

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

Schedule No. 2144

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Agency
 Maryland Department of Environment

Division/Unit
 WMA – Water Supply Program

Item No.	Description	Retention
1.	<p>Supersede Schedule 1478 (1992), 902 & 902A (1982) PUBLIC WATER SYSTEM FILES CORRESPONDENCE -Sanitary Surveys File series contains sanitary survey reports for public water supplies. These records contain information on operation, maintenance, and treatment design of the facilities. All of the above records are periodically audited and evaluated by the Environmental Protection Agency (EPA).</p>	<p>Retain in office for ten (10) years. Store in State Records Center for five (5) years, then destroy.</p>
2.	<p>CHEMICAL MONITORING Bacteriological Self-monitoring Reports File series contains bacteriological monitoring forms for public water supplies. The following forms are utilized for bacteriological records: MDE/WMA/COM.006 – summary report; DHMH-86 – individual sample reports; miscellaneous reports from private laboratories. All of the above records are used by all or some of the program staff, and periodically audited and evaluated by the Environmental Protection Agency.</p>	<p>Retain in office for five (5) years, and then destroy. CFR 142.14 (a) (1-2)</p>
3.	<p>CHEMICAL MONITORING Chemical Analyses Reports File series contains analysis reports for public water supplies from the Department of Health and Mental Hygiene-Laboratory Administration which include results of inorganic, synthetic organic, volatile organic, and radiation testing. The following forms are utilized:</p> <ul style="list-style-type: none"> ▪ Inorganic- MDE/WMA/COM.008 ▪ SOC – MDE/WMA/COM.007 	<p>Retain in office for five (5) years. Store in State Records Center for ten (10) years, and then destroy. CFR 142.14(a)(6)</p>

Scheduled Approved by Department, Agency, or Division Representative.
 Date 11/13/01
 Signature *Robert M. Summers*
 Typed Name Robert M. Summers
 Title Director, Water Management Admin.

Schedule Authorized by State Archivist
 Date *Edward C. Papenfuss*
 Signature DEC 14 2001

DEPARTMENT OF GENERAL SERVICES
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Division/Unit
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3(cont.)	<p>CHEMICAL MONITORING (CONT.)</p> <ul style="list-style-type: none"> ▪ Volatile Organics-MDE/WMA/COM.009 ▪ Disinfection Byproducts MDE/WMA/COM.010 ▪ DHMH reports are on the following forms : ▪ Trace Organics (VOCs) – DHMH 4362 ▪ Multi-element (IOCs) – DHMH 4432 ▪ Radiation (Radon, gross alpha/beta) – DHMH 4540 ▪ Multi-element (Nitrates, fluoride, etc.) – DHMH 90A ▪ Pesticide - DHMH(11/0) ▪ Miscellaneous report forms from private laboratories. <p>All of the above records are used by staff, and periodically audited and evaluated by the EPA.</p>	
4.	<p>CORRESPONDENCE –Monthly Operating Reports</p> <p>File series contains the monthly operating reports submitted by certain surface water and ground water systems. The surface water reports contain compliance data such as chlorine residual, and turbidity monitoring.</p> <p>All of the above records are used by staff, and periodically audited and evaluated by the Environmental Protection Agency.</p>	<p>Retain in office for five (5) years, then destroy.</p>
5.	<p>LCR FILES - Lead and Copper Rule</p> <p>File series contains correspondence, forms, and reports submitted by community and non-transient non-community water systems. The following forms are utilized:</p> <ul style="list-style-type: none"> ▪ Lead and Copper Monitoring Report Form (CWS) ▪ Lead and Copper Monitoring Report Form (NTNCWS) ▪ Lead and Copper Sample Collection Form (Residential and non-residential buildings) <p>All of the above records are used by staff, and periodically audited and evaluated by the EPA.</p>	<p>Retain in office for five (5) years. Transfer to State Records Center for ten (10) years, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES
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 WMA- Water Supply Program

