

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

Schedule No. 2270

Page 1 of 2

Agency Maryland Department of the Environment Division/Unit  
 Technical and Regulatory Services Administration / Environmental Planning -RTK Division

| Item No. | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Retention                                                                                                                              |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 1.       | <p>Community RTK -Sections 311 and 312 (EPCRA) Files</p> <p>These files contain information regarding hazardous materials manufactured, stored, and used at their facility. The purpose of this data collection is to provide the government and the public with information to be used in planning for or responding to chemical emergencies at fixed facilities.</p> <p>Section 311 requires a Material Safety Data Sheet (MSDS) for each such chemical, or list of MSDSs. This is generally a one-time reporting requirement unless there is a change at the facility or in the information available regarding a substance at the facility.</p> <p>Section 312 files are filed annually on March 1, and contain quantity, hazard, and location information for the covered chemicals for the preceding calendar year. Due to the similarity of the reporting requirements, the Section 311 and 312 reports are maintained in a single physical file. This file also contains all correspondence with the facility concerning these requirements.</p> | <p>Section 311 files -Retain for 5 years after inactive, then destroy.</p> <p>Section 312 files -Retain for 5 years, then destroy.</p> |
| 2.       | <p>Community RTK -Section 313 (EPCRA) TRI Files</p> <p>Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA), also known as the Superfund Amendments and Reauthorization Act, Title III (SARA Title III), requires manufacturing facilities and other and other specified industrial sectors to provide information about their activities with listed substances. These reports include information about direct environmental releases to air, water, and land at the facility and to transfers off-site. Information is submitted to the State and the US EPA on EPA Form R reports. Facilities submit one Form R for each covered substance for which they meet threshold reporting levels. Form R reports are submitted annually on July 1 for the preceding calendar year.</p>                                                                                                                                                                                                                                             | <p>Retain for 3 years, then destroy.</p>                                                                                               |

|                                                                                                                                                                                                                                      |                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <p>Scheduled Approved by Department, Agency, or Division Representative. <u>3/12/2003</u></p> <p>Date _____</p> <p>Signature <u><i>M. Griffen</i></u></p> <p>Typed Name <u>Michael Griffen</u></p> <p>Title <u>Administrator</u></p> | <p>Schedule Authorized by State Archivist</p> <p>Date <u>APR 15 2003</u></p> <p>Signature <u><i>Edward C. Pappas</i></u></p> |
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DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No. 2270

Page 2 of 2

Agency Maryland Department of the Environment Division/Unit  
 Technical and Regulatory Services Administration / Environmental Planning –RTK Division

| Item No. | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Retention                          |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 3.       | <p>Community RTK –MD Files<br/>           Chemical Information Lists and Material Safety Data Sheets (MSDS).<br/>           The Labor and Employment Article, Title 5, Subtitle 4, and Environment Article, Title 6, Subtitle 5 requires all employers in the State to compile and maintain a chemical information list that contains the common name, chemical name, and work area for each hazardous chemical used or stored in the workplace. It also requires employers to collect MSDS for these substances. These and other requirements of the law help to foster safe communities and provide for a safe and healthful working environment for Maryland citizens.</p> <p>A copy of the completed chemical information list, arranged by common name, in alphabetical order, must be submitted to MDE. Chemical lists must be revised, re-alphabetized, and resubmitted to MDE every two years. MDE is required to provide access to chemical information lists to the following:</p> <ul style="list-style-type: none"> <li>A person who provides fire, ambulance, or rescue service for the appropriate geographic area.</li> <li>A nurse, physician, or physician assistant who is treating an individual in a medical emergency.</li> <li>A former employee of an inactive employer.</li> <li>The Maryland Commissioner of Labor and Industry.</li> <li>An independent contractor or employer performing work in Maryland.</li> <li>Any environmental organization that is in the State of Maryland.</li> <li>Any civic or consumer organization that is in the State of Maryland.</li> <li>Any individual who lives in a local community where a business stores, produces, or locates hazardous or toxic chemicals.</li> <li>Any individual who lives in the nearest local community to a business that stores, produces, or locates hazardous or toxic chemicals.</li> </ul> <p>Maryland is required by Section 6-503 of the Environment Article, to maintain all chemical information lists submitted to the Department for 40 years.</p> | Retain for 40 years, then destroy. |

**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 3

1. DEPARTMENT/AGENCY  
Environment

2. DIVISION  
Technical and Regulatory Services Adm.

3. UNIT  
Environmental Planning -RTK 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  
Community RTK -Sections 311 and 312 (EPCRA) Files

