

PROP

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

Schedule No. 2192

Page 1 of 3

Agency
Maryland Department of Environment

Division/Unit
Waste Management/PROP/PRD

Item No.	Description	Retention
1.	<p><u>County Recycling Programs</u></p> <p>a) Files contain correspondence, reports, memos, fact sheets, and recycling plans for counties' recycling program. Files are arranged alphabetically by county.</p> <p>b) Summary tonnage report.</p>	<p>a) Retain for five (5) years, then destroy.</p> <p>b) Retain for ten (10) years, then destroy.</p>
2.	<p><u>Newsprint Recycled Content</u></p> <p>a) Administrative Files: In these files, correspondence and meeting information for the Newsprint Recycling Board, Publisher/Printer correspondence and notes.</p> <p>b) Publisher Reporting: These files contain completed Publisher/Printer tonnage reporting forms.</p> <p>c) Newsprint Summary Report of the Publisher/Printer tonnage reporting forms and computer files containing data taken from completed Publisher/Printer tonnage report forms.</p>	<p>a) Retain for five (5) years, then destroy.</p> <p>b) Retain for three (3) years, then destroy.</p> <p>c) Retain for ten (10) years, then destroy.</p>
3.	<p><u>General Recycling Information</u></p> <p>This files series includes a variety of background data, studies articles, and samples pertaining to the recycling field. Both in-state and out-of-state information is filed here.</p>	<p>Screened annually, destroying material that ceased to have any administrative value.</p>

Scheduled Approved by Department, Agency, or Division Representative.

Date 10/27/01

Signature Regina Rochez

Typed

Name Regina Rochez

Title Program Manager

Schedule Authorized by State Archivist

Date JAN 30 2002

Signature Edward C. Papenfuss

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

Schedule No. 2192
 Page 2 of 3

Agency
Maryland Department of Environment

Division/Unit
Waste Management/PROP/PRD

Item No.	Description	Retention
4.	<p><u>ALL StAR --ALL State Agencies Recycle</u> a) These files contain completed state agency tonnage reporting surveys, memos, and technical assessments. b) Summary of the tonnage report surveys.</p>	<p>a) Retain for three (3) years, then destroy. b) Retain for ten (10) years, then destroy.</p>
5.	<p><u>Enforcement & Compliance</u> a) These are computer files containing enforcement and compliance information from the programs in Waste Management. Additionally, draft text for Enforcement & Compliance report is also kept on file. b) These are hardcopy files handed out during the monthly Enforcement & Compliance meetings in addition to electronic and hardcopy correspondence within Waste Management.</p>	<p>a) Retain for five (5) years, then destroy. b) Screened annually, destroying material that ceased to have any administrative value.</p>
6.	<p><u>Permit Turnaround</u> These are computer files containing performance information on the program's issuance of approvals (permits, licenses, etc.) These are arranged by fiscal years.</p>	<p>Retain for five (5) years, then destroy.</p>
7.	<p><u>Exceptions Report</u> These are computer files that monitor permits that have expired with no renewals received, expired permits with renewals received late, and permits that have been statutorily extended.</p>	<p>Retain for three (3) years, then destroy.</p>
8.	<p><u>Solid Waste Management Plans</u> These files are the county solid waste management plans and related documents.</p>	<p>Screened annually, destroying material that ceased to have any administrative value.</p>