Item No.	Description	Retention
6.	<p>CORRESPONDENCE -Enforcement Files File series contains field investigation reports, civil and administrative penalty documents, complaints and other notices of violation, consent agreements and orders, plan copies, and other documents or correspondence documenting violations or penalty actions. All of the above documents are used by staff, and periodically audited and evaluated by the Environmental Protection Agency.</p>	<p>Retain ten (10) years after enforcement is taken. Store in State Records Center for five (5) years, then destroy. CFR 142.14(d)</p>
7.	<p>SOURCE WATER PROTECTION FILES File series contains wellhead protection reports, source water assessment reports, and other documents corresponding to source water activities. All of the above documents are used by staff and the public, and are periodically evaluated by the Environmental Protection Agency.</p>	<p>Retain ten (10) years after reports are finalized in the office, and then destroy paper copy. Store documents in an approved electronic format for transfer to EPA; retain electronic copy; transfer to State Archive periodically.</p>
8.	<p>WATER APPROPRIATION PERMIT FILES File series contains active, expired, inactive or withdrawn water appropriation permits for any user that utilizes groundwater or surface water resources under the authority of Maryland, and related documents. All active permit documents are used by staff and the public.</p>	<p><u>Expired or Inactive Permits</u> <u>≥10,000 gpd:</u> Retain paper copies for one year after permit is inactivated. Review and store useful documents in an approved format such as microfiche, CD, and destroy original paper files and documents not needed for current operations. Retain microfiche or CD version permanently. Transfer to the State Archives periodically. <u>Expired or Inactive Permits</u> <u><10,000 gpd:</u> Retain for one year after permit is inactivated, then destroy.</p>

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Item No.	Description	Retention
8. (cont)		<p><u>Withdrawn Applications:</u> Retain for six (6) months in the office after application is withdrawn. Destroy documents.</p> <p><u>Active Permits:</u> Retain original copies until file is stored in an approved format such as microfiche, CD. Destroy paper files one year after microfiche has been verified. Retain microfiche or CD version permanently. Transfer to the State Archives periodically.</p>
9.	<p>WATER WITHDRAWAL REPORTS</p> <p>Files contain reports from permittees (as required by permit) of their monthly water use on an annual or semi-annual basis.</p>	<p>Retain paper files until permit is renewed, or revised, or inactivated. Destroy paper files after permit renewal, revision or inactivation, and after verification that data is entered into electronic database. Transfer to State Archives periodically.</p>
10.	<p>WATER SUPPLY STUDY FILES</p> <p>File contains reviews and evaluations of potential water reservoirs, groundwater systems, or stream withdrawals which could support towns, institutions, parts of counties, etc.</p>	<p>Screen annually and destroy that material no longer needed for current operations.</p>

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Agency Maryland Department of the Environment	Division/Unit WMA- Water Supply Program
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Item No.	Description	Retention
11.	<p>REGULATIONS AND STATUTE DEVELOPMENT FILES</p> <p>File contains background information for changes to regulations or law. May contain guidelines, testimony, fiscal impacts, and position statements.</p>	Screen annually and destroy that material no longer needed for current operations.
12.	<p>POTOMAC RIVER LOW FLOW ALLOCATION AGREEMENT FILES</p> <p>File contains documents concerning the allocation agreement, including copy of agreement, amendments, a record of negotiations, annual meeting notes, and related correspondence.</p>	Screen annually and destroy that material no longer needed for current operations.
13.	<p>SUSQUEHANNA RIVER BASIN COMMISSION FILE</p> <p>File contains copy of enabling legislation and information related to development of SRBC, current SRBC regulations and Comprehensive Plan, studies performed by SRBC relevant to Maryland, meeting agendas, notes and projects.</p>	Screen annually and destroy that material no longer needed for current operations.
14.	<p>WATER CONSERVATION FILES</p> <p>Files contain material related to Governor's Advisory Committees, proposed bills, and conservation measures.</p>	Screen annually and destroy that material no longer needed for current operations.
15.	<p>DROUGHT FILES</p> <p>Files contain information related to drought monitoring plan, drought indicators, and actions taken during drought conditions.</p>	Screen annually and destroy that material no longer needed for current operations.

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WMA- Water Supply Program

Item
No.

Description

Retention

16.

STREAM GAGE FUNDING FILES

Files contain contracts between MDE and permittees required to pay for stream gages as a permit condition. File also contains MOU's with DNR for funds transfer, background information, records of fund transfers.

