Schedule No. 2144

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	CORDS RETERVITOR AND DISTOSAL SCHEDULE	
Agency	Maryland Department of Environment W	Init IMA – Water Supply Program
Item No.	Description	Retention
1.	Supercede 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).	Retain in office for ten (10) years. Store in State Records Center for five (5) years, then destroy.
2.	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.	Retain in office for five (5) years, and then destroy.  CFR 142.14 (a) (1-2)
3.	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:  Inorganic- MDE/WMA/COM.008  SOC - MDE/WMA/COM.007	Retain in office for five (5) years. Store in State Records Center for ten (10) years, and then destroy. CFR 142.14(a)(6)
Scheduled Approved by Department, Agency, or Division Representative.  Date ///3/o/ Signature Robert M. Summers  Title Director, Water Management Admin.  Schedule Authorized by State Archivist  Date Sumal C. Summer Signature DEC 1 4 2001		

(Continuation Sheet)

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Division/Unit Agency Maryland Department of the Environment WMA- Water Supply Program Item Description Retention No. 3(cont.) **CHEMICAL MONITORING (CONT.)** 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. 4. **CORRESPONDENCE** – Monthly Operating Reports Retain in office for five (5) years, File series contains the monthly operating reports submitted then destroy. by certain surface water and ground water systems. The surface water reports contain compliance data such as chlorine residual, and turbidity monitoring. All of the above records are used by staff, and periodically audited and evaluated by the Environmental Protection Agency. 5. LCR FILES - Lead and Copper Rule Retain in office for five (5) years. File series contains correspondence, forms, and reports Transfer to State Records Center submitted by community and non-transient non-community for ten (10) years, then destroy. 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.

(Continuation Sheet)

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Agency

Division/Unit
WMA- Water Supply Progr

Agency	Maryland Department of the Environment W	MA- Water Supply Program
Item No.	Description	Retention
6.	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.	Retain ten (10) years after enforcement is taken. Store in State Records Center for five (5) years, then destroy.  CFR 142.14(d)
7.	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.	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.
8.	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.	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 the State Archives periodically.  Expired or Inactive Permits <10,000 gpd: Retain for one year after permit is inactivated, then destroy.

### DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

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Agency	Division/Unit Iaryland Department of the Environment WMA- Water Supply Program		
Item No.	Description	Retention	
8. (cont)		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 the State Archives periodically.	
9.	WATER WITHDRAWAL REPORTS  Files contain reports from permittees (as required by permit) of their monthly water use on an annual or semi-annual basis.	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	
10.	WATER CURRINGTHEN FOLES	periodically.	
	WATER SUPPLY STUDY FILES  File contains reviews and evaluations of potential water reservoirs, groundwater systems, or stream withdrawals which could support towns, institutions, parts of counties, etc.	Screen annually and destroy that material no longer needed for current operations.	

(Continuation Sheet)

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

#### DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

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Agency	y Division/Unit Maryland Department of the Environment 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 pemittee is required to fund stream gage.		

DGS 550-1A (Rev. 1/93)

	·	
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	AGENCY RECORDS INVENTORY
NECONDO NE PENTION GOILEGGE (DOG GGG-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 1 Of 16
1. DEPARTMENT/AGENCY ENVIRONMENT	2. DIVISION WATER MANAGEMENT ADMIN.	3. UNIT WATER SUPPLY PROGRAM
DEFINITION – Records series – A group of related record	rds normally filed and used as a unit for reference as t	well as retention and disposition purposes.
4. RECORDS SERIES TITLE PUBLIC WATER SY	STEM FILES	5. EARLIEST YEAR / LATEST YEAR
Sanitary Surv	veys	1976 to Present .
6. RECORD SERIES DESCRIPTION (Briefly describe the type		
PUBLIC WATER SYSTEM FILES this file These records contain information on operation the above records are periodically audited and	on, maintenance, and treatment desig	n of the facilities. All of
FUNCTION: The data documents the condition public water systems. These activities necess the life of the facility, and which may contain	sitate the creation of a public water sy	stem files to be maintained for
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
✓ Letter Size Microfilm	Alphabetical	6 File Drawer(s) Microfilm Reel(s)
Legal Size Computer Tape	✓ Numerical	Computer Tape(s) Other (Specify) Number
Bound Book Floppy Disk	Chronological	10. ANNUAL ACCUMULATION
Audio Tape Video Tape	Geographical	1 File Drawer(s)
Other (Specify)	Other (Specify)	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.  Month(s) Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, Baltimore, MD	Number  14. IS RECORD SERIES DUPLICATED ELSEY Yes	WHERE? (If yes, specify agency or office)  ✓ 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	RECOMMENDED RETENTION Retain in office for ten (10) years. for five (5) years, then destroy.	Store in State Records Center

