

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

Schedule No. 2193

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Agency
 Department of the Environment/Waste Management Admin

Division/Unit
 Oil Control Program

Item
 No.

Description

Retention

1. This schedule supersedes Items Number 15, 16, 21, 22, and 23 of Schedule Number 902, dated April 12, 1982, which is listed under DNR-Water Resources Admin., and Schedule Number 1799A dated March 5, 1998.

Oil Operations Permits

These files contain operations permit application(s), spill plan(s), related correspondence, etc for facilities.

- A. For oil storage facilities within Maryland: retain for two (2) years after expiration or inactive status, scan, then destroy paper document. Scanned document to be retained thirty (30) years, then delete
- B. For out-of-state facilities and delivery facilities in Maryland: after permit has expired or has become inactive, scan immediately, then destroy paper document. Scanned document to be retained thirty (30) years.

2. Program Personnel Files

These files involve history of personnel to include: job applications; job description; evaluations; reclass history; tax information; medical information; letters of commendation; letter of reprimand; etc.

Destroy after one year following termination from Program.

Scheduled Approved by Department, Agency, or Division Representative.

Date 6/21/01
 Signature Mick Butler
 Typed Name Mick Butler
 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. 2193

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 Department of the Environment/Waste Management Admin.

Division/Unit
 Oil Control Program

Item No.	Description	Retention
3.	<p><u>Journals</u> These files contain records of all outgoing correspondence.</p>	<p>Retain for three (3) years, then destroy.</p>
4.	<p><u>Underground Storage Tank (UST) Registration</u> Files contain history of underground storage tanks at specific sites within the State of Maryland.</p>	<p>Files are retained within Program until tank is removed or placed permanently out-of- service. Upon this change, retain file for two (2) years, scan, then destroy hard copy. Scanned document will be retained for thirty (30) years, then delete.</p>
5.	<p><u>Oil Control Case Files</u></p> <p>A. Files contain history of petroleum releases from underground storage tanks at identified locations throughout the State of Maryland. Files also contain UST violations, report of observation, site complaints, notice of violations, leak summary, etc.</p> <p>B. Files contain history of surface spills at identified locations throughout the State of Maryland and also may contain driver violations, spill report, site complaints, notice of violations, report of observation, etc. applicable to specific surface spills.</p>	<p>A. Open cases are retained within Program until case is closed. For closed cases, retain two (2) years, scan then destroy hard copy. Scanned document will be retained for thirty (30) years, then delete.</p> <p>B. Open cases are retained within Program until case is closed. For closed cases, retain five (5) years, then destroy hard copy.</p>

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Item No.	Description	Retention
6.	<p><u>UST/Leaking Underground Storage Tank (LUST) Cost Recovery</u></p> <p>These files contain all history of releases that are eligible for cost recovery. Files also contain accounts payable, invoices, time allocations, report of observation, case history, etc.</p>	<p>Retain for five (5) years after submission of Financial Status Report or until all audit requirements have been fulfilled. Then destroy.</p>
7.	<p><u>Revenue Files</u></p> <p>These files contain all documentation pertaining to monies received. May include receipts, ledgers, and databases. These files contain records of all outgoing correspondence relative to revenue.</p>	<p>Retain for three (3) years. Then destroy.</p>
8.	<p><u>UST Installer/Remover Certification</u></p> <p>Files contain test and general correspondence pertaining to underground storage tank installer certification.</p>	<p>Retain for one (1) year after expiration of certificate, then destroy.</p>
9.	<p><u>UST/LUST Allocations</u></p> <p>These series of files include all records supporting UST/LUST grant allocations. They include, but are not limited to: procurement records consisting of requisitions, purchase orders, general invoices, and other appropriate procurement records; payroll/activity charges consisting of federal timesheets, general payroll, and daily activity forms for field staff; general cost accounting records consisting of detail cost ledgers, adjustments and budget grants.</p>	<p>Retain for five (5) years after submission of Financial Status Report or until all audit requirements have been fulfilled, then destroy.</p>
10.	<p><u>Oil Transfer Fee Files</u></p> <p>These files contain oil transfer fee reports, audit information, and associated correspondence.</p>	<p>Files are retained within Program until license expires. Upon expiration, retain for seven (7) years then destroy.</p>

