

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

Schedule No. 2271

Page 1 of 2

Agency Maryland Department of the Environment Division/Unit  
 Technical and Regulatory Services Administration / Emergency Response Division

Item No.	Description	Retention
1.	<p><b>Correspondence Records</b>                      The purpose of the correspondence records is to retain copies of correspondence originating from the Emergency Response Division (ERD) office and incoming correspondence relative to ERD personnel. The files include outgoing letters and memorandums, and incoming correspondence, letters, bulletins, and newsletters.</p>	<p>1 year, then review and destroy material no longer needed for current business.</p>
2.	<p><b>Duty Officer Records</b>                      The purpose of Duty Officer records is to keep track of calling card use, cell phone use, and the amount of compensatory time and overtime earned by each Duty Officer. The files include telephone logs of all calls made and received by the Duty Officer and records of compensatory time and overtime earned by each Duty Officer.</p>	<p>Keep for 3 years, then destroy.</p>
3.	<p><b>First Report of Incident Records</b>                      The purpose of the first report of incident records is to ensure industry and citizen compliance with reporting requirements. The files include First Report of Incident forms filled out by ERD personnel, DNR Radio Room personnel, and Duty Officers. The forms include information such as date, time, and place of incident and information on the responsible party(ies).</p>	<p>Retain for 5 years, then destroy.</p>

Scheduled Approved by Department, Agency, or Division Representative.  
 Date 3/12/2003  
 Signature *M. Griffen*  
 Typed Name Michael Griffen  
 Title Administrator

Schedule Authorized by State Archivist  
 Date APR 15 2003  
 Signature *Edward C. Saperstein*

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

Schedule No. 2271

Page 2 of 2

Agency Maryland Department of the Environment Division/Unit  
 Technical and Regulatory Services Administration / Emergency Response Division

Item No.	Description	Retention
4.	<p><b>Report of Spill Records</b></p> <p>The purpose of the report of spill records is to track the amount of MDE materials used by local emergency services, so cost recovery actions can be initiated. The files include report of spill forms filled out by local emergency services, which include information such as date, time and place of the spill, materials used for cleanup, and information on the responsible party(ies).</p>	Retain for 5 years, then destroy.
5.	<p><b>Oil and Hazmat Incident Report Records</b></p> <p>The purpose of the Incident Reports is to fulfill Public Information Act requests and initiate cost recovery actions against responsible parties. The file include information such as ERD responders' reports of observation, related contractor invoices, Material Safety Data Sheets (MSDS) for hazardous materials incidents, related incoming and outgoing correspondence, and related cost recovery actions.</p>	Retain for 5 years, then destroy.
6.	<p><b>Employee Exposure Records</b></p> <p>The purpose of the Employee Exposure Records is to maintain information concerning employee exposure to toxic substances or harmful physical agents. The files include information such as laboratory results, MSDS, and incident-specific hazardous materials exposure records.</p>	Retain for 30 years, then destroy.

<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> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	<b>AGENCY RECORDS INVENTORY</b>  Page 1 Of 6
<b>1. DEPARTMENT/AGENCY</b> Environment	<b>2. DIVISION</b> Technical and Regulatory Services Adm.	<b>3. UNIT</b> Emergency Response 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> Correspondence Records	<b>5. EARLIEST YEAR / LATEST YEAR</b>  1992 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).  These files contain outgoing letters, memorandums, letters, bulletins, newsletters and other miscellaneous correspondence.		
<b>7. RECORD SERIES FORMAT(S)</b>  <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)	<b>8. RECORD SERIES SEQUENCE</b>  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (Specify)	<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) -Boxes  _____ Number  <b>10. ANNUAL ACCUMULATION</b>  <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
<b>11. FILE IS USED</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<b>12. FILE BECOMES INACTIVE AFTER</b>  _____ Number      Month(s) <input checked="" type="checkbox"/> Year(s)	
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) 1800 Washington Blvd, North Building	<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input checked="" type="checkbox"/> Yes MDE -TARSA Headquarters <input type="checkbox"/> No	
<b>15. ACCESS RESTRICTIONS</b> If yes, cite law(s) & regs  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>16. AUDIT REQUIREMENTS</b>  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any software/hardware)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>RECOMMENDED RETENTION</b>  1 year, then review and destroy if no longer needed.	
<b>19. NAME AND TITLE OF PREPARER</b> Alan Williams, Program Manager	<b>20. TELEPHONE NUMBER</b> 410.537.3994	<b>21. DATE</b> 9/25/2000