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

Schedule No. 2192

Page 3 of 3

Agency
Maryland Department of Environment

Division/Unit
Waste Management/PROP/PRD

Item No.	Description	Retention
9.	<p><u>Unit Management Programs</u> These files are documents relating to programs dealing with rechargeable batteries.</p>	<p>Screened annually, destroying material that ceased to have any administrative value.</p>
10.	<p><u>Legislation Files</u> Electronic and hardcopy files containing House and Senate bills, fiscal notes, and background information.</p>	<p>Retain for five years, then destroy.</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 1 Page Of 9
1. DEPARTMENT/AGENCY <i>Maryland Department of Environment</i>	2. DIVISION <i>Waste Management Administration (WAS)</i>	3. UNIT <i>Planning, Recycling, and Outreach Program/Planning and Recycling Division</i>
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 <i>County Recycling Programs</i>	5. EARLIEST YEAR / LATEST YEAR <i>97 1997</i> TO <i>2006</i> <i>2001</i> TO <i>2001</i>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). <i>a) files contain correspondence, reports, memos, and recycling plans for counties' recycling program. B) Completed tonnage report and county fact sheets.</i>		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input checked="" type="checkbox"/> Legal Size Computer Tape <input checked="" type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape <input checked="" type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify)	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <i>by county</i> <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) <u>6</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) <u>1/1</u> Number
11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u> </u> Month(s) Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>2nd Floor</i>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <input checked="" type="checkbox"/> Yes <i>a computer file that keeps tabs on what's on file</i> <input type="checkbox"/> No	RECOMMENDED RETENTION <i>97 retain for 5 years</i> <i>20 retain for 10 years</i>	
19. NAME AND TITLE OF PREPARER <i>Roscoe Sincero, PHE</i>	20. TELEPHONE NUMBER <i>410-631-3417</i>	21. DATE <i>3/28/2001</i>

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 2 Of 8	
1. DEPARTMENT/AGENCY <i>Maryland Department of Environment</i>		2. DIVISION <i>Waste Management Administration (WAS)</i>		3. UNIT <i>Planning, Recycling, and Outreach Program/Planning and Recycling Division</i>	
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 <i>Newsprint Recycled Content</i>				5. EARLIEST YEAR / LATEST YEAR <i>1991 TO 2001</i>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). a) administrative files: correspondence and meeting information for Newsprint Recycling Board, Publisher/Printer correspondence and notes b) Publisher/Printer tonnage reporting forms. c) Newsprint Summary Report of the publisher/printer tonnage reporting forms, and computer files containing data taken from completed publisher/printer tonnage report forms.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input checked="" type="checkbox"/> Other (Specify) <i>stored on network hard drive</i>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) / _____ Number	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) < 1/10 _____ Number			
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER _____ Number Month(s) Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>2nd Floor</i>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <i>IT backs up files</i> <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		RECOMMENDED RETENTION <i>a) retain 5 years</i> <i>b) retain 3 years</i> <i>c) retain 10 years</i>			
19. NAME AND TITLE OF PREPARER <i>Roscoe Sincero PHE</i>		20. TELEPHONE NUMBER <i>410-631-3417</i>		21. DATE <i>3/28/2001</i>	

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 3 Of 8	
1. DEPARTMENT/AGENCY <i>Maryland Department of Environment</i>		2. DIVISION <i>Waste Management Administration (WAS)</i>		3. UNIT <i>Planning, Recycling, and Outreach Program/Planning and Recycling Division</i>	
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 ALL StAR--ALL State Agencies Recycle				5. EARLIEST YEAR / LATEST YEAR <i>1994 TO 2001</i>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). a) Files containing completed state agency tonnage reporting surveys, memos, and technical assessments. b) Summary of the tonnage report surveys.					
7. RECORD SERIES FORMAT(S) <input checked="" type="radio"/> Letter Size Microfilm <input type="radio"/> Legal Size Computer Tape <input type="radio"/> Bound Book Floppy Disk <input type="radio"/> Audio Tape Video Tape <input type="radio"/> Other (Specify)		8. RECORD SERIES SEQUENCE <input checked="" type="radio"/> Alphabetical <i>has state agency</i> <input type="radio"/> Numerical <input checked="" type="radio"/> Chronological <input type="radio"/> Geographical <input type="radio"/> Other (Specify)		9. VOLUME <input checked="" type="radio"/> File Drawer(s) <input type="radio"/> Microfilm Reel(s) <input type="radio"/> Computer Tape(s) <input type="radio"/> Other (Specify) <i>6</i> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="radio"/> File Drawer(s) <input type="radio"/> Microfilm Reel(s) <input type="radio"/> Computer Tape(s) <input type="radio"/> Other (Specify) <i>< 1</i> Number	
11. FILE IS USED <input type="radio"/> Daily <input type="radio"/> Weekly <input checked="" type="radio"/> Monthly		12. FILE BECOMES INACTIVE AFTER _____ Month(s) Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>2nd Floor</i>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="radio"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input checked="" type="radio"/> No		16. AUDIT REQUIREMENTS <input checked="" type="radio"/> None State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="radio"/> No		RECOMMENDED RETENTION <i>a) retain for 3 years</i> <i>b) retain for 10 years</i>			
19. NAME AND TITLE OF PREPARER <i>Roscoe Sincero, PHE</i>		20. TELEPHONE NUMBER <i>410-631-3477</i>		21. DATE <i>3/20/2001</i>	

