

<u>Agency</u> Department of Natural Resources	<u>Division</u> Capital Grants & Loans Administration	<u>Unit</u> Maryland Environmental Trust
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Item No.	Description	Retention
1.	ACCOUNTING RECORDS	
A.	Special Accounting Records Reports of audits conducted by the Legislative or DNR Auditors	Retain for ten (10) years and until all audit requirements have been fulfilled, then destroy.
B.	Budget and Fiscal Planning Records Budget Estimates Budget Amendments Materials & Supplies Physical Inventory Request for Position Action	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy. <i>(Determine date of last Legislative Audit from Office of DNR Audit & Management Review.)</i>
C.	Private Gift Funds and Private Checking Account	Retain permanently for eventual transfer to Md. State Archives.
D.	Miscellaneous Accounting and Purchasing Records for Other Than Computer Equipment Cancelled Checks, Check Copies and Check Stubs Delivery Orders and Receipts Fuel Charges and Mileage Reports Paid Bills and Invoices Periodic Financial Reports Close Out Time Sheets Spending Forecast Agency Budget Report Expenditure Detail Encumbrance/Pre-Encumbrance Revenue Detail Report Revenue Status Report Receipt Copies and Stubs Corporate Card Bills, logs, and backup documentation Renewable Licenses, Memberships & Subscriptions	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

Schedule Approved by Department, Agency, or Division Representative 2/13/06 <u>Donna Donahue</u> Administrator Date Signature Title	Schedule Authorized by Hall of Records Commission 3/31/06 <u>Edward C. Saperstein Jr</u> Date State Archivist
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 2390
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<u>Agency</u> Department of Natural Resources	<u>Division</u> Capital Grants & Loans Administration	<u>Unit</u> Maryland Environmental Trust
Item No.	Description	Retention
1.	ACCOUNTING RECORDS (continued)	
	D. Miscellaneous Accounting and Purchasing Records for Other Than Computer Equipment (continued) Requisitions, Purchase Orders & Receiving Reports (for other than computer equip) Time Sheets	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	E. Miscellaneous Accounting and Purchasing Records for Computer Equipment	Retain until equipment is no longer in service, then destroy.
2.	CORRESPONDENCE	
	A. Correspondence Chronological arrangement of copies of outgoing letters, memorandums and other correspondence related to the activities and functions of the Maryland Environmental Trust.	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	B. Permanent Correspondence Directives and other materials relating to planning and policy that illustrate the development of the Agency.	Retain permanently for eventual transfer to Maryland State Archives.
	NOTE: Periodically remind staff after 3 years correspondence will be destroyed, and to be sure to put all correspondence that requires permanent retention in the easement file folder.	
3.	PERSONNEL FILES	
	A. Personnel Files for Active Employees This includes all employment related information and documents maintained on MET employees.	Retain for duration of their employment with MET, then transfer to Personnel Files for Inactive Employees.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 2390
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<u>Agency</u> Department of Natural Resources	<u>Division</u> Capital Grants & Loans Administration	<u>Unit</u> Maryland Environmental Trust
<u>Item No.</u>	<u>Description</u>	<u>Retention</u>
3.	PERSONNEL FILES (continued)	
B.	Personnel Files for Inactive Employees This includes all employment related information and documents maintained on MET employees.	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
C.	Vacancy Fill Request Files This includes all information and documentation (except resumes and applications) used in filling of vacant positions in accordance with State of Maryland rules and regulations. Resumes and applications used in filling of vacant positions	Retain for three (3) years after termination of employment, then destroy. Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
D.	Grievance Files This includes information pertaining to 1 st , 2 nd , and 3 rd step grievances filed by MET employees.	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
E.	Employee Assistance Program Files This contains forms and correspondence concerning the referrals made by supervisory personnel for employees accepting or rejecting these referrals to the EAP.	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
F.	Personnel ID Number (PIN) and Department of Personnel Annual Reports	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
G.	Listing of Position Detail by Unit/ Program/Subprogram/Salary Forecast	" " "
H.	Worker's Compensation First Report of Injury Reports	" " "

DGS 550-1B

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

Schedule No. 2390

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<u>Agency</u> Department of Natural Resources	<u>Division</u> Capital Grants & Loans Administration	<u>Unit</u> Maryland Environmental Trust
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Item No.	Description	Retention
4.	GRANT DOCUMENTATION	
	A. Coastal Zone Management Program	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
	B. Keep Maryland Beautiful Program	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	C. Rural Historic Village Protection Program	Retain permanently.*
5.	STATE DEEDS AND EASEMENTS	
	A. Conservation Easement File	Retain permanently.*
	B. Original Signed Deed of Conservation Easement	Retain permanently.*
	C. Original Signed Amendment of Deed of Conservation Easement	Retain permanently.*
6.	BOARD OF TRUSTEES MINUTES AND MEETING FILE	Retain permanently.*

*
 Retain permanently for eventual transfer to the State Archives.