Screen annually and destroy that material no longer needed for current operations. Retain MOU's and contracts as long as permittee is required to fund stream gage.

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

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1. DEPARTMENT/AGENCY ENVIRONMENT

2. DIVISION WATER MANAGEMENT ADMIN.

3. UNIT WATER SUPPLY 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. RECORDS SERIES TITLE
PUBLIC WATER SYSTEM FILES
Sanitary Surveys

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).

PUBLIC WATER SYSTEM FILES this file series contains sanitary survey reports for public water supplies. These records contain information on operation, maintenance, and treatment design of the facilities. All of the above records are periodically audited and evaluated by the Environmental Protection Agency (EPA).

FUNCTION: The data documents the conditions of the water treatment facilities, and the compliance status of the public water systems. These activities necessitate the creation of a public water system files to be maintained for the life of the facility, and which may contain the documents and contents listed above.

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

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

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER a public water system has been inactive for at least one year as defined in COMAR 26.04.01.

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
MDE, Baltimore, MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs
 Yes Public Information Act and Regs

16. AUDIT REQUIREMENTS
None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)
 Yes File assigned a public water system identification number (PWSID). PWSID info is maintained on the Program's PDWIS database (ORACLE).

RECOMMENDED RETENTION
Retain in office for ten (10) years. Store in State Records Center for five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER
Nancy Reilman, Division Chief

20. TELEPHONE NUMBER
410-631-3729

21. DATE
10/12/01

1. DEPARTMENT/AGENCY ENVIRONMENT	2. DIVISION WATER MANAGEMENT ADMIN.	3. UNIT WATER SUPPLY 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. RECORDS SERIES TITLE PUBLIC WATER SYSTEM FILES Bacteriological Reports	5. EARLIEST YEAR / LATEST YEAR 1976 TO Present
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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).

PUBLIC WATER SYSTEM FILES this file series contains bacteriological monitoring forms for public water supplies. The following forms are utilized for bacteriological records: MDE/WMA/COM.006-summary report; DHMH-86 - individual sample reports; miscellaneous reports from private laboratories. All of the above records are used by all or some of the program staff, and periodically audited and evaluated by the Environmental Protection Agency.

FUNCTION: The data documents the bacteriological water quality of the public water systems. These activities necessitate the creation of a public water system files to be maintained for the life of the facility, and which may contain the documents and contents listed above.

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)	9. VOLUME 10 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <hr style="width: 50px; margin-left: 0;"/> Number
		10. ANNUAL ACCUMULATION 2 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <hr style="width: 50px; margin-left: 0;"/> Number

11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <i>a public water system has been inactive for at least one year as defined in COMAR 26.04.01.</i> <hr style="width: 100px; margin-left: 0;"/> Number Month(s) Year(s)
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, Baltimore, MD	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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15. ACCESS RESTRICTIONS If yes, cite law(s) & regs <input checked="" type="checkbox"/> Yes Public Information Act and Regs	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 software/hardware) <input checked="" type="checkbox"/> Yes File assigned a public water system identification number (PWSID). PWSID info is maintained on the Program's PDWIS database (ORACLE).	RECOMMENDED RETENTION Retain in office for five (5) years, and then destroy. 40 CFR 142.14 (a) (1-2)
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19. NAME AND TITLE OF PREPARER Nancy Reilman, Division Chief	20. TELEPHONE NUMBER 410-631-3729	21. DATE 10/12/2001
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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

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1. DEPARTMENT/AGENCY
ENVIRONMENT

2. DIVISION
WATER MANAGEMENT ADMIN.

3. UNIT
WATER SUPPLY 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. RECORDS SERIES TITLE
PUBLIC WATER SYSTEM FILES
Chemical Analyses

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).

PUBLIC WATER SYSTEM FILES this file series contains analysis reports for public water supplies from the Department of Health and Mental Hygiene-Laboratory Administration and private laboratories. This includes results of inorganic, synthetic organic, volatile organic, and radiation testing.