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

21. DATE 10/12/01

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

•	P.	
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	AGENCY RECORDS INVENTORY
RECORDS RETENTION SCREDULE (DGS 350-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 2 Of 16
DEPARTMENT/AGENCY     ENVIRONMENT     DEFINITION – Records series – A group of related reco	DIVISION     WATER MANAGEMENT ADMIN.  Interpretable for reference as a unit for reference as	3. UNIT  WATER SUPPLY PROGRAM  well as retention and disposition purposes
DEFINITION RECORDS SERIES A GROUP OF FOLIAGE 1990		The state of the s
4. RECORDS SERIES TITLE PUBLIC WATER SY		5. EARLIEST YEAR / LATEST YEAR  1976 TO Present
Bacteriological	Reports	
6. RECORD SERIES DESCRIPTION (Briefly describe the type	s of information/documents/forms found in the Series.	Include the purpose or function of the Series).
PUBLIC WATER SYSTEM FILES this file supplies. The following forms are utilized for DHMH-86 – individual sample reports; misc All of the above records are used by all or so Environmental Protection Agency.	or bacteriological records: MDE/WM ellaneous reports from private labora	A/COM.006-summary report; tories.
FUNCTION: The data documents the bacter necessitate the creation of a public water systematic contain the documents and contents listed ab	tem files to be maintained for the life	•
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
✓ Letter Size Microfilm	Alphabetical	10 File Drawer(s) Microfilm Reel(s) Computer Tape(s)
Legal Size Computer Tape	✓ Numerical	Other (Specify) Number
Bound Book Floppy Disk	Chronological	
Audio Tape Video Tape	Geographical	10. ANNUAL ACCUMULATION  2 File Drawer(s) Microfilm Reel(s)
Other (Specify)	Other (Specify)	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.  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, a (a) (1-2)		and then destroy. 40 CFR 142.14
19. NAME AND TITLE OF PREPARER Nancy Reilman, Division Chief	<b>20. TELEPHONE NUMBER</b> 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	AGENCY RECORDS INVENTORY
		RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 3 Of 16
DEPARTMENT/AGENCY     ENVIRON     DEFINITION – Records		DIVISION     WATER MANAGEMENT ADMIN.  Is normally filed and used as a unit for reference as a contract of the contract of	3. UNIT WATER SUPPLY PROGRAM well as retention and disposition purposes.
4. RECORDS SERIES TITLE	PUBLIC WATER SYS	TEM FILES	5. EARLIEST YEAR / LATEST YEAR
	Chemical Anal	yses	1976 to Present
6. RECORD SERIES DESCRI	PTION (Briefly describe the types	of information/documents/forms found in the Series.	Include the purpose or function of the Series).
Administration and private laborate The following forms are utilized:  • Inorganic – MDE/WM  • SOC – MDE/WMA/CG  • Volatile Organics – MI  • Disinfection Byproduc  • DHMH reports are on the Trace Organics (VOCs)  All of the above records are used to the Trace Organics (VOCs)  FUNCTION: The data documents creation of a public water system in the Trace Organics (VOCs)  7. RECORD SERIES FORMATE  ✓ Letter Size	A/COM.008 DM.007 DE/WMA/COM.009 ts MDE/WMA/COM.010 the following forms: ) – DHMH 4362 by staff, and periodically audited and the conditions of the water treatmetides to be maintained for the life of	<ul> <li>Radiation (Rador</li> <li>Multi-element (N</li> <li>Pesticide – DHM</li> <li>Miscellaneous re</li> </ul>	n testing.  OCs) – DHMH 4432  n, gross alpha/beta) – DHMH 4540  Nitrates, fluoride, etc.) – DHMH 90A  HH (11/0)  port forms from private laboratories  ater systems. These activities necessitate the
Eugai Size Co	этрист гарс	• Numerical	Number (Specify)
Bound Book Fl	oppy Disk	Chronological	
Audio Tape V	ideo Tape	Geographical	10. ANNUAL ACCUMULATION  3 File Drawer(s)  Microfilm Reel(s)
Other (Specify)		Other (Specify)	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.  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  ✓ Yes Public Information		16. AUDIT REQUIREMENTS None   ✓ State ✓	Federal Independent

