

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

Schedule No. 2159

Page 1 of 4

Agency
 Maryland Department of the Environment

Division/Unit
 Wetlands & Waterways Program

Item No.	Description	Retention
1.	<p><u>Authorization Files</u> Documents in this series include applications, authorizations, and accompanying materials for projects proposing impacts in wetlands, waterways, and floodplains in Maryland.</p>	<p>Retain for 3 years after file is returned from Compliance Program. At end of calendar year, transfer one copy of authorization with 8¹/₂ x 11 plans (if available) to Authorization Notebooks, then destroy remainder of file. Files with exceptional value for reference may be retained until end of next calendar year, then re-evaluated for continued use. Retain Authorization Notebooks permanently, transfer periodically to the State Archives.</p>
2.	<p><u>Budget/Procurement Files</u> Contains information on budget activity for a specific fiscal year and other documents related to expenditures.</p>	<p>Maintain for 3 years, destroy at end of third calendar year.</p>
3.	<p><u>Contract Files</u> Contracts, let by the Program to various companies, universities, individuals, or others for research, surveying, mapping, mitigation activities, and other work, modifications, cancellations, and all correspondence documents pertaining to the contracts</p>	<p>Retain for 3 years after contract expires and until all audit requirements have been fulfilled, then destroy.</p>
4.	<p><u>Exemption Files</u> Documents include approval notifications for impacts due to exempt activities, and all other documentation pertaining to exempt activities and projects</p>	<p>Retain letter verifying exempt status of activity for one year past calendar year of project, then destroy. All other items in the file are to be destroyed upon issuance of the above referenced letter.</p>

Scheduled Approved by Department, Agency, or Division Representative.

Date 12/14/07
 Signature Robert M. Summers / RPK
 Typed
 Name Robert M. Summers
 Title Director, WMA

Schedule Authorized by State Archivist

Date JAN 08 2002
 Signature Edward C. [Signature]

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

Schedule No. 2159

Page 2 of 4

Agency
 Maryland Department of the Environment

Division/Unit
 Wetlands & Waterways Program

Item No.	Description	Retention
5.	<p><u>General Administration Files</u> Monthly, annual, or other reports, directives, and any other material relating to the administration of the Program.</p>	<p>Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material mandated by statute or that serves to document the origin, development, functions, and accomplishments of the Agency. Transfer periodically to the State Archives.</p>
6.	<p><u>Grant Files</u> Federal, State, and private grants given to or administered by the Program, correspondence files, developmental files pertaining to work on the grant.</p>	<p>Retain for 5 years after grant expires and until all audit requirements have been fulfilled, then destroy</p>
7.	<p><u>Hearing and Public Notice Files</u> Notices for hearings and hearing opportunities, information pertaining to requests for a public hearing, copies of application information, and other files pertaining to hearing and public notices.</p>	<p>Retain for 2 year after calendar year of document, then destroy. Files of continued interest may be retained and re-evaluated at end of following calendar year.</p>
8.	<p><u>Mitigation Banking Files</u> Documents in this series are used to track and record mitigation banking projects that are completed by private entities for the purpose of selling credits for future permittee wetland mitigation needs.</p>	<p>Retain file for 1 year after all credits have been sold and final monitoring has been completed and reviewed, then destroy.</p>
9.	<p><u>Permittee Mitigation Files</u> Documents in this series are used to track and record mitigation projects that are required to be performed by certain projects receiving authorizations to impact wetlands and waterways.</p>	<p>Retain file for 1 year after calendar year of final monitoring period, then destroy. Retain mitigation banking documents until after final monitoring is completed, reviewed, and all credits have been sold.</p>
10.	<p><u>Personnel Files</u> Employment applications, reports, letters of commendation, reprimands, reclassification requests, PEP records, and other personnel documents.</p>	<p>Retain for 2 years after termination of employment, or termination of job application, then destroy. Records for employees moving to another programs within the agency may be transferred to the other program's files.</p>