The following forms are utilized:

- Inorganic - MDE/WMA/COM.008
- SOC - MDE/WMA/COM.007
- Volatile Organics - MDE/WMA/COM.009
- Disinfection Byproducts MDE/WMA/COM.010
- DHMH reports are on the following forms:
- Trace Organics (VOCs) - DHMH 4362
- Multi-element (IOCs) - DHMH 4432
- Radiation (Radon, gross alpha/beta) - DHMH 4540
- Multi-element (Nitrates, fluoride, etc.) - DHMH 90A
- Pesticide - DHMH (11/0)
- Miscellaneous report forms from private laboratories

All of the above records are used by staff, and periodically audited and evaluated by the EPA.

FUNCTION: The data documents the conditions of the water treatment facilities, and the compliance status of the public water systems. These activities necessitate the creation of a public water system files to be maintained for the life of the facility, and which may contain the documents and contents listed above.

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

30 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

10. ANNUAL ACCUMULATION

3 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER a public water system has been inactive for at least one year as defined in COMAR 26.04.01.

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
MDE, Baltimore, MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs
 Yes Public Information Act and Regs

16. AUDIT REQUIREMENTS
None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)
 Yes File assigned a public water system identification number (PWSID). PWSID info is maintained on the Program's PDWIS database (ORACLE).

RECOMMENDED RETENTION
Retain in office for five (5) years. Store in State Records Center for ten (10) years, and then destroy. 40 CFR 142.14(a)(6)

19. NAME AND TITLE OF PREPARER
Nancy Reilman, Division Chief

20. TELEPHONE NUMBER
410-631-3729

21. DATE 10/12/2001

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

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1. DEPARTMENT/AGENCY
ENVIRONMENT

2. DIVISION
WATER MANAGEMENT ADMIN.

3. UNIT
WATER SUPPLY 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. RECORDS SERIES TITLE
PUBLIC WATER SYSTEM FILES
Monthly Operating Report

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).

PUBLIC WATER SYSTEM FILES this series contains the monthly operating reports submitted by certain surface water and ground water systems. This surface water reports contain compliance data such as chlorine residual, and turbidity monitoring.

FUNCTION: The data documents the conditions of the water treatment facilities, and the compliance status of the public water systems. These activities necessitate the creation of a public water system files to be maintained for the life of the facility, and which may contain the documents and contents listed above.

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

15 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

10. ANNUAL ACCUMULATION

3 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER *a public water system has been inactive for at least one year as defined in COMAR 26.04.01.*

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
MDE, Baltimore, MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs
 Yes Public Information Act and Regs

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes File assigned a public water system identification number (PWSID). PWSID info is maintained on the Program's PDWIS database (ORACLE).

RECOMMENDED RETENTION

Retain in office for five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER
Nancy Reilman, Division Chief

20. TELEPHONE NUMBER
410-631-3729

21. DATE 10/12/2001

1. DEPARTMENT/AGENCY ENVIRONMENT	2. DIVISION WATER MANAGEMENT ADMIN.	3. UNIT WATER SUPPLY 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. RECORDS SERIES TITLE PUBLIC WATER SYSTEM FILES Lead and Copper Rule	5. EARLIEST YEAR / LATEST YEAR 1976 TO Present
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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).

PUBLIC WATER SYSTEM FILES this series contains correspondence, forms, and reports submitted by community and non-transient non-community water systems. The following forms are utilized:

- Lead and Copper Monitoring Report Form (CWS)
- Lead and Copper Monitoring Report Form (NTNCWS)
- Lead and Copper Sample Collection Form (Residential and non-residential buildings)

All of the above records are used by staff, and periodically audited and evaluated by the EPA.

FUNCTION: The data documents the conditions of the water treatment facilities, and the compliance status of the public water systems. These activities necessitate the creation of a public water system files to be maintained for the life of the facility, and which may contain the documents and contents listed above.