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 4 of 8
1. DEPARTMENT/AGENCY <i>Maryland Department of Environment</i>	2. DIVISION <i>Waste Management Administration (WAS)</i>	3. UNIT <i>Planning, Recycling, and Outreach Program/Planning and Recycling Division</i>
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 <i>Enforcement & Compliance</i>	5. EARLIEST YEAR / LATEST YEAR <i>1997 TO 2001</i>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). a) Computer files containing enforcement & compliance information from the programs in Waste Management. Draft text for the E&C report. b) Hardcopy files handed out during monthly E&C meetings plus electronic and hardcopy correspondence within Waste Management.		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) <i>3/4</i> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) <i>~ 3/4</i> Number
11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER _____ Number Month(s) Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>2nd floor</i>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <i>computer files backed up by IT</i> <input type="checkbox"/> No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	RECOMMENDED RETENTION <i>a) retain 5 years</i> <i>b) screened annually</i>	
19. NAME AND TITLE OF PREPARER <i>Roscoe Sincero, PHE</i>	20. TELEPHONE NUMBER <i>410-631-3417</i>	21. DATE <i>3/27/2001</i>

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 5 Of 8
1. DEPARTMENT/AGENCY <i>Maryland Department of Environment</i>	2. DIVISION <i>Waste Management Administration (WAS)</i>	3. UNIT <i>Planning, Recycling, and Outreach Program/Planning and Recycling Division</i>
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 Permit Turnaround	5. EARLIEST YEAR / LATEST YEAR <i>1998 TO 2001</i>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Computer files containing performance information on WAS's program's issuance of approvals (e.g. permits, licenses, etc.).		
7. RECORD SERIES FORMAT(S) Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify) <i>files stored on network harddrive</i>	8. RECORD SERIES SEQUENCE Alphabetical Numerical Chronological Geographical Other (Specify)	9. VOLUME File Drawer(s) Microfilm Reel(s) Computer Tape(s) <i>4</i> <u>Number</u> <i>Other (Specify) megabooks</i> 10. ANNUAL ACCUMULATION File Drawer(s) Microfilm Reel(s) Computer Tape(s) <i>~ 2</i> <u>Number</u> <i>Other (Specify) MB</i>
11. FILE IS USED Daily Weekly <u>Monthly</u>	12. FILE BECOMES INACTIVE AFTER <u>1</u> Month(s) Year(s) <u>Number</u>	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>2nd floor</i>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <u>Yes</u> <i>computer files backed up by IT</i> No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <u>No</u>	16. AUDIT REQUIREMENTS <u>None</u> State Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <u>No</u>	RECOMMENDED RETENTION <i>retain for 5 years</i>	
19. NAME AND TITLE OF PREPARER <i>Roscoe Sincero PHE</i>	20. TELEPHONE NUMBER <i>410-631-3417</i>	21. DATE <i>3/27/2001</i>

