(S)</b> <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <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>1 1/2</u> Number	
				<b>10. ANNUAL ACCUMULATION</b> <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>1/4</u> Number	
<b>11. FILE IS USED</b> <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b> <u>varies</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATIONS(S)</b> (Bldg., Floor, Room) Headquarters - File Room		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Some items</u> <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulations(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software) <input checked="" type="checkbox"/> Yes      Word index <input type="checkbox"/> No _____		<b>18. RECOMMENDED RETENTION</b> General accounting issues - retain for 5 years, or until no longer relevant, or for the life of the debt, then destroy.			
<b>19. NAME AND TITLE PREPARER</b> Pamela L. Fuller Legal Assistant		<b>20. TELEPHONE NUMBER</b> 410-974-7224		<b>21. DATE</b> 4/18/01	

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  
Maryland Environmental Service

2. DIVISION  
Administration/Director

3. UNIT

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  
Agency Master Files - 3000 Series (Project files)

5. EARLIEST YEAR / LATEST YEAR  
1971 TO       

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

Includes: File for each Project MES is involved in. Special issues stemming from individual projects.

Purpose: general reference for Directors office and OAG office regarding MES projects past and present..

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) \_\_\_\_\_

10  
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

Depends on life of project       Month(s)       Year(s)  
Number

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

Headquarters - File Room

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

- Yes In Programs files (most)       No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulations(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 for 5 years from close of project, then destroy.

19. NAME AND TITLE PREPARER  
Pamela L. Fuller  
Legal Assistant

20. TELEPHONE NUMBER  
410-974-7224

21. DATE  
4/18/01

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>1</u> Of <u>1</u>	
<b>1. DEPARTMENT/AGENCY</b> Maryland Environmental Service		<b>2. DIVISION</b> Administration/Director		<b>3. UNIT</b>	
<b>DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b> Agency Master Files - 4000 Series (MES Activities)				<b>5. EARLIEST YEAR / LATEST YEAR</b> <u>1971</u> TO _____	
<b>6. RECORD SERIES DESCRIPTION</b> (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Includes: General files of Director and OAG department relating to Programs or Activities in which MES participates. Compro®, Leafgro®, Sludge management, Tire recycling & Clean-up, Oil and Antifreeze recycling, etc. Purpose: general reference for Directors office and OAG office regarding MES programs and activities past and present..					
<b>7. RECORD SERIES FORMAT(S)</b> <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b> <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <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>2</u> Number	
		<b>10. ANNUAL ACCUMULATION</b> <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>1/2</u> Number			
<b>11. FILE IS USED</b> <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b> <u>Varies</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATIONS(S)</b> (Bldg., Floor, Room) Headquarters - File Room		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <input type="checkbox"/> Yes <u>Some may be</u> <input type="checkbox"/> No (originals are here)			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulations(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Retain for 5 years from close of project, then destroy.			
<b>19. NAME AND TITLE PREPARER</b> Pamela L. Fuller Legal Assistant		<b>20. TELEPHONE NUMBER</b> 410-974-7224		<b>21. DATE</b> 4/18/01	

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b> Page <u>1</u> Of <u>1</u>	
<b>1. DEPARTMENT/AGENCY</b> Maryland Environmental Service		<b>2. DIVISION</b> Administration/Director		<b>3. UNIT</b>	
<b>DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b> Agency Master Files - 5000 Series (General Administration)				<b>5. EARLIEST YEAR / LATEST YEAR</b> <u>1980</u> TO <u>      </u>	
<b>6. RECORD SERIES DESCRIPTION</b> (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)					
Includes: General files of Director and OAG department relating to the general administration of the agency. Task Forces, Councils, Committee's, Personnel issues, et.					
Purpose: general reference for Administration, Director and OAG office..					
<b>7. RECORD SERIES FORMAT(S)</b> <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b> <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <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>1 1/2</u> Number	
				<b>10. ANNUAL ACCUMULATION</b> <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>1/2</u> Number	
<b>11. FILE IS USED</b> <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b> <u>Varies</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATIONS(S)</b> (Bldg., Floor, Room) Headquarters - File Room		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <input type="checkbox"/> Yes <u>Some may be</u> <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulations(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> General reference only. When no longer needed or relevant, dispose.			
<b>19. NAME AND TITLE PREPARER</b> Pamela L. Fuller Legal Assistant		<b>20. TELEPHONE NUMBER</b> 410-974-7224		<b>21. DATE</b> 4/18/01	

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b> Page <u>1</u> Of <u>1</u>	
<b>1. DEPARTMENT/AGENCY</b> Maryland Environmental Service		<b>2. DIVISION</b> Administration/Director		<b>3. UNIT</b>	
<b>DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b> Agency Master Files - 6000 Series (General Reference)				<b>5. EARLIEST YEAR / LATEST YEAR</b> <u>1980</u> TO <u>      </u>	
<b>6. RECORD SERIES DESCRIPTION</b> (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Includes: General files of Director and OAG department relating to the general administration of the agency. General reference and subject matter information on various issues of interest to the agency. Purpose: general reference for Administration, Director and OAG office..					
<b>7. RECORD SERIES FORMAT(S)</b> <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b> <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <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>1 1/2</u> Number	
		<b>10. ANNUAL ACCUMULATION</b> <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>1/2</u> Number			
<b>11. FILE IS USED</b> <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b> <u>Varies</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATIONS(S)</b> (Bldg., Floor, Room) Headquarters - File Room		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulations(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> General reference only. When no longer needed or relevant, dispose. Screen Annually			
<b>19. NAME AND TITLE PREPARER</b> Pamela L. Fuller Legal Assistant		<b>20. TELEPHONE NUMBER</b> 410-974-7224		<b>21. DATE</b> 4/18/01	

<b>INSTRUCTIONS</b> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b> Page <u>1</u> Of <u>1</u>	
<b>1. DEPARTMENT/AGENCY</b> Maryland Environmental Service		<b>2. DIVISION</b> Director		<b>3. UNIT</b>	
<b>DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
<b>4. RECORD SERIES TITLE</b> Agency Master Files - Board of Directors Meeting Minutes				<b>5. EARLIEST YEAR / LATEST YEAR</b> <u>1971</u> TO <u>      </u>	
<b>6. RECORD SERIES DESCRIPTION</b> (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Includes: Minutes, agendas, original resolutions, etc. from Board of Directors meetings. Official actions of Board. Purpose: Document official actions of the agency.					
<b>7. RECORD SERIES FORMAT(S)</b> <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		<b>9. VOLUME</b> <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	
		<b>10. ANNUAL ACCUMULATION</b> <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>¼</u> Number			
<b>11. FILE IS USED</b> <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b> <u>0</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number			
<b>13. CURRENT LOCATIONS(S)</b> (Bldg., Floor, Room) Headquarters - File Room		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
<b>15. ACCESS RESTRICTIONS</b> (If yes, cite law(s) & regulations(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>16. AUDIT REQUIREMENTS</b> <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		<b>18. RECOMMENDED RETENTION</b> Retain permanently.			
<b>19. NAME AND TITLE PREPARER</b> Pamela L. Fuller Legal Assistant		<b>20. TELEPHONE NUMBER</b> 410-974-7224		<b>21. DATE</b> 4/18/01	