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)	8. RECORD SERIES SEQUENCE Alphabetical <input checked="" type="checkbox"/> Numerical Chronological Geographical Other (Specify)	9. VOLUME 6 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <hr style="width: 50px; margin-left: 0;"/> Number
		10. ANNUAL ACCUMULATION 1 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <hr style="width: 50px; margin-left: 0;"/> Number

11. FILE IS USED <input checked="" type="checkbox"/> Daily Weekly Monthly	12. FILE BECOMES INACTIVE AFTER <i>a public water system has been inactive for at least one year as defined in COMAR 26.04.01.</i> <hr style="width: 100px; margin-left: 0;"/> Number Month(s) Year(s)
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, Baltimore, MD	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No
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15. ACCESS RESTRICTIONS If yes, cite law(s) & regs <input checked="" type="checkbox"/> Yes Public Information Act and Regs	16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal Independent
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <input checked="" type="checkbox"/> Yes File assigned a public water system identification number (PWSID). PWSID info is maintained on the Program's PDWIS database (ORACLE).	RECOMMENDED RETENTION Retain in office for five (5) years. Transfer to State Records Center for ten (10) years, then destroy.
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19. NAME AND TITLE OF PREPARER Nancy Reilman, Division Chief	20. TELEPHONE NUMBER 410-631-3729	21. DATE 10/12/2001
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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 6 Of 16	
1. DEPARTMENT/AGENCY ENVIRONMENT		2. DIVISION WATER MANAGEMENT ADMIN.		3. UNIT WATER SUPPLY 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. RECORDS SERIES TITLE PUBLIC WATER SYSTEM FILES Enforcement Files				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). PUBLIC WATER SYSTEM FILES this series contains field investigation reports, civil and administrative penalty documents, complaints and other notices of violation, consent agreements and orders, plan copies, and other documents or correspondence documenting violations or penalty actions. All of the above documents are used by staff, and periodically audited and evaluated by the Environmental Protection Agency. FUNCTION: The data documents the conditions of the water treatment facilities, and the compliance status of the public water systems. These activities necessitate the creation of a public water system files to be maintained for the life of the facility, and which may contain the documents and contents listed above.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		9. VOLUME 5 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number	
				10. ANNUAL ACCUMULATION 1 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <i>a public water system has been inactive for at least one year as defined in COMAR 26.04.01.</i> _____ Month(s) Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, Baltimore, MD		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) & regs <input checked="" type="checkbox"/> Yes Public Information Act and Regs		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <input checked="" type="checkbox"/> Yes File assigned a public water system identification number (PWSID). PWSID info is maintained on the Program's PDWIS database (ORACLE).		RECOMMENDED RETENTION Retain ten (10) years after enforcement is taken. Store in State Records Center for five (5) years, then destroy. 40 CFR 142.14(d)			
19. NAME AND TITLE OF PREPARER Nancy Reilman, Division Chief		20. TELEPHONE NUMBER 410-631-3729		21. DATE 10/12/2001	

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
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1. DEPARTMENT/AGENCY ENVIRONMENT	2. DIVISION WATER MANAGEMENT ADMIN.	3. UNIT WATER SUPPLY 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. RECORDS SERIES TITLE PUBLIC WATER SYSTEM FILES Source Water Protection Files	5. EARLIEST YEAR / LATEST YEAR 1990 TO Present
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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).

PUBLIC WATER SYSTEM FILES this series contains wellhead protection reports, source water assessment reports, and other documents corresponding to source water activities.

All of the above documents are used by staff and the public, and are periodically evaluated by the Environmental Protection Agency.

FUNCTION: The data documents the conditions of the water treatment facilities, and the compliance status of the public water systems. These activities necessitate the creation of a public water system files to be maintained for the life of the facility, and which may contain the documents and contents listed above.

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)	9. VOLUME 5 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number
		10. ANNUAL ACCUMULATION 1 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number

11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <i>a public water system has been inactive for at least one year as defined in COMAR 26.04.01.</i> _____ _____ _____ Number Month(s) Year(s)
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, Baltimore, MD	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No
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15. ACCESS RESTRICTIONS If yes, cite law(s) & regs <input checked="" type="checkbox"/> Yes Public Information Act and Regs	16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent
---	--

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <input checked="" type="checkbox"/> Yes File assigned a public water system identification number (PWSID). PWSID info is maintained on the Program's PDWIS database (ORACLE).	RECOMMENDED RETENTION Retain ten (10) years after reports are finalized in the office. Store documents in an approved electronic format for transfer to EPA, retain electronic copy, transfer to State Archive periodically and destroy paper copy.
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19. NAME AND TITLE OF PREPARER Nancy Reilman, Division Chief	20. TELEPHONE NUMBER 410-631-3729	21. DATE 10/12/2001
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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