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 <u>6</u> Of <u>8</u>
1. DEPARTMENT/AGENCY <i>Maryland Department of Environment</i>	2. DIVISION <i>Waste Management Administration (WAS)</i>	3. UNIT <i>Planning, Recycling, and Outreach Program/Planning and Recycling Division</i>
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 <i>Exceptions Report</i>	5. EARLIEST YEAR / LATEST YEAR <i>10/2000 TO 3/2001</i>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). <i>Computer files that monitor permits that expired with no renewals received, expired permits with renewals received late, and permits that have been statutorily extended.</i>		
7. RECORD SERIES FORMAT(S) Letter Size Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape <u>Other (Specify)</u> <i>files on network harddrive</i>	8. RECORD SERIES SEQUENCE Alphabetical Numerical <u>Chronological</u> Geographical Other (Specify)	9. VOLUME File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <hr/> Number 10. ANNUAL ACCUMULATION File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <hr/> Number
11. FILE IS USED Daily Weekly <u>Monthly</u>	12. FILE BECOMES INACTIVE AFTER <hr/> Number Month(s) Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>2nd Floor</i>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <u>Yes</u> <i>computer files backed up by IT</i> No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <u>No</u>	16. AUDIT REQUIREMENTS <u>None</u> State Federal Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <u>No</u>	RECOMMENDED RETENTION <i>retain for 3 years</i>	
19. NAME AND TITLE OF PREPARER <i>Roscoe Sincero PHE</i>	20. TELEPHONE NUMBER <i>410-631-3417</i>	21. DATE <i>3/27/2001</i>

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 7 of 8

1. DEPARTMENT/AGENCY
Maryland Department of Environment

2. DIVISION
Waste Management Administration (WAS)

3. UNIT
Planning, Recycling, and Outreach Program/Planning and Recycling Division

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
Solid Waste Management Plans

5. EARLIEST YEAR / LATEST YEAR
1980 TO 2001

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

These files are the county solid waste management plans and related 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 *by county*
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

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

10. ANNUAL ACCUMULATION

1/0
Number
File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

1 Month(s) Year(s)
Number

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

2nd Floor

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

Yes *WMA receives plans as well* 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

Screened annually, destroy material that ceased to have administrative value

19. NAME AND TITLE OF PREPARER

Roscoe Sincero PHE

20. TELEPHONE NUMBER

410-631-3417

21. DATE

3/27/00

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 8 Of 8	
1. DEPARTMENT/AGENCY <i>Maryland Department of Environment</i>		2. DIVISION <i>Waste Management Administration (WAS)</i>		3. UNIT <i>Planning, Recycling, and Outreach Program/Planning and Recycling Division</i>	
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 Unit Management Programs				5. EARLIEST YEAR / LATEST YEAR <i>1992 TO 1998</i>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). These files are documents relating to programs dealing with rechargeable batteries.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) <i>1/4</i> Number	
		10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) <i>~</i> Number			
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Yearly		12. FILE BECOMES INACTIVE AFTER _____ Month(s) Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>2nd floor</i>		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		RECOMMENDED RETENTION <i>Screened annually, destroy material that ceased to have any administrative value</i>			
19. NAME AND TITLE OF PREPARER <i>Roscoe Sincero PHE</i>		20. TELEPHONE NUMBER <i>410-631-3417</i>		21. DATE <i>3/27/98</i>	

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE *Schedule*
NO. 1468

PAGE
NO. 1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

MDE Environment

Hazardous & Solid Waste Administration

Item No.	Description	Retention
1.	<p><u>General Recycling Information</u> This files series includes a variety of background data, studies, articles and samples pertaining to the recycling field. Both in State and Out-of-State information is filed here.</p>	<p>Screened annually destroying material which ceased to have any administrative value.</p>
2.	<p><u>County Recycling Programs</u> Files contain correspondence, reports, memos and recycling plans for the counties' recycling program. Files are arranged alphabetically by county.</p>	<p>Retain for ten (10) years. Transfer to State Records Center for ten (10) years, then destroy</p>
3.	<p><u>Scrap Tire Recycling Program</u> This file series has three components requiring varying retention status:</p> <p>a) Administrative files: In these files all correspondence, studies, regulation development, and budget information is held.</p> <p>b) Research/Development Files: In these files articles, studies, background data and information on various emerging companies and technologies is kept.</p> <p>c) Licenses/Approvals: These files contain facility applications, correspondence, memos, technical assessments and tonnage reports.</p>	<p>Retain for three (3) years. Transfer to State Records for two (2) additional years, then destroy.</p> <p>Screen annually, destroying material which ceased to have any administrative value.</p> <p>Retain for five (5) years. Transfer to State Records for two (2) additional years, then destroy.</p>
4.	<p><u>Natural Wood Waste Recycling Facilities</u> This files series has three components requiring varying retention status:</p> <p>a) Administrative Files: In these files all correspondence, studies, regulation development, and budget information is held.</p> <p>b) Research/Development Files: In these files articles, studies, background data and information on various emerging companies and technologies is kept.</p>	<p>Retain for three (3) years. Transfer to State Records for two (2) additional years, then destroy.</p> <p>Screen annually, destroying material which ceased to have any administrative value.</p>