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

Schedule No. 2159

Page 3 of 4

Agency
 Maryland Department of the Environment

Division/Unit
 Wetlands & Waterways Program

Item No.	Description	Retention
11.	<p><u>Programmatic Mitigation Files</u> Documents in this series are used to track and record mitigation projects that are completed by the Wetlands & Waterways Program with money from the compensation fund, to replace wetlands lost by activities not requiring permittee mitigation.</p>	<p>Retain file for 5 years past calendar year of completion of project, then destroy file except for the last monitoring report, landowner agreement, and location map for each file, which will be retained permanently and periodically transferred to State Archives. Additionally, entire files of projects of exceptional value for future research should be retained permanently, and periodically transferred to State Archives</p>
12.	<p><u>Project Files</u> Documents pertaining to on-going projects related to the Program, and other information pertaining to continuing activities in or relating to resources regulated by the Program.</p>	<p>Retain for the duration of the project and one year after completion, then destroy.</p>
13.	<p><u>Public Drainage Association Files</u> Documents in this series are used to track, record, and evaluate Public Drainage Association (PDA) activities.</p>	<p>Retain original operation and maintenance plans and current updates, destroy remainder of documents at end of calendar year, until project is no longer in existence.</p>
14.	<p><u>Reader Files</u> Memos, letters, correspondence, tracking sheets, reports to WMA Director's office, and other documents relating to important, high profile, or potentially controversial issues, applications, or projects within the jurisdiction of the Program.</p>	<p>Retain for 5 years, then destroy at end of calendar year.</p>

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

Schedule No. 2159

Page 4 of 4

Agency
 Maryland Department of the Environment

Division/Unit
 Wetlands & Waterways Program

Item No.	Description	Retention
15.	<p><u>Reference Documents</u> Maps, books, field guides, research studies, and other reference materials provided by the State, other agencies, private entities, or other sources, for the review or study of wetlands, streams, and related resources.</p>	<p>Retain for current calendar year, then review for current need/use. Items currently needed or used will be retained until following year. Items not needed or used will be destroyed.</p>
16.	<p><u>Regional Letters of Authorization</u> Documents include notifications for activities included in an RLOA, correspondence pertaining to an RLOA, and any other document relating to RLOA's.</p>	<p>Retain for 1 year past the expiration of the RLOA, then destroy.</p>
17.	<p><u>Vehicle Files</u> Vehicle sheets including records of vehicle mileage, maintenance, repair, and any other documents pertaining to the use of Program fleet vehicles.</p>	<p>Retain for the period that the vehicle remains in the Program, destroy once sold, auctioned, or vehicle is otherwise removed from Program use.</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
 RECORDS MANAGEMENT DIVISION
 7275 WATERLOO ROAD
 P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 Of 1

1. DEPARTMENT/AGENCY
MDE

2. DIVISION
Wetlands & Waterways Program

3. UNIT

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
Authorization Files

5. EARLIEST YEAR / LATEST YEAR
'87 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).
 Documents in this series include original applications, field reports, correspondence with applicants, consultants, engineers, other interested parties or other entities concerned with the application, studies, surveys, calculations, test results, drawings, plans, sketches, other materials pertaining to an application including pictures, reports, phone messages, mitigation information including site investigations, phase I proposals, requests for use of compensation fund, and other documents pertaining to mitigation, pre-application information and correspondence. Files contain authorizations including; Letters of Authorization (termed Letters of Exemption in regulations), permits, licenses, Authorizations to Proceed, modifications, Water Quality Certifications, JAI forms, and extensions. Also included are requests for modification, and other documents pertaining to an application for authorization of an activity in a floodplain, stream, nontidal wetland or buffer, tidal wetland, or other resource regulated by this Program.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify) Engineering and other large format site plans, pictures, computer printouts

8. RECORD SERIES SEQUENCE

Alphabetical

Numerical

Chronological

Geographical

Other (Specify)

9. VOLUME

25 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
350 boxes Other (Specify)
Number

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

File is returned from compliance Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Highway, NTW Division
MDE field offices

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

Yes No

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

RECOMMENDED RETENTION

Retain for 3 years after file is returned from Compliance Program. At end of calendar year, transfer one copy of authorization with 8 1/2 x 11 plans (if available) to Authorization Notebooks, then destroy remainder of file. Files with exceptional value for reference may be retained until end of next calendar year, then re-evaluated for continued use.

