

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

Schedule No. 2279

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Agency Maryland Department of the Environment Division/Unit
 Technical and Regulatory Services Administration / Biological Assessment Section

Item No.	Description	Retention
1.	Meeting minutes, reports These records show policy and implementation and include Meeting minutes, reports, notes and project reports for the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island, Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.	Retain permanently, transfer to the State Archives periodically.
2.	Memos, notes and correspondence These records include memos, notes, correspondence, requisitions and miscellaneous information related to the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island, Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.	Retain for 3 years, then destroy.
3.	Laboratory data sheets These records include laboratory reports and data related to the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island, Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.	Retain for 5 years, then destroy.
4.	Biocriteria final reports, SOPs These records include Biocriteria reports and standards, as well as Standard Operating Procedures (SOPs).	Reference copies -retain until superseded or no longer needed for reference purposes, then destroy.
5.	Dredging Web site Notes, correspondence and project reports, and all electronic data to be placed on the MDE web site.	Reference copies -Retain 1 year, then discard.

Scheduled Approved by Department, Agency, or Division Representative. Date <u>11/13/2003</u> Signature <u>[Signature]</u> Typed Name <u>JYael Griffen</u> Title <u>Administrator</u>	Schedule Authorized by State Archivist Date <u>11/5/2003</u> Signature <u>[Signature]</u>
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INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O.BOX 275-JESSUP,MARYLAND 20794		AGENCY RECORDS INVENTORY Page 1 Of 1	
1. DEPARTMENT/AGENCY Environment		2. DIVISION Technical and Regulatory Services Adm.		3. UNIT Biological Assessment Section	
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 Biological Assessment Section Files				5. EARLIEST YEAR/LATEST YEAR 1997 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). The Biological Assessment Section maintains records related to compliance monitoring projects undertaken by the Section. Files include electronic data and report files, notes, memos, correspondence, meeting minutes, and reports. These files are used in relation to compliance monitoring of dredging activities in Maryland, the development of Biocriteria for the State, and updating of the dredging portion of the MDE web site. The Section also maintains standard operating procedures for tasks involved in compliance monitoring projects.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input checked="" type="checkbox"/> Other (Specify)-Records kept on hard drive of computer.		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (Specify)		9. VOLUME <input checked="" type="checkbox"/> File Drawees) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ 1 Number	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawees) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ 1 Number			
11. FILE IS USED <input checked="" type="checkbox"/> Daily Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER _____ Number Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd, 5 th Floor		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		RECOMMENDED RETENTION Meeting minutes, reports -Retain permanently, transfer to the State Archives periodically. Memos, notes, correspondence -Retain for 3 years, then destroy. Data sheets -Retain for 5 years, then destroy. Biocriteria, SOPs -Retain until superseded, or no longer needed, then destroy. Dredging Web site -Retain reference copies for 1 year, then destroy.			
19. NAME AND TITLE OF PREPARER Matt Rowe, ES V		20. TELEPHONE NUMBER 410.537.3578		21. DATE 12/14/2002	