Schedule Approved by Department,
Agency, or Division Representative

Almushabeh

Schedule Authorized by
Hall of Records Commission

27 Mar 92
Date

Edward P. ...
Signature

Title

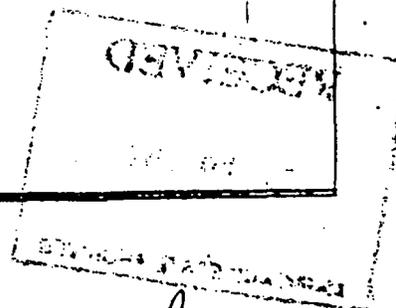
11/16/91
Date

Edward P. ...
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continued)

AGENCY	DIVISION	
Item No.	Description	Retention
	<p>c) Licenses/Approvals: These files contain facility applications, correspondence, memos, technical assessments and tonnage reports.</p>	<p>Retain for five (5) years. Transfer to State Records for two (2) additional years, then destroy.</p>
5.	<p><u>Newsprint Recycled Content</u></p> <p>a) Administrative Files: In these files all correspondence, Newsprint Recycling Board meeting data, studies, regulation development, and budget information is held.</p> <p>b) Publisher Reporting: These files contain Publisher/Printer tonnage reporting forms, correspondence, memos, and technical assessments.</p>	<p>Retain for three (3) years. Transfer to State Records for two (2) additional years, then destroy.</p> <p>Retain for three (3) years. Transfer to State Records for two (2) additional years, then destroy.</p>
6.	<p><u>ALL STAR — All State Agencies Recycle</u> These files contain State agency tonnage reporting surveys, correspondence, memos, and technical assessments.</p>	<p>Retain for three (3) years. transfer to State Records for two (2) additional years, then destroy.</p>
7.	<p><u>Division Personnel Records</u> Records include time sheets, computer data, leave cards, and individual personnel records.</p>	<p>Retain for three (3) years after after file becomes inactive, then destroy.</p>



Schedule Approved by Department,
Agency, or Division Representative

Adrianus K. van

Schedule Authorized by
Hall of Records Commission

27 Nov 92
Date

Bruce Schmitt
Signature

Solomon Pro
Title

11/16/92
Date

Edward G. ...
State Archivist

1. DEPARTMENT/AGENCY <i>Maryland Department of Environment</i>	2. DIVISION <i>Waste Management Administration (WAS)</i>	3. UNIT <i>Planning, Recycling, and Outreach Program/Planning and Recycling Division</i>
--	--	--

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 <i>Legislation Files</i>	5. EARLIEST YEAR / LATEST YEAR <i>1981 TO 2000</i>
--	--

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).
 These include electronic and hardcopies of house and senate bills, fiscal notes, and background information.

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input checked="" type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)	9. VOLUME <input type="checkbox"/> File Drawer(s) <input checked="" type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) <i>book shelves</i> Number <u>5</u>
10. ANNUAL ACCUMULATION <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (Specify) <i>bound books</i> Number <u>2</u>		

11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>5</u> Number Month(s) <input checked="" type="checkbox"/> Year(s)
---	--

13. CURRENT LOCATION(S) (Bldg., Floor, Room) <i>2nd floor</i>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---	---

15. ACCESS RESTRICTIONS If yes, cite law(s) & regs <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
--	--

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	RECOMMENDED RETENTION <i>a) retain for 5 years then destroy</i>
---	---

19. NAME AND TITLE OF PREPARER <i>Roscoe Sincero PHE</i>	20. TELEPHONE NUMBER <i>410-631-3417</i>	21. DATE <i>10/23/2001</i>
--	--	--------------------------------------