19. NAME AND TITLE OF PREPARER
Michael McCoy, Natural Resources Planner

20. TELEPHONE NUMBER
(410) 631-8094

21. DATE
August 9, 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 1 Of 1

1. DEPARTMENT/AGENCY
MDE

2. DIVISION
Wetlands & Waterways Program

3. UNIT

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
Budget/Procurement Files

5. EARLIEST YEAR / LATEST YEAR
97 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). Contains information on budget activity for a specific fiscal year including invoices, receipts, purchase orders, budget requests, expense reports, account vouchers, procurement budget sheets, nontidal and tidal wetlands compensation fund documents including cash receipts and reconciliation reports, and other documents related to budget and expenditures.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other

8. RECORD SERIES SEQUENCE

Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify)

9. VOLUME

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

 Number

10. ANNUAL ACCUMULATION

.5 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (Specify)

 Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Variable _____ Month(s) Year(s)
 Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
 2500 Broening Highway, NTW_Division common area
 MDE field offices

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
 Yes official copies of purchase orders and other auditable financial records are kept by Agency administration

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

RECOMMENDED RETENTION
 Maintain for 3 years, destroy at end of third calendar year.

19. NAME AND TITLE OF PREPARER
 Michael McCoy, Natural Resource Planner

20. TELEPHONE NUMBER
 (410) 631-6681

21. DATE
 08/10/01

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 1 Of 1

1. DEPARTMENT/AGENCY
MDE

2. DIVISION
Wetlands & Waterways Program

3. UNIT

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
Contract Files

5. EARLIEST YEAR / LATEST YEAR
90 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).
Contracts, let by the Program to various companies, universities, individuals, or others for research, surveying, mapping, mitigation activities, and other work, modifications, cancellations, and all correspondence documents pertaining to the contracts

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify) Engineering and other large format site plans, maps

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Contracted work is completed _____
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Highway, Wetlands & Waterways Program, Program field offices

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

Yes No

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

RECOMMENDED RETENTION

Retain for 3 years after contract expires and until all audit requirements have been fulfilled, then destroy

19. NAME AND TITLE OF PREPARER
Michael McCoy, Natural Resource Planner

20. TELEPHONE NUMBER
(410) 631-6681

21. DATE
08/10/01

DGS 550-4 (Revised 1/93) -- MDE

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 1 Of 1

1. DEPARTMENT/AGENCY
MDE

2. DIVISION
Wetlands & Waterways Program

3. UNIT

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
Exemptions

5. EARLIEST YEAR / LATEST YEAR
87 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). Documents include notifications for impacts due to exempt activities, correspondence concerning exempt activities, letters verifying the exempt status of a given activity or project, and all other documentation pertaining to exempt activities and projects.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify) Engineering and other large format site plans, maps

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

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Exemption letter is issued _____ Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Highway, Wetlands & Waterways Program, MDE field offices

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

Yes No

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

RECOMMENDED RETENTION

Retain letter verifying exempt status of activity for one year past calendar year of project, then destroy. All other items in the file are to be destroyed upon issuance of the above referenced letter.

19. NAME AND TITLE OF PREPARER
Michael McCoy, Natural Resource Planner

20. TELEPHONE NUMBER
(410) 631-6681

21. DATE
08/10/01

DGS 550-4 (Revised 1/93) -- MDE

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 1 Of 1

1. DEPARTMENT/AGENCY
MDE

2. DIVISION
Wetlands & Waterways Program

3. UNIT

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
General Administration Files

5. EARLIEST YEAR / LATEST YEAR
96 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).
Invoices, inventory records, Program personnel records including time sheets and leave request forms, Freedom of Information Act (FOIA) and Public Information Act (PIA) requests, meeting minutes, correspondence files including incoming and outgoing letters, monthly, annual, or other reports, directives, and any other material relating to the administration of the Program.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

4 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

Variable Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Highway, NTW Division common area
MDE Field offices

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

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

RECOMMENDED RETENTION
Retain for two years past calendar year of document, then destroy

19. NAME AND TITLE OF PREPARER
Michael McCoy, Natural Resource Planner

20. TELEPHONE NUMBER
(410) 631-6681

21. DATE
08/10/01

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 1 Of 1

1. DEPARTMENT/AGENCY
MDE

2. DIVISION
Wetlands & Waterways Program

3. UNIT

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
Grant Files

5. EARLIEST YEAR / LATEST YEAR
85 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). Federal, State, and private grants given to or administered by the Program, correspondence files, developmental files pertaining to work on the grant.