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RECORDS MANAGEMENT DIVISION
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Item No.	Description	Retention
11.	<p><u>Upgrade and Replacement Fund Fee Files</u> These files contain Upgrade and Replacement Fund reports, audit information, and associated correspondence. The Upgrade and Replacement Fund provides low interest loans to tank owners to upgrade, remove, or replace their UST's.</p>	Retain five (5) years after fund closing, then destroy.
12.	<p><u>Oil Contaminated Site Reimbursement Fund</u> These files contain cleanup reimbursement applications, reimbursement forms, and associated correspondence. This fund provides reimbursement monies to cleanup sites contaminated with petroleum products.</p>	Retain three (3) years after final reimbursement allocation has been made or oil release has been cleaned-up, then destroy.
13.	<p><u>Upgrade & Replacement Loan Program</u> A. These files contain loan application, loan processing forms and associated correspondence. The Upgrade and Replacement Fund provides low interest loans to tank owners to upgrade, remove, or replace their UST's. B. Files contain applications and loans processed but cancelled before finalized.</p>	<p>A. Retain three (3) years after final loan payment has been made, then destroy.</p> <p>B. Retain until January 1, 2001 then destroy accumulation.</p>
14.	<p><u>Discharge Permits</u> These files contain discharge permit applications, permits (NPDES, State and general), discharge monitoring reports, and associated correspondence.</p>	Retain two (2) years after permit has expired or has become inactive, scan, then destroy paper document. Retain scanned document for thirty (30) years, then delete.
This schedule applies to facility at Hagerstown		

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
Department of Environment

2. DIVISION
Waste Management Administration

3. UNIT Oil Control 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 UST/LUST Allocations

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). Includes all records supporting the UST/LUST grant allocations. Includes but not limited to procurement record, payroll/activity charges consisting of federal timesheets and daily activity forms for field staff and general cost accounting records. For documentation at time of Federal audits.

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

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER Financial Status Report or all audit requirements are met.

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2400 Broening, 1st floor and Bldg 51

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

Yes Fiscal Services and Payroll No (daily activity forms)

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 Access Dbase No

RECOMMENDED RETENTION

Retain for 5 yrs. after submission of Financial Status Report or until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER Shirley Fairbank
Chief Office of Resource Management

20. TELEPHONE NUMBER X3433

21. DATE 5/29/01

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
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Waste Management Administration

3. UNIT Oil Control 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 Oil Control Division of Compliance and Remediation Case files

5. EARLIEST YEAR / LATEST YEAR
1986 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).
A. Files contain history of petroleum releases from underground storage tanks at identified locations throughout MD. Files also contain UST violations, report of observation, site complaints, notice of violations leak summary, etc.
B. Files contain history of surface spills at identified locations throughout MD and also may contain driver violations, spill report, site complaints, notice of violations, report of observation, etc. applicable to specific surface spills.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify) pictures

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER Case is closed

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2400 Broening, 1st floor and Bldg 51
with field inspector

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 Case # and status in data base

RECOMMENDED RETENTION

A. For closed cases, retain 2 yrs, scan, then destroy hard copy.
B. For closed cases, retain 5 yrs, then destroy hard copy.

19. NAME AND TITLE OF PREPARER Shirley Fairbank
Chief Office of Resource Management

20. TELEPHONE NUMBER X3433

21. DATE 5/29/01

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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1. DEPARTMENT/AGENCY
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Waste Management Administration

3. UNIT Oil Control 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 UST Installer/Remover Certification

5. EARLIEST YEAR / LATEST YEAR

1989 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). Files contain test and general correspondence pertaining to underground storage tank installer certification. To certify those people who install, upgrade and remove USTs.

