

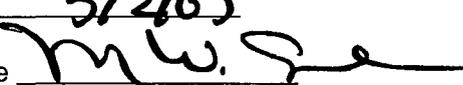
DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

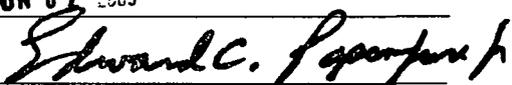
Schedule No. 2340

Page 1 of 1

Agency Maryland Environmental Service	Division/Unit Recycling / Tire Recycling and Organics Bagging Facility
---	---

Item No.	Description	Retention
1	Production Records Big bag filling station report Daily preventative maintenance report Daily Bagging Report Weekly Production Report Monthly outage report	Retain for 5 years, then destroy.
2	Quality Assurance Records Granulated rubber analysis Data log	Retain for 5 years, then destroy.
3	Equipment Inspection Reports Forklift pre-operation inspection forms	Retain for 3 years, then destroy.
4	On-Site Accounting Records Sales Orders Copies of checks received Bank Deposit slips Paradigm reports Signed weigh tickets	Retain for 5 years, then destroy

Schedule Approved by Department,
Agency, or Division Representative.
 Date 3/2/05
 Signature 
 Typed Name Michael Snovitch
 Title Director of Recycling

Schedule Authorized by State Archivist
 Date JUN 02 2005
 Signature 

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORD RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 1 OF 4	
1. DEPARTMENT/AGENCY - Maryland Environmental Service		2. DIVISION - Recycling		3. UNIT - Tire Recycling and Organics Bagging Facility	
DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE - <p style="text-align: center;">Production Records</p>				5. EARLIEST YEAR / LATEST YEAR 2003 TO Current	
6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.) Big bag filling station report - Record of plant production by shift including crumb rubber super-sacks and 5/8's material Daily preventative maintenance report - Record of machine operation and mechanical problems by shift - 2 sided Daily bagging report - Record of treadsread and organics bagging production by shift / includes coloring of 5/8's material Weekly production report - Organized analysis of production statistics by week Monthly outage report - Organized analysis of maintenance problems by month					
7. RECORDS RETENTION FORMAT <input checked="" type="checkbox"/> Letter Size ___ Microfilm ___ Legal Size ___ Computer Tape ___ Bound Book ___ Floppy Disc ___ Audio Tape ___ Video Tape ___ Other (Specify) _____		8. RECORDS SERIES SEQUENCE ___ Alphabetical ___ Numerical <input checked="" type="checkbox"/> Chronological ___ Geographical ___ Other (Specify) _____		9. VOLUME 1 File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ ___ Number of	
				10. ANNUAL ACCUMULATION 1/2 File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ ___ Number of	
11. FILE IS USED <input checked="" type="checkbox"/> Daily ___ Weekly ___ Monthly		12. FILE BECOMES INACTIVE AFTER (Never) Number of ___ Month's ___ Year's			
13. CURRENT LOCATIONS (Bldg., Floor, Room) Tire Facility - Scale House		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ___ Yes ___ No			
15. ACCESS RESTRICTIONS (If yes, cite law (s) & regulation (s)) ___ Yes ___ No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None ___ State ___ Federal ___ Independent			
17. IS AN INDEX SYSTEM USED (If yes, describe briefly and describe any hardware/software) ___ Yes ___ No		18. RECOMMENDED RETENTION <p style="text-align: center;">Retain for 5 years, then destroy.</p>			
19. NAME AND TITLE OF PREPARER Justin Durham Administrative Aide		20. TELEPHONE NUMBER 410-242-5039		21. DATE 2/24/2005	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORD RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 2 OF 4	
1. DEPARTMENT/AGENCY - Maryland Environmental Service		2. DIVISION - Recycling		3. UNIT - Tire Recycling and Organics Bagging Facility	
DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE - <p style="text-align: center;">Quality Assurance Records</p>				5. EARLIEST YEAR / LATEST YEAR 2004 TO Current	
6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.) Granulated rubber analysis - Used to insure crumb rubber meets ASTM specifications Data log for section 9 ASTM F2075-01a tramp metal test method A probe data log - Used to ensure Tread Spread meets ASTM specifications					
7. RECORDS RETENTION FORMAT <input checked="" type="checkbox"/> Letter Size ___ Microfilm ___ Legal Size ___ Computer Tape ___ Bound Book ___ Floppy Disc ___ Audio Tape ___ Video Tape ___ Other (Specify) _____		8. RECORDS SERIES SEQUENCE ___ Alphabetical ___ Numerical <input checked="" type="checkbox"/> Chronological ___ Geographical ___ Other (Specify) _____		9. VOLUME 1 File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ ___ Number of	
				10. ANNUAL ACCUMULATION 1/2 File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ ___ Number of	
11. FILE IS USED <input checked="" type="checkbox"/> Daily ___ Weekly ___ Monthly		12. FILE BECOMES INACTIVE AFTER 2 Number of _____ Month's) X Year's)			
13. CURRENT LOCATIONS (Bldg., Floor, Room) Tire Facility - Scale House		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ___ Yes _____ X No			
15. ACCESS RESTRICTIONS (If yes, cite law (s) & regulation (s)) ___ Yes _____ X No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None ___ State ___ Federal ___ Independent			
17. IS AN INDEX SYSTEM USED (If yes, describe briefly and describe any hardware/software) ___ Yes _____ X No		18. RECOMMENDED RETENTION <p style="text-align: center;">Retain for 5 years and then destroy.</p>			
19. NAME AND TITLE OF PREPARER Justin Durham Administrative Aide		20. TELEPHONE NUMBER 410-242-5039		21. DATE 2/24/2005	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORD RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 3 OF 4
1. DEPARTMENT/AGENCY - Maryland Environmental Service	2. DIVISION - Recycling	3. UNIT - Tire Recycling and Organics Bagging Facility
DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. RECORD SERIES TITLE - <p style="text-align: center;">Equipment Inspection Reports</p>		5. EARLIEST YEAR / LATEST YEAR 2003 to Current
6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.) Forklift pre - operation inspection form - Record of forklift inspections by shift Equipment Inspection Report - Record of inspection of remaining rolling stock by shift		
7. RECORDS RETENTION FORMAT <input checked="" type="checkbox"/> Letter Size ___ Microfilm ___ Legal Size ___ Computer Tape ___ Bound Book ___ Floppy Disc ___ Audio Tape ___ Video Tape ___ Other (Specify) _____	8. RECORDS SERIES SEQUENCE ___ Alphabetical ___ Numerical <input checked="" type="checkbox"/> Chronological ___ Geographical ___ Other (Specify) _____	9. VOLUME 1 File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ ___ Number of 10. ANNUAL ACCUMULATION 1/2 File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ ___ Number of
11. FILE IS USED <input checked="" type="checkbox"/> Daily ___ Weekly ___ Monthly	12. FILE BECOMES INACTIVE AFTER 2 Number of _____ Month's) <input checked="" type="checkbox"/> Year's)	
13. CURRENT LOCATIONS (Bldg., Floor, Room) Tire Facility - Scale house	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ___ Yes _____ <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law (s) & regulation (s)) ___ 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, describe briefly and describe any hardware/software) ___ Yes _____ <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION <p style="text-align: center;">Retain for 5 years, then destroy.</p>	
19. NAME AND TITLE OF PREPARER Justin Durham Administrative Aide	20. TELEPHONE NUMBER 410-242-5039	21. DATE 2/24/2005