RECOMMENDED RETENTION

20. TELEPHONE NUMBER

410-631-3729

Retain in office for five (5) years. Store in State Records Center for

21. DATE 10/12/2001

ten (10) years, and then destroy. 40 CFR 142.14(a)(6)

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and

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

describe any software/hardware)

19. NAME AND TITLE OF PREPARER

Nancy Reilman, Division Chief

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
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)		8. RECORD SERIES SEQUENCE	9. VOLUME	
✓ Letter Size	Microfilm	Alphabetical	15	File Drawer(s) Microfilm Reel(s)
Legal Size	Computer Tape	✓ Numerical	Number	Computer Tape(s) Other (Specify)
Bound Book	Floppy Disk	Chronological	10 ANNIIAI A	CCUMULATION
Audio Tape	Video Tape	Geographical	3	File Drawer(s) Microfilm Reel(s)
Other (Specify)		Other (Specify)	Number	Computer Tape(s) Other (Specify)
11. FILE IS USED  ✓ Daily Wee	ekly Monthly	12. FILE BECOMES INACTIVE AFTER a p at least one year as defined in COMAR Month	26.04.01.	-
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, Baltimore, MD		14. IS RECORD SERIES DUPLICATED ELS Yes		specify agency or office)  No
	IONS If yes, cite law(s) & regs nation 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

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	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 5 Of 16
I. DEPARTMENT/AGENCY ENVIRONMENT  DEFINITION – Records series – A group of related reco	2. DIVISION WATER MANAGEMENT ADMIN.	3. UNIT  WATER SUPPLY PROGRAM  well as retention and disposition purposes
4. RECORDS SERIES TITLE		5. EARLIEST YEAR / LATEST YEAR
PUBLIC WATER SY		1976 то Present
Lead and Coppe	er Kule	
6. RECORD SERIES DESCRIPTION (Briefly describe the type	s of information/documents/forms found in the Series.	Include the purpose or function of the Series).
PUBLIC WATER SYSTEM FILES this serior community and non-transient non-community  Lead and Copper Monitoring Report  Lead and Copper Monitoring Report  Lead and Copper Sample Collection I All of the above records are used by staff, and	y water systems. The following form Form (CWS) Form (NTNCWS) Form (Residential and non-residential	s are utilized: buildings)
FUNCTION: The data documents the conditional public water systems. These activities necess the life of the facility, and which may contain	sitate the creation of a public water sy	estem files to be maintained for
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
✓ Letter Size Microfilm	Alphabetical	6 File Drawer(s) Microfilm Reel(s)
Legal Size Computer Tape	✓ Numerical	Computer Tape(s)  Other (Specify)  Number
Bound Book Floppy Disk	Chronological	
Audio Tape Video Tape	Geographical .	10. ANNUAL ACCUMULATION  1 File Drawer(s)  Microfilm Reel(s)
Other (Specify)	Other (Specify)	Computer Tape(s) Other (Specify) Number
11. FILE IS USED  ✓ Daily Weekly Monthly	12. FILE BECOMES INACTIVE AFTER a publeast one year as defined in COMAR 26.04  Month(s)  Number	4.01.
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, Baltimore, MD	14. IS RECORD SERIES DUPLICATED ELSEV Yes	WHERE? (If yes, specify agency or office)  ✓ 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. for ten (10) years, then destroy.	Transfer to State Records Center
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	AGENCY RECORDS INVENTORY
ALCONDO NETENTION CONEDUCE (CCC 530-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 6 Of 16
. DEPARTMENT/AGENCY ENVIRONMENT	2. DIVISION WATER MANAGEMENT ADMIN.	3. UNIT WATER SUPPLY PROGRAM
DEFINITION – Records series – A group of related reco	ords normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORDS SERIES TITLE PUBLIC WATER SY Enforcement		5. EARLIEST YEAR / LATEST YEAR  1976 TO Present
		Leader de la companya de formation a fata Conica
<ol><li>RECORD SERIES DESCRIPTION (Briefly describe the type</li></ol>	es of information/documents/forms found in the Series.	Include the purpose or function of the Series).
PUBLIC WATER SYSTEM FILES this seri documents, complaints and other notices of valuements or correspondence documenting valuements.	violation, consent agreements and ord	•
All of the above documents are used by staff Protection Agency.	, and periodically audited and evaluat	ed by the Environmental
FUNCTION: The data documents the condit public water systems. These activities neces the life of the facility, and which may contain	sitate the creation of a public water sy	ystem files to be maintained for
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
✓ Letter Size Microfilm	Alphabetical <sub>.</sub>	5 File Drawer(s) Microfilm Reel(s)
Legal Size Computer Tape	✓ Numerical	Computer Tape(s) Other (Specify) Number
Bound Book Floppy Disk	Chronological	
Audio Tape Video Tape	Geographical	10. ANNUAL ACCUMULATION  1 File Drawer(s)  Microfilm Reel(s)
Other (Specify)	Other (Specify)	Computer Tape(s) Other (Specify) Number
11. FILE IS USED  ✓ Daily Weekly Monthly	12. FILE BECOMES INACTIVE AFTER a put at least one year as defined in COMAR 20 Month(s	5.04.01.
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	RECOMMENDED RETENTION Retain ten (10) years after enforcer Records Center for five (5) years, t	