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1. DEPARTMENT/AGENCY
ENVIRONMENT

2. DIVISION
WATER MANAGEMENT ADMIN.

3. UNIT
WATER SUPPLY 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. RECORDS SERIES TITLE
WATER APPROPRIATION PERMIT FILES

5. EARLIEST YEAR / LATEST YEAR
1933 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).

WATER APPROPRIATION PERMIT FILES this series contains active, expired, inactive or withdrawn water appropriation permits for any user that utilizes groundwater or surface water resources under the authority of Maryland, and related documents including letter size files for active or pending water appropriation permits including:

surveys, applications, biannual reports, permits, and other correspondence.

All active permit documents are used by staff and the public.

FUNCTION: The data documents the amounts of water which may be used by a permittee, the conditions of use, and the environmental and public review on which permit decisions are based.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm

 Legal Size Computer Tape

 Bound Book Floppy Disk

 Audio Tape Video Tape

 Other (Specify) microfiche

8. RECORD SERIES SEQUENCE

Alphabetical

 Numerical

Chronological

Geographical

Other (Specify)

9. VOLUME

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

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER a withdrawal permit has been inactive for at least 6 months.

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
MDE, Baltimore, MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs
 Yes Public Information Act and Regs

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes File assigned a permit number (WAPID).
WAPID info is maintained on a state database (RAMS).

RECOMMENDED RETENTION

Expired or Inactive Permits >10,000 gpd: Retain paper copies for one year after permit is inactivated. Review and store useful documents in an approved format such as microfiche, CD, and destroy original paper files and documents not needed for current operations. Retain microfiche or CD version permanently. Transfer to State Archive periodically.

Expired or Inactive Permits <10,000 gpd: Retain for one year after permit is inactivated, then destroy. Destroy documents.
Withdrawn Applications: Retain for six (6) months in the office after application is withdrawn. Destroy documents.

Active Permits: Retain original copies until file is stored in an approved format such as microfiche, CD. Destroy paper files one year after microfiche has been verified. Retain microfiche or CD version permanently. Transfer to State Archive periodically.

19. NAME AND TITLE OF PREPARER
Nancy Reilman, Division Chief

20. TELEPHONE NUMBER
410-631-3729

21. DATE 10/12/2001

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

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1. DEPARTMENT/AGENCY
 ENVIRONMENT

2. DIVISION
 WATER MANAGEMENT ADMIN.

3. UNIT
 WATER SUPPLY 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. RECORDS SERIES TITLE
 WATER APPROPRIATION PERMIT FILES
 Water Withdrawal Reports

5. EARLIEST YEAR / LATEST YEAR
 1971 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).

WATER APPROPRIATION PERMIT FILES contain reports from permittees (as required by permit) of their monthly use on an annual or semi-annual basis.

FUNCTION: The data documents the actual water use by permittee across the State. These activities necessitate the creation of a public water system files to be maintained for the life of the permitted water use, and which may contain the documents and contents listed above.

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

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

 Number

10. ANNUAL ACCUMULATION

1/2 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (Specify)

 Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER *water use at permitted site causes a withdrawal permit has been inactive for at least 6 months.*

_____ Month(s) Year(s)
 Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
 MDE, Baltimore, MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
 Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs
 Yes Public Information Act and Regs

16. AUDIT REQUIREMENTS
 None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)
 Yes File assigned a permit number (WAPID).
 WAPID info is maintained on a state database (RAMS).

RECOMMENDED RETENTION
 Retain paper files until permit is renewed, or revised, or inactivated. Destroy paper files after permit renewal, revision or inactivation, and after verification that data is entered into electronic database. Transfer to State Archive periodically.

19. NAME AND TITLE OF PREPARER
 Nancy Reilman, Division Chief

20. TELEPHONE NUMBER
 410-631-3729

21. DATE 10/12/2001

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

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1. **DEPARTMENT/AGENCY**
ENVIRONMENT

2. **DIVISION**
WATER MANAGEMENT ADMIN.