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

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Grant-funded work is completed and grant expires Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Highway, Wetlands & Waterways Program, various staff offices

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

Yes No

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

RECOMMENDED RETENTION

Retain for 5 years after grant expires and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER
Michael McCoy, Natural Resource Planner

20. TELEPHONE NUMBER
(410) 631-6681

21. DATE
08/10/01

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 1 Of 1

1. DEPARTMENT/AGENCY
MDE

2. DIVISION
Wetlands & Waterways Program

3. UNIT

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
Hearing/Public Notice Files

5. EARLIEST YEAR / LATEST YEAR
85 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).
Notices for scheduled hearings to be placed in the newspaper, correspondence with newspapers concerning publishing of notices including billing information, certifications of publication, requests for billing, correspondence with various agencies, members of the public, or other entities concerning a notice, requests from the public to be placed on the public notice mailing list, information pertaining to requests for a public hearing, copies of application information, and other files pertaining to hearing and public notices.

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

4 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

Date of public notice and hearing Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Highway, Wetlands & Waterways Program, Program field offices

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

Yes As part of authorization files No

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

RECOMMENDED RETENTION
Retain for 2 year after calendar year of document, then destroy. Files of continued interest may be retained and re-evaluated at end of following calendar year.

19. NAME AND TITLE OF PREPARER
Michael McCoy, Natural Resource Planner

20. TELEPHONE NUMBER
(410) 631-6681

21. DATE
08/10/01

DGS 550-4 (Revised 1/93) -- MDE

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 1 Of 1

1 DEPARTMENT/AGENCY
MDE

2. DIVISION
Wetlands & Waterways Program

3. UNIT

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
Mitigation Banking Files

5. EARLIEST YEAR / LATEST YEAR
92 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)

Documents in this series are used to track and record mitigation banking projects that are completed by private entities for the purpose of selling credits for future permittee wetland mitigation needs. Documents can include site plans, engineering drawings, conceptual plans, phase I and II plans, other planning documents, mitigation agreements, studies, research, site investigation and monitoring reports, modifications to mitigation plans, concepts or agreements, correspondence, mitigation worksheets, approval letters, protective easements and other protection mechanisms, landowner agreements, copies of deeds, and other documents related to this Program activity.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape

Other (Specify) Engineering and other large format site plans

8. RECORD SERIES SEQUENCE

2 Alphabetical
Numerical
Chronological
1 Geographical
Other (Specify)

9. VOLUME

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

10. ANNUAL ACCUMULATION

<0.1 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

All credits are sold and final monitoring period has ended Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg, Floor, Room)
2500 Broening Highway, NTW Division

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

Yes No

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

RECOMMENDED RETENTION

Retain file for 1 year after all credits have been sold and final monitoring has been completed and reviewed, then destroy

19. NAME AND TITLE OF PREPARER
Michael McCoy, Natural Resource Planner

20. TELEPHONE NUMBER
(410) 631-6681

21. DATE
8/31/01

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 1 Of 1

1. DEPARTMENT/AGENCY
MDE

2. DIVISION
Wetlands & Waterways Program

3. UNIT

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
Permittee Mitigation Files

5. EARLIEST YEAR / LATEST YEAR
89 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)
 Documents in this series are used to track and record mitigation projects that are required to be performed by certain projects receiving authorizations to impact wetlands and waterways. Documents can include site plans, engineering drawings, conceptual plans, phase I and II plans, other planning documents, mitigation agreements, studies, research, site investigation and monitoring reports, modifications to mitigation plans, concepts or agreements, correspondence, mitigation worksheets, documents regarding the compensation fund including request for use of fee in lieu mitigation, agreements for amount to be paid for mitigation, approval letters, protective easements and other protection mechanisms, performance bonds, landowner agreements, copies of deeds, and other documents related to this Program activity.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape

Other (Specify) Engineering and other large format site plans

8. RECORD SERIES SEQUENCE

2 Alphabetical
 Numerical
 Chronological
 1 Geographical
 Other (Specify)

9. VOLUME

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

 Number

10. ANNUAL ACCUMULATION

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

 Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Project is complete and last monitoring report has been reviewed Month(s) Year(s)
 Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
 2500 Broening Highway, NTW Division, MDE field offices

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

Yes Counties have copies of any deeds, deed restrictions No

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

RECOMMENDED RETENTION

Retain file for 1 year after end of calendar year of final monitoring period, then destroy file except for one copy of the mitigation worksheet, vicinity map, last monitoring report, and protection mechanism. Additionally, entire files of projects deemed to have valuable use for future research or review may be retained until the next calendar year, when it will be evaluated and further retained or destroyed.

