

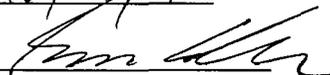
DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

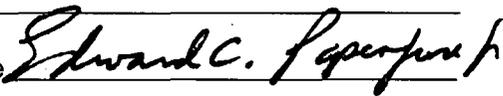
Schedule No. 2156

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Agency Maryland Environmental Service	Division/Unit OAG/Legal
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Item No.	Description	Retention
1	Litigation Files Files dealing with litigation effecting the agency (Tort, Criminal, EEOC, etc.) Investigations, settlements, agreements, negotiations in connection with litigation, or potential litigation.	Retain for 10 years from close of litigation or issue, or in accordance with Attorney General's guidance, then destroy.
2	Collections OAG Collection activity in pursuit of debts owed to MES. (demand letters, correspondence, payment tracking, litigation, court orders, liens, etc.)	Retain for 5 years from date collection efforts cease, or until lien is satisfied, then destroy.
3	Project Files Attorneys working files in connection with MES projects.	Retain in office for 6 months from end of legal involvment, then transfer to 3000 series of agency master files if necessary. Retain other materials for 5 years then destroy.
4	Reader Files	Retain for 4 years, then destroy.
5	Subject Matter files Legal and factual research of general issues and subjects.	Retain until no longer relevant or outdated, then destroy. Screen annually.

Schedule Approved by Department, Agency, or Division Representative.
 Date 10/12/01
 Signature 
 Typed Name Sean Coleman
 Title Assistant Attorney General

Schedule Authorized by State Archivist
 Date NOV 06 2001
 Signature 

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 <u>1</u> Of <u>1</u>	
1. DEPARTMENT/AGENCY Maryland Environmental Service		2. DIVISION OAG/Legal		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 Litigation Files				5. EARLIEST YEAR / LATEST YEAR <u>1980</u> TO <u> </u>	
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: current and past litigation matters involving, or potentially involving MES (Tort, Criminal, EEOC, etc.) Investigations conducted by OAG office, settlements & agreements negotiated by OAG, etc.					
Purpose: Working files of attorneys in connection with agency legal issues and litigation.					
7. RECORD SERIES FORMAT(S) <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) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <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>4</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>2</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>varies</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number			
13. CURRENT LOCATIONS(S) (Bldg., Floor, Room) Attorney Generals office within MES		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulations(s)) <input checked="" type="checkbox"/> Yes <u>attorney privilege</u> <input type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for 10 years from close of litigation or issue, or in accordance with Attorney General's guidance on record retention, then destroy.			
19. NAME AND TITLE PREPARER Pamela L. Fuller Legal Assistant		20. TELEPHONE NUMBER 410-974-7224		21. DATE 5/14/01	

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 Page <u>1</u> Of <u>1</u>	
1. DEPARTMENT/AGENCY Maryland Environmental Service		2. DIVISION OAG/Legal		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 Collections				5. EARLIEST YEAR / LATEST YEAR <u>1990</u> 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: OAG collection activity files. Demand letters, correspondence, payment tracking, collection litigation, court orders, liens, copies of delinquent invoices, etc. for companies with delinquent accounts with MES. Purpose: Documentation of OAG collection efforts on behalf of MES.					
7. RECORD SERIES FORMAT(S) <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) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <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>2</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>1/2</u> Number	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>3</u> _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATIONS(S) (Bldg., Floor, Room) Attorney Generals office within MES & basement		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulations(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for 5 years from date collection efforts cease, or until lien is satisfied, then destroy.			
19. NAME AND TITLE PREPARER Pamela L. Fuller Legal Assistant		20. TELEPHONE NUMBER 410-974-7224		21. DATE 5/14/01	

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 Page <u>1</u> Of <u>1</u>	
1. DEPARTMENT/AGENCY Maryland Environmental Service		2. DIVISION OAG/Legal		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 Project Files				5. EARLIEST YEAR / LATEST YEAR _____ 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: issue specific files on MES projects and activities requiring legal input. Purpose: working files of attorneys during investigation. Reference for attorneys consulting on specific issues facing MES projects.					
7. RECORD SERIES FORMAT(S) <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) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <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>4</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>2</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>varies</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number			
13. CURRENT LOCATIONS(S) (Bldg., Floor, Room) Attorney Generals office within MES		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Some parts may be</u> <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulations(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain in office for 6 months from end of legal office involvement, then transfer to 3000 series of Agency Master Files and follow that disposal schedule.			
19. NAME AND TITLE PREPARER Pamela L. Fuller Legal Assistant		20. TELEPHONE NUMBER 410-974-7224		21. DATE 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 Page <u>1</u> Of <u>1</u>	
1. DEPARTMENT/AGENCY Maryland Environmental Service		2. DIVISION OAG/Legal		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 General - Reader Files				5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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: chronological collection of correspondence from each attorney Purpose: general reference.					
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 type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" 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>1/2</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>1/4</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>2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATIONS(S) (Bldg., Floor, Room) Attorney Generals office within MES & Basement		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>With specific project/issue</u> <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulations(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for four years, then destroy.			
19. NAME AND TITLE PREPARER Pamela L. Fuller Legal Assistant		20. TELEPHONE NUMBER 410-974-7224		21. DATE 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 Page <u>1</u> Of <u>1</u>
1. DEPARTMENT/AGENCY Maryland Environmental Service	2. DIVISION OAG/Legal	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 General - Subject matter	5. EARLIEST YEAR / LATEST YEAR _____ 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: Legal and factual research on individual subjects conducted by Attorney Generals office. Past Correspondence and/or information dealing with general & specific legal issues. Purpose: general reference for attorneys if issues arise again.		
7. RECORD SERIES FORMAT(S) <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) _____	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <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>4</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>1</u> Number
11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>Varies</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number	
13. CURRENT LOCATIONS(S) (Bldg., Floor, Room) Attorney Generals office within MES	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulations(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain until no longer relevant or outdated, then destroy as needed. Screen annually.	
19. NAME AND TITLE PREPARER Pamela L. Fuller Legal Assistant	20. TELEPHONE NUMBER 410-974-7224	21. DATE 5/14/01