3. **UNIT**
WATER SUPPLY 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. **RECORDS SERIES TITLE**
WATER APPROPRIATION PERMIT FILES
Water Supply Study Files

5. **EARLIEST YEAR / LATEST YEAR**
1980 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).

WATER APPROPRIATION PERMITS FILES contain reviews and evaluations of potential water reservoirs, groundwater systems, or stream withdrawals which could support towns, institutions, parts of counties, etc.

FUNCTION: The Water Supply Program is responsible for implementing the State program which authorizes the withdrawal of groundwater and surface water by agricultural businesses, public water systems, and other water users that meet the criteria in the regulation. The files must be maintained for the duration of the study project, and may contain the documents and contents listed above.

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**

8 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

10. **ANNUAL ACCUMULATION**

1/2 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

11. **FILE IS USED**

Daily Weekly Monthly

12. **FILE BECOMES INACTIVE AFTER** a withdrawal permit has been inactive for at least one year.

5 Month(s) Year(s)
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
MDE, Baltimore, MD

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)
Yes No

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

Yes Public Information Act and Regs

16. **AUDIT REQUIREMENTS**

None State Federal Independent

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

No

RECOMMENDED RETENTION

Screen annually and destroy that material no longer needed for current operations.

19. **NAME AND TITLE OF PREPARER**
Nancy Reilman, Division Chief

20. **TELEPHONE NUMBER**
410-631-3729

21. **DATE** 10/12/2001

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

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1. **DEPARTMENT/AGENCY ENVIRONMENT**

2. **DIVISION WATER MANAGEMENT ADMIN.**

3. **UNIT WATER SUPPLY 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. **RECORDS SERIES TITLE**
WATER APPROPRIATION PERMIT FILES
Regulations and statute development 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).

WATER APPROPRIATION PERMITS FILES these files contain correspondence, analyses, and notes documenting the development of regulations and statutes governing the water appropriation process.

FUNCTION: The Water Supply Program is responsible for implementing the State program which authorizes the withdrawal of groundwater and surface water by agricultural businesses, public water systems, and other water users that meet the criteria in the regulation. The files may contain the documents and contents listed above.

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**

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

Number

10. **ANNUAL ACCUMULATION**

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

Number

11. **FILE IS USED**

Daily Weekly Monthly

12. **FILE BECOMES INACTIVE AFTER** *the regulations or statute is effective.*

Number Month(s) Year(s)

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
MDE, Baltimore, MD

14. **IS RECORD SERIES DUPLICATED ELSEWHERE?** (If yes, specify agency or office)
 Yes No

15. **ACCESS RESTRICTIONS** If yes, cite law(s) & regs
 Yes Public Information Act and Regs

16. **AUDIT REQUIREMENTS**
 None State Federal Independent

17. **IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)
 No

RECOMMENDED RETENTION
Screen annually and destroy that material no longer needed for current operations.

19. **NAME AND TITLE OF PREPARER**
Nancy Reilman, Division Chief

20. **TELEPHONE NUMBER**
410-631-3729

21. **DATE** 10/12/2001

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 12 Of 16
1. DEPARTMENT/AGENCY ENVIRONMENT	2. DIVISION WATER MANAGEMENT ADMIN.	3. UNIT WATER SUPPLY 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. RECORDS SERIES TITLE WATER APPROPRIATION PERMIT FILES Potomac River Low Flow Allocation Agreement Files	5. EARLIEST YEAR / LATEST YEAR 1978 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). WATER APPROPRIATION PERMITS FILES contain documents concerning the allocation agreement, including copy of agreement, amendments, a record of negotiations, annual meeting notes, and related correspondence. FUNCTION: The Water Supply Program is responsible for coordinating Maryland's participation and representation in the interstate agreement governing use of the Potomac River. Files must be maintained to document correspondence and meetings.		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)	8. RECORD SERIES SEQUENCE Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (Specify)	9. VOLUME 1 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <hr/> Number 10. ANNUAL ACCUMULATION 0 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <hr/> Number
11. FILE IS USED Daily Weekly <input checked="" type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER _____ One Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, Baltimore, MD	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs <input checked="" type="checkbox"/> Yes Public Information Act and Regs	16. AUDIT REQUIREMENTS None <input checked="" type="checkbox"/> State Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <input checked="" type="checkbox"/> No	RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current operations.	
19. NAME AND TITLE OF PREPARER Nancy Reilman, Division Chief	20. TELEPHONE NUMBER 410-631-3729	21. DATE 10/12/2001