19. NAME AND TITLE OF PREPARER
Michael McCoy, Natural Resource Planner

20. TELEPHONE NUMBER
(410) 631-6681

21. DATE
8/31/01

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 1 Of 1

1. DEPARTMENT/AGENCY
MDE

2. DIVISION
Wetlands & Waterways Program

3. UNIT

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
Personnel Files

5. EARLIEST YEAR / LATEST YEAR
1970 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).
Employment applications, general correspondence, resumes, probation reports, efficiency reports, letters of commendation, reprimands, reclassification requests, PEP records, and other personnel documents.

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

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Employee terminates employment with the program Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Highway, NTW Division, MDE field offices

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

Yes No

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

RECOMMENDED RETENTION

Retain for 2 years after termination of employment, or termination of job application, then destroy. Records for employees that are moving to another program within the agency, may be transferred to the other program's files.

19. NAME AND TITLE OF PREPARER
Michael McCoy, Natural Resource Planner

20. TELEPHONE NUMBER
(410) 631-6681

21. DATE
08/10/01

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 1 Of 1

1 DEPARTMENT/AGENCY
MDE

2. DIVISION
Wetlands & Waterways Program

3. UNIT

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
Programmatic Mitigation Files

5. EARLIEST YEAR / LATEST YEAR
92 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)
Documents in this series are used to track and record mitigation projects that are completed by the Wetlands & Waterways Program with money from the compensation fund, to replace wetlands lost by activities not requiring permittee mitigation. Documents can include site plans, engineering drawings, conceptual plans, phase I and II plans, other planning documents, mitigation agreements, studies, research, site investigation and monitoring reports, modifications to mitigation plans, concepts or agreements, correspondence, mitigation worksheets, documents regarding the compensation fund including contracts for work, approval letters, protective easements and other protection mechanisms, landowner agreements, copies of deeds, and other documents related to this Program activity.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify) Engineering and other large format site plans

8. RECORD SERIES SEQUENCE

2 Alphabetical

Numerical

Chronological

1 Geographical

Other (Specify)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Project is complete and monitoring period is over Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg, Floor, Room)
2500 Broening Highway, NTW Division common area

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
 Yes MDE fiscal office has copy of contract/other financial files, counties have deed files

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

RECOMMENDED RETENTION

Retain file for 5 years past calendar year of completion of project, then destroy file except for the last monitoring report, landowner agreement, and location map for each file. Additionally, entire files of projects of exceptional value for future research may be retained, and reviewed yearly to either destroy or retain for another year

19. NAME AND TITLE OF PREPARER
Michael McCoy, Natural Resource Planner

20. TELEPHONE NUMBER
(410) 631-6681

21. DATE
8/10/01

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 1 Of 1

1. DEPARTMENT/AGENCY
MDE

2. DIVISION
Wetlands & Waterways Program

3. UNIT

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
Project Files

5. EARLIEST YEAR / LATEST YEAR
90 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). Documents pertaining to on-going projects related to the Program, including dredging projects, pending applications for authorization, field reports and studies, inspection reports, compensatory mitigation projects, and other information pertaining to continuing activities in or relating to resources regulated by the Program.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

Other (Specify) Engineering and other large format site plans.

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

Project is completed _____ Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Highway, Wetlands & Waterways Program, Program field offices

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

Yes No

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

RECOMMENDED RETENTION

Retain for the duration of the project and one year after completion, then destroy.