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

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

1 Month(s) Year(s) if not renewed.
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2400 Broening, 1st floor

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 Access Dbase No

RECOMMENDED RETENTION

Retain for one year after expiration of certificate, then destroy

19. NAME AND TITLE OF PREPARER Shirley Fairbank
Chief Office of Resource Management

20. TELEPHONE NUMBER X3433

21. DATE 5/29/01

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 INVENT	
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1. DEPARTMENT/AGENCY Department of Environment		2. DIVISION Waste Management Administration		3. UNIT Oil Control 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 UST/Leaking Underground Storage Tank (LUST) Cost Recovery				5. EARLIEST YEAR / LATEST YEA 1989 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. These files contain history of releases that are eligible for cost recovery. Also contain ongoing history of accounts payable, invoices, time alloc report of observation, case history, etc. To recover federal grant costs spent for cleanup of leaking USTs.)					
7. RECORD SERIES FORMAT(S) Letter Size <input checked="" type="checkbox"/> Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (Specify)		9. VOLUME 4 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <u>35 boxes</u> Number	
				10. ANNUAL ACCUMULATION 1/2 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <u> </u> Number	
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/>		12. FILE BECOMES INACTIVE AFTER financial status report or all audit requi are complete <u> </u> Month(s) Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 2400 Broening, 1 st floor		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes No X			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes No		16. AUDIT REQUIREMENTS None State Federal <input checked="" type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes Access dbase to track costs. No		RECOMMENDED RETENTION Retain for 5 yrs after submission of Financial Status Report or until all a requirement have been fulfilled.			
19. NAME AND TITLE OF PREPARER Shirley Fairbank Chief Office of Resource Management		20. TELEPHONE NUMBER X3433		21. DATE 5/29/01	

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

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1. DEPARTMENT/AGENCY
Department of Environment

2. DIVISION
Waste Management Administration

3. UNIT Oil Control 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 Discharge Permits

5. EARLIEST YEAR / LATEST YEAR

1998 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). Discharge permit applications, permits (NPDES, State and general), discharge monitoring reports and associated correspondence. Oil terminals discharging storm water or hydrostatic test water; and facilities having oil remediation systems discharging to surface or groundwater required to have permits with discharge limitations.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify) data base

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

14 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 Expiration of permit without renewal

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2400 Broening 1st floor Rm 4129

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

Yes Maintained on computer shared drive. 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 Perts database No

RECOMMENDED RETENTION

Retain 2 yrs. then scan and retain 30 yrs.

19. NAME AND TITLE OF PREPARER Greg Sonberg
Chief Permits and Support Division

20. TELEPHONE NUMBER X3433

21. DATE 6/1/01

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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 Department of Environment

2. DIVISION
 Waste Management Administration

3. UNIT Oil Control 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 Journals

5. EARLIEST YEAR / LATEST YEAR

TO

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

These files contain records of all outgoing correspondence.

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

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

 Number

10. ANNUAL ACCUMULATION

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

 Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER When subject of letter is resolved.

_____ Month(s) Year(s)
 Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
 2400 Broening 1st floor

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 MS word and Access No

RECOMMENDED RETENTION
 Retain for 3 yrs.

19. NAME AND TITLE OF PREPARER Shirley Fairbank
 Chief Office of Resource Management

20. TELEPHONE NUMBER X3433

21. DATE 5/29/01

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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RECORDS MANAGEMENT DIVISION
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1. DEPARTMENT/AGENCY
Department of Environment

2. DIVISION
Waste Management Administration

3. UNIT Oil Control 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 Upgrade & replacement Loan Program

5. EARLIEST YEAR / LATEST YEAR

1994 TO 1999

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. Loan applications, processing forms and associated correspondence. Fund provided low interest loans to tank owners to upgrade, remove or replace their USTs. Loans were made up to a maximum of 15 years.
- B. Applications and loans processed but cancelled before finalized.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size X Computer Tape
Bound Book X Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical X
Chronological
Geographical
Other (Specify)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly X Monthly