40 CFR 142.14(d)

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

21. DATE 10/12/2001

maintained on the Program's PDWIS database (ORACLE).

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

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	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 7 Of 16
1. DEPARTMENT/AGENCY ENVIRONMENT	2. DIVISION WATER MANAGEMENT ADMIN.	3. UNIT WATER SUPPLY PROGRAM
DEFINITION – Records series – A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORDS SERIES TITLE PUBLIC WATER SY		5. EARLIEST YEAR / LATEST YEAR  1990 TO Present
Source Water Prote	ection Files	1990 10 11escm
6. RECORD SERIES DESCRIPTION (Briefly describe the type	s of information/documents/forms found in the Series.	Include the purpose or function of the Series).
PUBLIC WATER SYSTEM FILES this serie reports, and other documents corresponding to	<u>-</u>	ts, source water assessment
All of the above documents are used by staff Protection Agency.	and the public, and are periodically e	evaluated by the Environmental
FUNCTION: The data documents the condition public water systems. These activities necess the life of the facility, and which may contain	sitate the creation of a public water sy	ystem files to be maintained for
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
✓ Letter Size Microfilm	Alphabetical	5 File Drawer(s) Microfilm Reel(s) Computer Tape(s)
Legal Size Computer Tape	✓ Numerical	Other (Specify) Number
Bound Book Floppy Disk	Chronological	10. ANNUAL ACCUMULATION
Audio Tape Video Tape	Geographical	1 File Drawer(s)
Other (Specify)	Other (Specify)	Microfilm Reel(s) Computer Tape(s) Other (Specify) Number
11. FILE IS USED  ✓ Daily Weekly Monthly	12. FILE BECOMES INACTIVE AFTER a pul at least one year as defined in COMAR 2 Month(s	6.04.01.
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, Baltimore, MD	14. IS RECORD SERIES DUPLICATED ELSEVYes	WHERE? (If yes, specify agency or office)  ✓ 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 ten (10) years after reports are finalized in the office. Store documents approved electronic format for transfer to EPA, retain electronic copy, transfer State Archive periodically and destroy paper copy.		EPA, retain electronic copy, transfer to
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 I	OR
EACH NEW OR REVISED RECORD SERIES. FORWARD	
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 8 Of 16

1. DEPARTMENT/AGENCY

**ENVIRONMENT** 

2. DIVISION

WATER MANAGEMENT ADMIN.

3. UNIT

9. VOLUME

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

7. RECORD SERIES FORMAT(S)

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.