**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

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1. **DEPARTMENT/AGENCY**  
Environment

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

3. **UNIT**  
Emergency Response 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**  
First Report of Incident Records

5. **EARLIEST YEAR / LATEST YEAR**  
1995 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 first report of incident forms and other miscellaneous correspondence.

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

X Letter Size      Microfilm  
  
Legal Size      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) -Looseleaf Binders  
  
X  
  
12  
Number

10. **ANNUAL ACCUMULATION**

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

11. **FILE IS USED**

X Daily      Weekly      Monthly

12. **FILE BECOMES INACTIVE AFTER**

5      Month(s)      X Year(s)  
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)  
1800 Washington Blvd, North Building

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

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

Yes      X No

16. **AUDIT REQUIREMENTS**

X None      State      Federal      Independent

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

Yes      X No

**RECOMMENDED RETENTION**

5 years, then review and destroy if no longer needed.

19. **NAME AND TITLE OF PREPARER**  
Alan Williams, Program Manager

20. **TELEPHONE NUMBER**  
410.537.3994

21. **DATE**  
9/25/2000



<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> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	<b>AGENCY RECORDS INVENTORY</b>  Page 5 Of 6
<b>1. DEPARTMENT/AGENCY</b> Environment	<b>2. DIVISION</b> Technical and Regulatory Services Adm.	<b>3. UNIT</b> Emergency Response 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> Oil and Hazmat Incident Report Records	<b>5. EARLIEST YEAR / LATEST YEAR</b>  1995 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).  These files contain responders reports, invoices, incoming and outgoing correspondence.		
<b>7. RECORD SERIES FORMAT(S)</b>  <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)	<b>8. RECORD SERIES SEQUENCE</b>  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (Specify)	<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) -Looseleaf Binders  <u>5</u> Number  <b>10. ANNUAL ACCUMULATION</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) -database  <u>1</u> Number
<b>11. FILE IS USED</b>  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>5</u> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) 1800 Washington Blvd, North Building	<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>15. ACCESS RESTRICTIONS</b> If yes, cite law(s) & regs  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>16. AUDIT REQUIREMENTS</b>  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any software/hardware)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>RECOMMENDED RETENTION</b>  5 years, then review and destroy if no longer needed.	
<b>19. NAME AND TITLE OF PREPARER</b> Alan Williams, Program Manager	<b>20. TELEPHONE NUMBER</b> 410.537.3994	<b>21. DATE</b> 9/25/2000

**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 6 Of 6

1. DEPARTMENT/AGENCY  
Environment

2. DIVISION  
Technical and Regulatory Services Adm.

3. UNIT  
Emergency Response 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  
Employee Exposure Records

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 incident-specific hazardous materials exposure records and other miscellaneous correspondence.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

X Alphabetical  
Numerical  
Chronological  
Geographical  
Other (Specify)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly X Monthly

12. FILE BECOMES INACTIVE AFTER

30 Month(s) X Year(s)  
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
1800 Washington Blvd, North Building

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

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

Yes X 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 X No

RECOMMENDED RETENTION

30 years, then review and destroy if no longer needed.

19. NAME AND TITLE OF PREPARER  
Alan Williams, Program Manager

20. TELEPHONE NUMBER  
410.537.3994

21. DATE  
9/25/2000