12. FILE BECOMES INACTIVE AFTER Final loan payment (15 yr loan)

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2400 Broening 1st floor Rm 4118

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

Yes Attorney General Office & WAS/OAS No

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

Yes Personal Financial Information No

16. AUDIT REQUIREMENTS

None X State Federal Independent

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

Yes No X

RECOMMENDED RETENTION

- A. Retain 3 yrs after closure then destroy
- B. Retain until January 1, 2001 then destroy

19. NAME AND TITLE OF PREPARER Greg Sonberg
Chief Permits and Support Division

20. TELEPHONE NUMBER X3433

21. DATE 6/1/01

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
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1. **DEPARTMENT/AGENCY**
 Department of Environment

2. **DIVISION**
 Waste Management Administration

3. **UNIT** Oil Control 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** Oil Operations Permits

5. **EARLIEST YEAR / LATEST YEAR**

1985 TO Present

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

These files contain transferring, storing (aboveground tanks) or loading /unloading oil in MD permits, permit applications, spill plans, related correspondence, etc. for facilities. Facilities that load/unload oil, transfer oil, or store certain quantities of oil in above ground storage tanks are authorized to operate by permit

7. **RECORD SERIES FORMAT(S)**

Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) Engineering Drawings

8. **RECORD SERIES SEQUENCE**

Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify)

9. **VOLUME**

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

10. **ANNUAL ACCUMULATION**

2-3 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (Specify)
 Number

11. **FILE IS USED**

Daily Weekly Monthly

12. **FILE BECOMES INACTIVE AFTER** facility closed and/or permit not renewed

 Month(s) Year(s)
 Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
 2400 Broening 1st floor near Rm 4129

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

Yes most recent permit issued is on computer shared drive No

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

Yes Federal facilities may have restrictions

16. **AUDIT REQUIREMENTS**

None State Federal Independent

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

Yes Perts dbase No

RECOMMENDED RETENTION A. For oil storage facilities within MD: retain for 2 years after expiration or inactive status, scan, then destroy paper document. Scanned document retained 30 years.
 B. For out-of-state facilities and delivery facilities in MD: after permit has expired or has become inactive, scan immediately, then destroy paper document. Scanned document retained 30 years.

19. **NAME AND TITLE OF PREPARER**

Greg Sonberg
 Chief Permits and Support

20. **TELEPHONE NUMBER** X3433

21. **DATE** 6/1/01

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
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3. UNIT Oil Control 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 Oil Transfer Fee Files

5. EARLIEST YEAR / LATEST YEAR

1986 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). These files contain oil transfer fee reports, audit information and associated correspondence. To establish fund for the cleanup of oil discharges in the State.

7. RECORD SERIES FORMAT(S)

Letter Size X Microfilm
Legal Size Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify) data base

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical X
Chronological
Geographical
Other (Specify)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily X Weekly Monthly

12. FILE BECOMES INACTIVE AFTER License expires.

_____ Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2400 Broening, 1st floor and Bldg 51

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

Yes No X

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

Yes § 4-411 (c) (2) No

16. AUDIT REQUIREMENTS

None State X Federal Independent

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

Yes Access Dbase No

RECOMMENDED RETENTION

Retain for 7 yrs. after license expires then destroy

19. NAME AND TITLE OF PREPARER Shirley Fairbank
Chief Office of Resource Management

20. TELEPHONE NUMBER X3433

21. DATE 5/29/01

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

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1. **DEPARTMENT/AGENCY**
Department of Environment

2. **DIVISION**
Waste Management Administration

3. **UNIT** Oil Control 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** Program Personnel Files

5. **EARLIEST YEAR / LATEST YEAR**

TO

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

These files involve history of personnel in include: job applications; job description; evaluations; reclass history; tax information; medical information; copies of commendation or reprimand letters; etc.