8. RECORD SERIES SEQUENCE

✓ Letter Size Microfilm		Alphabetic	cal	126	File Drawer(s) Microfilm Reel(s)
Legal Size Computer Tap	pe	<b>√</b> Numeri	cal	Number	Computer Tape(s) Other (Specify)
Bound Book Floppy Disk		Chronolo	gical		
Audio Tape Video Tape		Geograpi	hical	10. ANNUAL 2	ACCUMULATION  File Drawer(s)  Microfilm Reel(s)
✓ Other (Specify) microfiche		Other (Sp	pecify)	Number	Computer Tape(s) Other (Specify)
11. FILE IS USED  ✓ Daily Weekly Mo	nthly	12. FILE BECOMES least 6 months.	INACTIVE AFTER a wit		t has been inactive for at
13. CURRENT LOCATION(S) (Bldg., Flo MDE, Baltimore, MD	oor, Room)	14. IS RECORD SER Yes	IES DUPLICATED ELSE	, ,	, specify agency or office) ✔ No
15. ACCESS RESTRICTIONS If yes, cite  ✓ Yes Public Information Act and Re		16. AUDIT REQUIRI None	EMENTS  State	Federal	Independent
17. IS AN INDEX SYSTEM USED? (If ye describe any software/hardware)  √ Yes File assigned a permit now WAPID info is maintained on a state (RAMS).	umber (WAPID).	Review and store useful original paper files and version permanently. T Expired or Inactive Perm Withdrawn Application Destroy documents. Active Permits: Retain of CD. Destroy paper files	nits >10,000 gpd: Retain page documents in an approved focuments not needed for curansfer to State Archive perimits <10,000 gpd: Retain for signature. Retain for signature for signature in the state original copies until file is storiginal copies until f	format such as mici rrent operations. It odically. one year after perr in the office after a ored in an approved s been verified. Ro	Retain microfiche or CD  mit is inactivated, then destroy.  pplication is withdrawn.
19. NAME AND TITLE OF PREPARER Nancy Reilman, Division Chie	ef	<b>20. TELEPHONE NU</b> 410-631-3729	MBER	21. DATE 10	0/12/2001

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	AGENCY RECORDS INVENTORY
REGORDO RETERTION SCILEDOLE (DGS 330-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 9 Of 16
1. DEPARTMENT/AGENCY ENVIRONMENT	2. DIVISION WATER MANAGEMENT ADMIN	3. UNIT WATER SUPPLY PROGRAM
DEFINITION – Records series – A group of related reco	rds normally filed and used as a unit for reference as t	vell as retention and disposition purposes.
4. RECORDS SERIES TITLE WATER APPROPRIATIO Water Withdrawa		5. EARLIEST YEAR / LATEST YEAR  1971 TO Present
6. RECORD SERIES DESCRIPTION (Briefly describe the type	s of information/documents/forms found in the Series.	Include the purpose or function of the Series).
WATER APPROPRIATION PERMIT FILE monthly use on an annual or semi-annual bas	is.	
FUNCTION: The data documents the actual creation of a public water system files to be recontain the documents and contents listed about	naintained for the life of the permitted	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
✓ Letter Size Microfilm	Alphabetical	15 File Drawer(s) Microfilm Reel(s) Computer Tape(s)
Legal Size Computer Tape	✓ Numerical	Other (Specify) Number
Bound Book Floppy Disk	Chronological	AND AND A COUNTY ATION
Audio Tape Video Tape	Geographical	1/2 File Drawer(s)
Other (Specify)	Other (Specify)	Microfilm Reel(s) Computer Tape(s) Other (Specify) Number
11. FILE IS USED  ✓ Daily Weekly Monthly	12. FILE BECOMES INACTIVE AFTER water withdrawal permit has been inactive for a Month(s)  Number	t least 6 months.
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, Baltimore, MD	14. IS RECORD SERIES DUPLICATED ELSEV	WHERE? (If yes, specify agency or office)  ✓ 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, files after permit renewal, revision or inactentered into electronic database. Transfer	tivation, and after verification that data is
19. NAME AND TITLE OF PREPARER Nancy Reilman, Division Chief	<b>20. TELEPHONE NUMBER</b> 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	AGENCY RECORDS INVENTORY
NEGOTION SCHIEDEL (BOS 300-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 10 Of 16
1. DEPARTMENT/AGENCY ENVIRONMENT	2. DIVISION WATER MANAGEMENT ADMIN.	3. UNIT WATER SUPPLY PROGRAM
DEFINITION – Records series – A group of related reco	rds normally filed and used as a unit for reference as t	well as retention and disposition purposes.
4. RECORDS SERIES TITLE WATER APPROPRIATIO		5. EARLIEST YEAR / LATEST YEAR  1980 TO Present
Water Supply Stu	dy Files	1980 to Present
6. RECORD SERIES DESCRIPTION (Briefly describe the type	s of information/documents/forms found in the Series.	Include the purpose or function of the Series).
WATER APPROPRIATION PERMITS FILE groundwater systems, or stream withdrawals		•
FUNCTION: The Water Supply Program is r withdrawal of groundwater and surface water users that meet the criteria in the regulation. and may contain the documents and contents	by agricultural businesses, public wa The files must by maintained for the	ater systems, and other water
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
✓ Letter Size Microfilm	Alphabetical	8 File Drawer(s) Microfilm Reel(s)
Legal Size Computer Tape	✓ Numerical	Computer Tape(s)  Other (Specify)  Number
Bound Book Floppy Disk	✓ Chronological	10. ANNUAL ACCUMULATION
Audio Tape Video Tape	Geographical	1/2 File Drawer(s) Microfilm Reel(s)
Other (Specify)	Other (Specify)	Computer Tape(s) Other (Specify) Number
11. FILE IS USED  Daily ✓ Weekly Monthly	12. FILE BECOMES INACTIVE AFTER a with least one year.	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, Baltimore, MD	14. IS RECORD SERIES DUPLICATED ELSEV	WHERE? (If yes, specify agency or office)  ✓ No
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	
✓ Yes Public Information Act and Regs	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 m current operations.	aterial no longer needed for