5. EARLIEST YEAR / LATEST YEAR  
1987 TO Present

**6. RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Sections 311 and 312 of the Emergency Planning and Community Right-to-Know Act (EPCRA), also known as the Superfund Amendments and Reauthorization Act, Title III (SARA Title III), requires facilities to provide information regarding hazardous materials manufactured, stored, and used at their facility. The purpose of this data collection is to provide the government and the public with information to be used in planning for or responding to chemical emergencies at fixed facilities. Section 311 requires facilities that have in excess of the threshold planning quantity of hazardous substance to have a Material Safety Data Sheet (MSDS) for each such chemical. The facility must provide a copy of the MSDS or at list of MSDSs for the facility. This is generally a one-time reporting requirement unless there is a change at the facility or in the information available regarding a substance at the facility. Section 312 requires facilities to provide more specific information regarding the Section 311 chemicals at the facility. These reports are filed annually on March 1, and contain quantity, hazard, and location information for the covered chemicals for the preceding calendar year. This inventory report is a Tier Two report and refers to a specific EPA reporting form. Due to the similarity of the reporting requirements, the Section 311 and 312 reports are maintained in a single physical file. This file also contains all correspondence with the facility concerning these requirements.

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

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

10. ANNUAL ACCUMULATION

File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
1 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)  
1800 Washington Blvd, 5th 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 -in a MicroSoft Access database.       No

RECOMMENDED RETENTION

Section 311 files -Retain for 5 years after inactive, then destroy.  
Section 312 files -Retain for 5 years, then destroy.

19. NAME AND TITLE OF PREPARER  
Patt Williams

20. TELEPHONE NUMBER  
410.537  
.3800

21. DATE  
2/9/2000

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                                                                                                                                                   |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>INSTRUCTIONS</b> -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | <b>DEPARTMENT OF GENERAL SERVICES</b><br>RECORDS MANAGEMENT DIVISION<br>7275 WATERLOO ROAD<br>P.O. BOX 275 - JESSUP, MARYLAND 20794                                                                                                                                                                                                                                                                                         |  | <b>AGENCY RECORDS INVENTORY</b><br><br>Page 2 Of 3                                                                                                                                                                                |  |
| <b>1. DEPARTMENT/AGENCY</b><br>Environment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  | <b>2. DIVISION</b><br>Technical and Regulatory Services Adm.                                                                                                                                                                                                                                                                                                                                                                |  | <b>3. UNIT</b><br>Environmental Planning -RTK Division                                                                                                                                                                            |  |
| <b>DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                                                                                                                                                   |  |
| <b>4. RECORDS SERIES TITLE</b><br>Community RTK -Section 313 (EPCRA) TRI Files                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                                                                                                                                                                                                                                                                                             |  | <b>5. EARLIEST YEAR / LATEST YEAR</b><br><br>1987 TO Present                                                                                                                                                                      |  |
| <b>6. RECORD SERIES DESCRIPTION</b> (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). Section 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA), also known as the Superfund Amendments and Reauthorization Act, Title III (SARA Title III), requires manufacturing facilities and other and other specified industrial sectors to provide information about their activities with listed substances. These reports include information about direct environmental releases to air, water, and land at the facility and to transfers off-site. Information is submitted to the State and the US EPA on EPA Form R reports. Facilities submit one Form R for each covered substance for which they meet threshold reporting levels. Form R reports are submitted annually on July 1 for the preceding calendar year. |  |                                                                                                                                                                                                                                                                                                                                                                                                                             |  |                                                                                                                                                                                                                                   |  |
| <b>7. RECORD SERIES FORMAT(S)</b><br><br><input checked="" type="checkbox"/> Letter Size      Microfilm<br><br><input type="checkbox"/> Legal Size      Computer Tape<br><br><input type="checkbox"/> Bound Book      Floppy Disk<br><br><input type="checkbox"/> Audio Tape      Video Tape<br><br><input type="checkbox"/> Other (Specify)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | <b>8. RECORD SERIES SEQUENCE</b><br><br><input checked="" type="checkbox"/> Alphabetical<br><br><input type="checkbox"/> Numerical<br><br><input checked="" type="checkbox"/> Chronological<br><br><input type="checkbox"/> Geographical<br><br><input checked="" type="checkbox"/> Other (Specify) -Each reporting year is maintained as a separate file. Each reporting year file is arranged alphabetically by facility. |  | <b>9. VOLUME</b><br><br><input checked="" type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input type="checkbox"/> Other (Specify)<br>11<br>Number |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  | <b>10. ANNUAL ACCUMULATION</b><br><br><input checked="" type="checkbox"/> File Drawer(s)<br><input type="checkbox"/> Microfilm Reel(s)<br><input type="checkbox"/> Computer Tape(s)<br><input type="checkbox"/> Other (Specify)<br>1<br>Number                                                                                                                                                                              |  |                                                                                                                                                                                                                                   |  |
| <b>11. FILE IS USED</b><br><br><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  | <b>12. FILE BECOMES INACTIVE AFTER</b><br><br>3<br>Number      Month(s) <input checked="" type="checkbox"/> Year(s)                                                                                                                                                                                                                                                                                                         |  |                                                                                                                                                                                                                                   |  |
| <b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room)<br>1800 Washington Blvd, 5th Floor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  | <b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)<br><br><input checked="" type="checkbox"/> Yes -at US EPA Region III, Philadelphia, PA <input type="checkbox"/> No                                                                                                                                                                                                                     |  |                                                                                                                                                                                                                                   |  |
| <b>15. ACCESS RESTRICTIONS</b> If yes, cite law(s) & regs<br><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  | <b>16. AUDIT REQUIREMENTS</b><br><br><input checked="" type="checkbox"/> None      State      Federal      Independent                                                                                                                                                                                                                                                                                                      |  |                                                                                                                                                                                                                                   |  |
| <b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any software/hardware)<br><br><input checked="" type="checkbox"/> Yes -in a MicroSoft Access database. <input type="checkbox"/> No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  | <b>RECOMMENDED RETENTION</b><br><br>Section 313 files -Retain for 3 years, then destroy.                                                                                                                                                                                                                                                                                                                                    |  |                                                                                                                                                                                                                                   |  |
| <b>19. NAME AND TITLE OF PREPARER</b><br>Patt Williams                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  | <b>20. TELEPHONE NUMBER</b><br>410.537.3800                                                                                                                                                                                                                                                                                                                                                                                 |  | <b>21. DATE</b><br>2/9/2000                                                                                                                                                                                                       |  |