19. NAME AND TITLE OF PREPARER
Michael McCoy, Natural Resource Planner

20. TELEPHONE NUMBER
(410) 631-6681

21. DATE
08/10/01

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 1 Of 1

1. DEPARTMENT/AGENCY
MDE

2. DIVISION
Wetlands & Waterways Program

3. UNIT

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 Drainage Association Files

5. EARLIEST YEAR / LATEST YEAR
91 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). Documents in this series are used to track, record, and evaluate Public Drainage Association (PDA) activities. Documents can include site plans, engineering drawings, conceptual plans, maintenance plans and schedules, updates to plans and schedules, correspondence, vicinity maps, site information, extension requests, agency comment letters, approval letters.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify) Engineering and other large format plans and drawings, maps

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

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Variable _____ Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Highway, NTW Division common area
MDE Frostburg, Centreville Office

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

Yes MDA and DNR, Environmental Review No

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

RECOMMENDED RETENTION

Retain original operation and maintenance plans and current updates, destroy remainder of documents at end of calendar year, until project is no longer in existence.

19. NAME AND TITLE OF PREPARER
Michael McCoy, Natural Resource Planner

20. TELEPHONE NUMBER
(410) 631-6681

21. DATE
August 31, 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 1 Of 1

1. DEPARTMENT/AGENCY
MDE

2. DIVISION
Wetlands & Waterways Program

3. UNIT

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
Reader Files

5. EARLIEST YEAR / LATEST YEAR
96 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).
Memos, letters, correspondence, tracking sheets, reports to WMA Director's office, and other documents relating to important, high profile, or potentially controversial issues, applications, or projects within the jurisdiction of the Program.

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

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

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

5 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Highway, Program secretary's office

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

Yes No

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

RECOMMENDED RETENTION

Retain for 5 years, then destroy at end of calendar year.

19. NAME AND TITLE OF PREPARER
Michael McCoy, Natural Resource Planner

20. TELEPHONE NUMBER
(410) 631-6681

21. DATE
08/10/01

DGS 550-4 (Revised 1/93) -- MDE

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 1 Of 1

1. DEPARTMENT/AGENCY
MDE

2. DIVISION
Wetlands & Waterways Program

3. UNIT

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
Reference Documents

5. EARLIEST YEAR / LATEST YEAR
85 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).
U.S. Geological Survey quadrangle maps, floodplain maps, National Wetlands Inventory and other resource inventory maps, engineering drawings, books, field guides, research studies, and other reference materials provided by the State, other agencies, private entities, or other sources, for the review or study of wetlands, streams, and related resources.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify) Engineering and other large format site plans, maps

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Variable Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Highway, Wetlands & Waterways Program, various staff offices, MDE field offices

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

Yes No

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

RECOMMENDED RETENTION

Retain for current calendar year, then review for current need/use. Items currently needed or used will be retained until following year. Items not needed or used will be destroyed.

19. NAME AND TITLE OF PREPARER
Michael McCoy, Natural Resource Planner

20. TELEPHONE NUMBER
(410) 631-6681

21. DATE
08/10/01

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 1 Of 1

1. DEPARTMENT/AGENCY
MDE

2. DIVISION
Wetlands & Waterways Program

3. UNIT

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
Regional Letters of Authorization, (RLOA's)

5. EARLIEST YEAR / LATEST YEAR
90 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). Documents include notifications for activities included in an RLOA, correspondence pertaining to an RLOA, and any other document relating to RLOA's.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify) Engineering and other large format site plans, maps

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
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

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

File is returned from compliance _____ Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Highway, Wetlands & Waterways Program, MDE field offices

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

Yes No

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

RECOMMENDED RETENTION

Retain for 1 year past the expiration of the RLOA, then destroy.

19. NAME AND TITLE OF PREPARER
Michael McCoy, Natural Resource Planner

20. TELEPHONE NUMBER
(410) 631-6681

21. DATE
08/10/01

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 1 Of 1

1. DEPARTMENT/AGENCY
MDE

2. DIVISION
Wetlands & Waterways Program

3. UNIT

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
Vehicle Files

5. EARLIEST YEAR / LATEST YEAR
89 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).
Vehicle sheets including records of vehicle mileage, maintenance, repair, and any other documents pertaining to the use of Program fleet vehicles.

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

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Vehicle is sold _____ Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2500 Broening Highway, NTW Division, MDE field offices

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

Yes No

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

RECOMMENDED RETENTION

Retain for the period that the vehicle remains in the Program, destroy once sold, auctioned, or vehicle is otherwise removed from Program use.

19. NAME AND TITLE OF PREPARER
Michael McCoy, Natural Resource Planner

20. TELEPHONE NUMBER
(410) 631-6681

21. DATE
08/10/01