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

21. DATE 10/12/2001

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

	PRINT A SEPARATE FORM FOR ECORD SERIES. FORWARD WITH	DEPARTMENT OF GENERAL SERVICES	AGENCY	RECORDS INVENTORY
RECORDS RETENTION SCIT	LDULE (DGS 330-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page	11 Of 16
	RONMENT	DIVISION     WATER MANAGEMENT ADMIN.  ds normally filed and used as a unit for reference as a company of the company of t		SUPPLY PROGRAM
DET INTTON - REC	ords series - A group of related recor	us normany med and used as a unit for reference as a	ven as retendon an	a disposition purposes.
4. RECORDS SERIES TIT	LE ATER APPROPRIATIO	N PERMIT FILES	5. EARLIEST Y	EAR / LATEST YEAR
• •	Regulations and statute de		1985	то Present
6. RECORD SERIES DES	CRIPTION (Briefly describe the types	s of information/documents/forms found in the Series.	include the purpose	or function of the Series).
   <b>-</b>			_	
		ES these files contain correspondence		
documenting the de	velopment of regulations	and statutes governing the water appr	copriation pro	cess.
   FUNCTION: The V	Vater Supply Program is r	esponsible for implementing the State	e nrogram wh	ich authorizes the
		by agricultural businesses, public wa		
users that meet the	criteria in the regulation.	The files may contain the documents	and contents	listed above.
7. RECORD SERIES FOR	MAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
✓ Letter Size	Microfilm	Alphabetical	1	File Drawer(s) Microfilm Reel(s)
Legal Size	Computer Tape	✓ Numerical	Number	Computer Tape(s) Other (Specify)
Bound Book	El Disk	( Characterist		
Bound Book	Floppy Disk	✓ Chronological	10 ANNUAL A	CCUMULATION
Audio Tape	Video Tape	Geographical		
,	•		0	File Drawer(s) Microfilm Reel(s)
Other (Specify)		Other (Specify)		Computer Tape(s) Other (Specify)
			Number	(Specify
				<del></del>

Number

16. AUDIT REQUIREMENTS

RECOMMENDED RETENTION

current operations.