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORD RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 4 OF 4
1. DEPARTMENT/AGENCY - Maryland Environmental Service		2. DIVISION - Recycling		3. UNIT - Tire Recycling and Organics Bagging Facility
DEFINITION - Record Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.				
4. RECORD SERIES TITLE - <p style="text-align: center;">On-Site Accounting Records</p>				5. EARLIEST YEAR / LATEST YEAR 2003 to Current
6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series.) Sales Orders - On-site customer purchase orders which are not held in headquarters accounting records Copies of check payments - Copies of checks which are not held in headquarters accounting records Pink deposit slips - Copy of daily bank deposit slip. Headquarters' accounting department keeps their own copy. Paradigm reports - Multi-page report printed at the end of the day. It Summarizes the events of the weigh-scale for the day Signed weigh-scale tickets - Individual records of daily transactions. These are the only signed copies kept.				
7. RECORDS RETENTION FORMAT <input checked="" type="checkbox"/> Letter Size ___ Microfilm ___ Legal Size ___ Computer Tape ___ Bound Book ___ Floppy Disc ___ Audio Tape ___ Video Tape ___ Other (Specify) _____		8. RECORDS SERIES SEQUENCE ___ Alphabetical ___ Numerical <input checked="" type="checkbox"/> Chronological ___ Geographical ___ Other (Specify) _____		9. VOLUME 2 File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) 2 Other (Specify) File boxes in storage closet ___ Number of
		10. ANNUAL ACCUMULATION 3 File Drawers (s) ___ Microfilm Reel (s) ___ Computer Tape (s) ___ Other (Specify) _____ ___ Number of		
11. FILE IS USED <input checked="" type="checkbox"/> Daily ___ Weekly ___ Monthly		12. FILE BECOMES INACTIVE AFTER 5 Number of ___ Month's X Year's		
13. CURRENT LOCATIONS (Bldg., Floor, Room) Tire Facility - Scale house & Brick office		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) ___ Yes X No		
15. ACCESS RESTRICTIONS (If yes, cite law (s) & regulation (s)) ___ Yes X No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None ___ State ___ Federal ___ Independent		
17. IS AN INDEX SYSTEM USED (If yes, describe briefly and describe any hardware/software) ___ Yes X No		18. RECOMMENDED RETENTION <p style="text-align: center;">Retain for 5 years, then destroy.</p>		
19. NAME AND TITLE OF PREPARER Justin Durham Administrative Aide		20. TELEPHONE NUMBER 410-242-5039		21. DATE 2/24/2005