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**

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 leaves program

Number Month(s) Year(s)

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
2400 Broening 1st floor

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

Yes Personnel 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

Destroy after one year following termination from Program

19. **NAME AND TITLE OF PREPARER** Shirley Fairbank
Chief Office of Resource Management

20. **TELEPHONE NUMBER** X3433

21. **DATE** 5/29/01

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 11 Of 14

1. DEPARTMENT/AGENCY
 Department of Environment

2. DIVISION
 Waste Management Administration

3. UNIT Oil Control 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 Underground Storage Tank (UST) Registrations

5. EARLIEST YEAR / LATEST YEAR

1986 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).
 Files contain history of underground storage tanks at specific sites within the State of Maryland. To locate and evaluate USTs that store or have stored regulated substances.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) data base on intranet

8. RECORD SERIES SEQUENCE

Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify)

9. VOLUME

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

10. ANNUAL ACCUMULATION

10 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 tanks are closed according to regulations

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
 2400 Broening, 1st floor

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 Registrations are in Access dbase

RECOMMENDED RETENTION

Retain closed sites for 2 years then scan, retain for 30 yrs. and destroy hard copy.

19. NAME AND TITLE OF PREPARER Shirley Fairbank
 Chief Office of Resource Management

20. TELEPHONE NUMBER X3433

21. DATE 5/29/01

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

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1. DEPARTMENT/AGENCY
Department of Environment

2. DIVISION
Waste Management Administration

3. UNIT Oil Control 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 Oil Contaminated Site Reimbursement Fund

5. EARLIEST YEAR / LATEST YEAR

1993 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).
Cleanup reimbursement applications, forms, associated correspondence and receipts for costs incurred to clean up contaminated site. Provides mechanisms to reimburse owner of registered UST system for certain oil-contaminated site environmental cleanup costs.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

15 File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
15 boxes 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 final reimbursement allocation has been made, release has been cleaned-up or funding is discontinued.

 Month(s) Year(s)
Number

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

2400 Broening, 1st and 2nd floors

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 Access Dbase No

RECOMMENDED RETENTION

Retain 3 yrs after closure.

19. NAME AND TITLE OF PREPARER Shirley Fairbank
Chief Office of Resource Management

20. TELEPHONE NUMBER X3433

21. DATE 5/29/01

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 13 Of 14

1. DEPARTMENT/AGENCY
Department of Environment

2. DIVISION
Waste Management Administration

3. UNIT Oil Control 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 Revenue Files

5. EARLIEST YEAR / LATEST YEAR

1988 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). Documentation pertaining to money received. May include receipts, ledgers and databases. These files contain records of all out going correspondence relative to revenue. Maintain program record as tracking mechanism.

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

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER Reconciliation of payment due.

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2400 Broening, 1st floor

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

Yes Fiscal Services if invoiced No letter of penalty or complaint and order

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 Access dbase list. No

RECOMMENDED RETENTION

Retain for 3 yrs.

19. NAME AND TITLE OF PREPARER Shirley Fairbank
Chief Office of Resource Management

20. TELEPHONE NUMBER X3433

21. DATE 5/29/01

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

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1. DEPARTMENT/AGENCY
Department of Environment

2. DIVISION
Waste Management Administration

3. UNIT Oil Control 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 Upgrade and Replacement Fund Fee

5. EARLIEST YEAR / LATEST YEAR

July 1, 1991 TO June 30, 1996

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 contain Upgrade and Replacement Fund reports, audit information, and associated correspondence. The Fund was used for the Upgrade and Replacement Loan Program.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
Legal Size X Computer Tape
Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical X
Chronological
Geographical
Other (Specify)

9. VOLUME

File Drawer(s)
Microfilm-Reel(s)
Computer Tape(s)
Other (Specify)
_ 4 boxes _
Number

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER Fund closing

_____ Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
2400 Broening, Bldg 51

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

Yes No X

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

Yes No X

16. AUDIT REQUIREMENTS

None State X Federal Independent

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

Yes No

RECOMMENDED RETENTION

Retain 5 years after fund closing then destroy.

19. NAME AND TITLE OF PREPARER Shirley Fairbank
Chief Office of Resource Management

20. TELEPHONE NUMBER X3433

21. DATE 5/29/01