410-631-3729

20. TELEPHONE NUMBER

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

Month(s)

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

Screen annually and destroy that material no longer needed for

Federal

Year(s)

21. DATE 10/12/2001

Independent

11. FILE IS USED

Daily

√ No

MDE, Baltimore, MD

describe any software/hardware)

Weekly

✓ Yes Public Information Act and Regs

19. NAME AND TITLE OF PREPARER

Nancy Reilman, Division Chief

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

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

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and

✓ Monthly

INSTRUCTIO	NS -TYPE OR PRINT A SEPARATE FORM FOR
EACH NEW	OR REVISED RECORD SERIES. FORWARD WITH
RECORDS F	ETENTION 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

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)	8. RECORD SERIES SEQUENCE	9. VOLUME
✓ Letter Size Microfilm	Alphabetical	1 File Drawer(s) Microfilm Reel(s)
Legal Size Computer Tape	✓ Numerical	Computer Tape(s) Other (Specify) Number
Bound Book Floppy Disk	✓ Chronological	
Audio Tape Video Tape	Geographical	10. ANNUAL ACCUMULATION  0 File Drawer(s)  Microfilm Reel(s)
Other (Specify)	Other (Specify)	Computer Tape(s) Other (Specify) Number
11. FILE IS USED  Daily Weekly ✓ Monthly	12. FILE BECOMES INACTIVE AFTER One Number	Month(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, Baltimore, MD	14. IS RECORD SERIES DUPLICATED ELSEV Yes	WHERE? (If yes, specify agency or office)  ✓ 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 m current operations.	aterial no longer needed for
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	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY
RECORDS RETENTION SCHEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	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 reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORDS SERIES TITLE WATER APPROPRIATIO Susquehanna River Basin		5. EARLIEST YEAR / LATEST YEAR  1971 TO Present
6. RECORD SERIES DESCRIPTION (Briefly describe the type WATER APPROPRIATION PERMITS FIL development of SRBC, current SRBC regula to Maryland, meeting agendas, notes and profunction: The SRBC is an interstate water management and coordination of water related	ES contains copy of enabling legislations and Comprehensive Plan, studie jects.  er management agency created by Cored planning and regulation within the	ion and information related to es performed by SRBC relevant mpact, and responsible for basin, particularly with respect
to interstate issues. The files must by mainta documents and contents listed above.	ined to document meetings and proje	cts, and may contain the
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
✓ Letter Size Microfilm	Alphabetical	3 File Drawer(s) Microfilm Reel(s) Computer Tape(s)
Legal Size Computer Tape	✓ Numerical	Other (Specify) Number
Bound Book Floppy Disk	✓ Chronological	10. ANNUAL ACCUMULATION
Audio Tape Video Tape	Geographical	file Drawer(s)  Microfilm Reel(s)
Other (Specify)	Other (Specify)	Computer Tape(s)  Other (Specify)  Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER One Mor	nth(s) ✓ Year(s)
Daily   ✓ Weekly Monthly	Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, Baltimore, MD	14. IS RECORD SERIES DUPLICATED ELSE Yes	WHERE? (If yes, specify agency or office)  ✓ No

16. AUDIT REQUIREMENTS

RECOMMENDED RETENTION

current operations.

410-631-3729

20. TELEPHONE NUMBER

Federal

21. DATE 10/12/2001

Screen annually and destroy that material no longer needed for

Independent

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

✓ Yes Public Information Act and Regs

19. NAME AND TITLE OF PREPARER

Nancy Reilman, Division Chief

√ No

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

		·		
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	" AGENCY RECORDS INVENTORY		
	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 14 Of 16		
1 DEDARTMENT A OFNICK	a puvision	2 LINET		
1. DEPARTMENT/AGENCY ENVIRONMENT	2. DIVISION WATER MANAGEMENT ADMIN.	3. UNIT WATER SUPPLY PROGRAM		
DEFINITION – Records series – A group of related reco				
4. RECORDS SERIES TITLE		5. EARLIEST YEAR / LATEST YEAR		
WATER APPROPRIATIO Water Conservati		1999 то Present		
6. RECORD SERIES DESCRIPTION (Briefly describe the type	es of information/documents/forms found in the Series.	Include the purpose or function of the Series).		
WATER APPROPRIATION PERMIT WAT Advisory Committees, proposed bills, and co		in material related to Governor's		
FUNCTION: The Water Supply Program is a 01.01.2001.06. The files must by maintained promoting water conservation in the state, an	d to document compliance with Execu	tive Order and for generally		