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 13 Of 16	
1. DEPARTMENT/AGENCY ENVIRONMENT		2. DIVISION WATER MANAGEMENT ADMIN.		3. UNIT WATER SUPPLY 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. RECORDS SERIES TITLE WATER APPROPRIATION PERMIT FILES Susquehanna River Basin Commission File				5. EARLIEST YEAR / LATEST YEAR 1971 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). WATER APPROPRIATION PERMITS FILES contains copy of enabling legislation and information related to development of SRBC, current SRBC regulations and Comprehensive Plan, studies performed by SRBC relevant to Maryland, meeting agendas, notes and projects. FUNCTION: The SRBC is an interstate water management agency created by Compact, and responsible for management and coordination of water related planning and regulation within the basin, particularly with respect to interstate issues. The files must be maintained to document meetings and projects, and may contain the documents and contents listed above.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		9. VOLUME 3 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <hr/> Number	
				10. ANNUAL ACCUMULATION 1 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <hr/> Number	
11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <input type="checkbox"/> One _____ Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, Baltimore, MD		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) & regs <input checked="" type="checkbox"/> Yes Public Information Act and Regs		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <input checked="" type="checkbox"/> No		RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current operations.			
19. NAME AND TITLE OF PREPARER Nancy Reilman, Division Chief		20. TELEPHONE NUMBER 410-631-3729		21. DATE 10/12/2001	

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

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1. DEPARTMENT/AGENCY
 ENVIRONMENT

2. DIVISION
 WATER MANAGEMENT ADMIN.

3. UNIT
 WATER SUPPLY 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. RECORDS SERIES TITLE
 WATER APPROPRIATION PERMIT FILES
 Water Conservation Files

5. EARLIEST YEAR / LATEST YEAR
 1999 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).

WATER APPROPRIATION PERMIT WATER CONSERVATION FILES contain material related to Governor's Advisory Committees, proposed bills, and conservation measures.

FUNCTION: The Water Supply Program is responsible for implementing the directives of Executive Order 01.01.2001.06. The files must be maintained to document compliance with Executive Order and for generally promoting water conservation in the state, and may contain the documents and contents listed above.

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

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

 Number

10. ANNUAL ACCUMULATION

1/2 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (Specify)

 Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

One Month(s) Year(s)

 Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
 MDE, Baltimore, MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
 Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs
 Yes Public Information Act and Regs

16. AUDIT REQUIREMENTS
 None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)
 NO

RECOMMENDED RETENTION
 Screen annually and destroy that material no longer needed for current operations.

19. NAME AND TITLE OF PREPARER
 Nancy Reilman, Division Chief

20. TELEPHONE NUMBER
 410-631-3729

21. DATE 10/12/2001

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

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1. DEPARTMENT/AGENCY
ENVIRONMENT

2. DIVISION
WATER MANAGEMENT ADMIN.

3. UNIT
WATER SUPPLY 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. RECORDS SERIES TITLE
WATER RIGHTS DIVISION FILES
Drought Files

5. EARLIEST YEAR / LATEST YEAR
1982 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).

WATER RIGHTS DIVISION DROUGHT FILES contain information related to drought monitoring plan, drought indicators, and actions taken during drought conditions.

FUNCTION: The Water Supply Program is responsible for implementing the State drought monitoring and response. The files must be maintained for at least one year after a drought, and may contain the documents and contents listed above.

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

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

Number

10. ANNUAL ACCUMULATION

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

Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER *at least one year.*

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
MDE, Baltimore, MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
Yes No

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs
 Yes Public Information Act and Regs

16. AUDIT REQUIREMENTS
None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)
 No

RECOMMENDED RETENTION
Screen annually and destroy that material no longer needed for current operations.

19. NAME AND TITLE OF PREPARER
Nancy Reilman, Division Chief

20. TELEPHONE NUMBER
410-631-3729

21. DATE 10/12/2001