**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 3

**1. DEPARTMENT/AGENCY**  
 Environment

**2. DIVISION**  
 Technical and Regulatory Services Adm.

**3. UNIT**  
 Environmental Planning -RTK 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**  
 Community RTK -MD Files

**5. EARLIEST YEAR / LATEST YEAR**  
 1984 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).  
 Chemical Information Lists and Material Safety Data Sheets (MSDS).  
 The Labor and Employment Article, Title 5, Subtitle 4, and Environment Article, Title 6, Subtitle 5 requires all employers in the State to compile and maintain a chemical information list that contains the common name, chemical name, and work area for each hazardous chemical used or stored in the workplace. It also requires employers to collect MSDS for these substances. These and other requirements of the law help to foster safe communities and provide for a safe and healthful working environment for Maryland citizens.  
 A copy of the completed chemical information list, arranged by common name, in alphabetical order, must be submitted to MDE. Chemical lists must be revised, re-alphabetized, and resubmitted to MDE every two years. MDE is required to provide access to chemical information lists to the following:  
 A person who provides fire, ambulance, or rescue service for the appropriate geographic area.  
 A nurse, physician, or physician assistant who is treating an individual in a medical emergency.  
 A former employee of an inactive employer.  
 The Maryland Commissioner of Labor and Industry.  
 An independent contractor or employer performing work in Maryland.  
 Any environmental organization that is in the State of Maryland.  
 Any civic or consumer organization that is in the State of Maryland.  
 Any individual who lives in a local community where a business stores, produces, or locates hazardous or toxic chemicals.  
 Any individual who lives in the nearest local community to a business that stores, produces, or locates hazardous or toxic chemicals.  
 Maryland is required by Section 6-503 of the Environment Article, to maintain all chemical information lists submitted to the Department for 40 years.

**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**

File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (Specify) -bookcases  
 35 -file drawers  
 \_\_\_11\_\_\_-bookcases with 55 total shelves  
 Number

**10. ANNUAL ACCUMULATION**

File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (Specify) -bookcases  
 \_\_\_1\_\_\_ of each \_\_\_  
 Number

**11. FILE IS USED**

Daily      Weekly      Monthly

**12. FILE BECOMES INACTIVE AFTER**

\_\_\_40\_\_\_ Month(s)       Year(s)  
 Number

**13. CURRENT LOCATION(S)** (Bldg., Floor, Room)  
 1800 Washington Blvd, 5th 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 -The Labor and Employment Article, Title 5, Subtitle 4, and Environment Article, Title 6, Subtitle 5  
 No

**16. AUDIT REQUIREMENTS**

None      State      Federal      Independent

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

Yes -in a MicroSoft Access database.       No

**RECOMMENDED RETENTION**

Retain for 40 years, then destroy.

**19. NAME AND TITLE OF PREPARER**  
 A. Balram, MDRTK Coordinator

**20. TELEPHONE NUMBER**  
 410.537.3446

**21. DATE**  
 1/18/2000