

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

Schedule No. 2325

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Agency
 Department of the Environment/Waste Management Admin

Division/Unit
 Oil Control Program

Item No.	Description	Retention
1.	<p>This schedule supersedes Schedule Number 2222, and Item Number 2,5, 6, 15, 16, dated July 18, 2002 which is listed under MDE, Waste Management.</p> <p><u>Oil Vehicle Operators Certification</u> These files contain applications, test results, violations, related correspondence, etc., for individual operators. Certification program is no longer in operation.</p>	<p>Destroyed files January 1998.</p>
2.	<p><u>Oil Operations Permits</u> These files contain operations permit application(s), spill plan(s), related correspondence, etc for facilities.</p>	<p>A. For oil storage facilities within Maryland: At expiration or inactive status document to be retained for <u>20</u> years, then destroy.</p> <p>B. For out-of-state facilities and delivery facilities in Maryland: after permit has expired or has become inactive, retain for <u>5</u> years, then destroy.</p>
3.	<p><u>Program Personnel Files</u> 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.</p>	<p>Destroy upon termination from Program.</p>

Scheduled Approved by Department, Agency, or Division Representative.

Date 2/8/05
 Signature [Signature]
 Typed Name HERB MEADE
 Title ADMINISTRATOR

Schedule Authorized by State Archivist

Date MAR 07 2005
 Signature [Signature]

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4.	<p><u>Journals</u> These files contain records of all outgoing correspondence.</p>	<p>Retain for three (3) years, then destroy.</p>
5.	<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. Retain file for twenty <u>20</u> years, then destroy.</p>
6.	<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. Closed cases, retained for twenty <u>20</u> years, then destroy.</p> <p>B. Open cases are retained within Program until case is closed. For closed cases, retain three <u>3</u> years, then destroy hard copy.</p>

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7.	<p><u>UST/Leaking Underground Storage Tank (LUST) Cost Recovery</u> 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>
8.	<p><u>Revenue Files</u> These files contain all documentation pertaining to monies received. May include receipts and ledgers. These files contain records of all outgoing correspondence relative to revenue.</p>	<p>Retain for three (3) years then destroy.</p>
9.	<p><u>UST Installer/Remover Certification</u> 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>
10.	<p><u>UST/LUST Allocations</u> 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>
11.	<p><u>Oil Transfer Fee Files</u> 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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12.	<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>	<p>Retain five (5) years after fund closing then destroy.</p>
13.	<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>	<p>Retain three (3) years after final reimbursement allocation has been made and related oil case has been closed, then destroy.</p>
14.	<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. B. Retain until January 1, 2001 then destroy accumulation.</p>
15.	<p><u>Discharge Permits</u> These files contain discharge permit applications, permits (NPDES, State and general), discharge monitoring reports, and associated correspondence.</p>	<p>Retain ten <u>10</u> years after permit has expired or has become inactive, then destroy.</p>
16.	<p><u>Daily Activity Forms</u> These files contain a summary of the daily activities for field personnel to include: each site's name, location, activity code, time spent, case number, registration number, number of tanks pulled, gallons spilled etc.</p>	<p>Retain DAFS for five (5) years, then destroy</p>