7. RECORD SERIES FO	RMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
✓ Letter Size	Microfilm	Alphabetical	1 File Drawer(s) Microfilm Reel(s)
Legal Size	Computer Tape	✓ Numerical	Computer Tape(s) Other (Specify) Number
Bound Book	Floppy Disk	✓ Chronological	10 ANNHAL ACCUMULATION
Audio Tape	Video Tape	Geographical	10. ANNUAL ACCUMULATION  ''s File Drawer(s)  Microfilm Reel(s)
Other (Specify)		Other (Specify)	Computer Tape(s) Other (Specify) Number
11. FILE IS USED  Daily   ✓ Weel	kiy Monthly	12. FILE BECOMES INACTIVE AFTER One Number	Month(s) ✓ Year(s)
	ON(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELE Yes	SEWHERE? (If yes, specify agency or office)  ✓ No
	TONS If yes, cite law(s) & regs nation Act and Regs	16. AUDIT REQUIREMENTS None ✓ State	Federal Independent
17. IS AN INDEX SYSTE describe any software/hardv  √ NO	EM USED? (If yes, explain briefly and ware)	RECOMMENDED RETENTION Screen annually and destroy that current operations.	material no longer needed for
19. NAME AND TITLE ON Nancy Reilman, D		<b>20. TELEPHONE NUMBER</b> 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)	FORWARD WITH SERVICES		AGENCY RECORDS INVENTORY	
RECORDS RETENTION SCHEDOLE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page	15 Of 16	
I. DEPARTMENT/AGENCY ENVIRONMENT DEFINITION – Records series – A group of related reco	DIVISION     WATER MANAGEMENT ADMIN.  ords normally filed and used as a unit for reference as		SUPPLY PROGRAM of disposition purposes.	
4. RECORDS SERIES TITLE WATER RIGHTS DIV			YEAR / LATEST YEAR	
Drought Fil	es	198	2 то Present	
WATER RIGHTS DIVISION DROUGHT Findicators, and actions taken during drought FUNCTION: The Water Supply Program is response. The files must by maintained for and contents listed above.	conditions. responsible for implementing the Sta	te drought mo	onitoring and	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
✓ Letter Size Microfilm	Alphabetical	1	File Drawer(s) Microfilm Reel(s) Computer Tape(s)	
Legal Size Computer Tape	✓ Numerical	Number	Other (Specify)	
Bound Book Floppy Disk	✓ Chronological			
		10. ANNUAL A	CCUMULATION	
Audio Tape Video Tape	Geographical	0	File Drawer(s) Microfilm Reel(s)	
Other (Specify)	Other (Specify)		Computer Tape(s) Other (Specify)	
		Number	•	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER at le	ast one year.		
Daily Weekly • Monthly	Number Month(s	Year(	(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, Baltimore, MD	14. IS RECORD SERIES DUPLICATED ELSE Yes	` • ·	specify agency or office)  ✓ 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 me current operations.	naterial no lor	nger needed for	

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

21. DATE 10/12/2001

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

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	AGENCY RECORDS INVENTORY
	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 16 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 Stream Gage Funding Files		5. EARLIEST YEAR / LATEST YEAR  1987 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 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 funds transfers.		
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. Some permittees are required to fund the operation of a stream gage as a condition of the permit. The files must by maintained for the duration of the permit, and may contain the documents and contents listed above.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
✓ Letter Size Microfilm	Alphabetical	file Drawer(s)  Microfilm Reel(s)  Computer Tape(s)
Legal Size Computer Tape	✓ Numerical	Other (Specify) Number
Bound Book Floppy Disk	✓ Chronological	10. ANNUAL ACCUMULATION
Audio Tape Video Tape	Geographical	0 File Drawer(s) Microfilm Reel(s)
Other (Specify)	Other (Specify)	Computer Tape(s) Other (Specify) Number
11. FILE IS USED  ✓ Daily Weekly Monthly	12. FILE BECOMES INACTIVE AFTER funding for a stream gage is no longer required.  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. Retain MOU's and contracts as long as

21. DATE 10/12/2001

permittee is required to fund stream gage.

20. TELEPHONE NUMBER

410-631-3729

19. NAME AND TITLE OF PREPARER

Nancy Reilman, Division Chief