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7273 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 1 of 22

1. DEPARTMENT/AGENCY

Department of Natural Resources

2. DIVISION Capital Grants &
Loans Administration

3. UNIT

Maryland Environmental Trust

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. RECORD SERIES TITLE

1. ACCOUNTING RECORDS

5. EARLIEST YEAR / LATEST YEAR

1993 TO 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

A. Special Accounting Records
Reports of audits conducted by the Legislative or DNR Auditors.

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) _____

10% of 1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

10% of 1
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

10 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

100 Community Place
Rm. 1.571, Crownsville MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes DNR No

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

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

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

- Yes _____ No

18. RECOMMENDED RETENTION

Retain for ten (10) years and until all
audit requirements have been fulfilled,
then destroy.

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE

September 20, 2004

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7273 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Department of Natural Resources

2. DIVISION Capital Grants &

Loans Administration

3. UNIT

Maryland Environmental Trust

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

1. ACCOUNTING RECORDS

5. EARLIEST YEAR / LATEST YEAR

2000 to 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

B. Budget and Fiscal Planning Records

Budget Estimates (anticipated expenditures for a future year)

Budget Amendments (requests to appropriate additional funds beyond what was budgetted)

Materials & Supplies Physical Inventory (inventory of all materials and supplies on hand at the end of any given fiscal year)

Request for Position Action (vacancy fill, termination, reclass, promotion, position study)

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) _____

25% of 1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

25% of 1
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

100 Community Place
Rm. 1.571 Crownsville MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes DNR No

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

Yes _____ No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes _____ No

18. RECOMMENDED RETENTION

Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE

September 20, 2004

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

Department of Natural Resources

2. DIVISION Capital Grants & Loans Administration

3. UNIT

Maryland Environmental Trust

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. RECORD SERIES TITLE

1. ACCOUNTING RECORDS

5. EARLIEST YEAR / LATEST YEAR

1998 to 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

C. Private Gift Fund Bank Accounts (bank statements and correspondence
Deutsche Bank Alex. Brown
Rural Legacy Stewardship
T. Rowe Price
State Employees Credit Union
MET / T. Rowe Price
MET / State Employees Credit Union
Janice Hollmann Administrative Grant Fund

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) _____

10% of 1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

10% of 1
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

N/A Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

100 Community Place
Rm. 1.571 Crownsville MD

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

18. AUDIT REQUIREMENTS

- None State Federal Independent

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

- Yes _____ No

18. RECOMMENDED RETENTION

Retain permanently. For eventual transfer to Md. State Archives

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE

September 20, 2004

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

Department of Natural Resources

2. DIVISION Capital Grants &
Loans Administration

3. UNIT

Maryland Environmental Trust

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. RECORD SERIES TITLE

1. ACCOUNTING RECORDS

5. EARLIEST YEAR / LATEST YEAR

2000 to 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

D. Miscellaneous Accounting and Purchasing Records for Other Than Computer Equipment

- Cancelled Checks, Check Copies and Check Stubs
- Delivery Orders and Receipts
- Fuel Charges and Mileage Reports
- Paid Bills and Invoices
- Periodic Financial Reports
- Close Out Time Sheets
- Spending Forecast
- Agency Budget Report
- Expenditure Detail
- Encumbrance/Pre-Encumbrance
- Revenue Detail Report
- Revenue Status Report
- Receipt Copies and Stubs
- Corporate Card Bills, logs, and backup documentation
- Renewable Licenses, Memberships & Subscriptions
- Requisitions, Purchase Orders & Receiving Reports (for other than computer equipment)
- Time Sheets

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) _____

3
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

100 Community Place
Rm. 1.571 Crownsville MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes DNR No

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

Yes _____ No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes _____ No

18. RECOMMENDED RETENTION

Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE

September 20, 2004

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

Department of Natural Resources

2. DIVISION Capital Grants & Loans Administration

3. UNIT

Maryland Environmental Trust

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. RECORD SERIES TITLE

1. ACCOUNTING RECORDS

5. EARLIEST YEAR / LATEST YEAR

1998 to 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

E. Miscellaneous Accounting and Purchasing Records for Computer Equipment Requisitions, Purchase Orders and Receiving Reports for Computer Equipment

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) _____
10% of 1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____
10% of 1
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER . EQUIPMENT IS NO LONGER IN SERVICE

- _____
Number
 Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

100 Community Place
Rm. 1.566, Crownsville MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes DNR No

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

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

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

- Yes _____ No

18. RECOMMENDED RETENTION

Retain until equipment is no longer in service, then destroy.

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE

September 20, 2004

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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
Department of Natural Resources

2. DIVISION Capital Grants & Loans Administration

3. UNIT
Maryland Environmental Trust

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. RECORD SERIES TITLE
2. CORRESPONDENCE

5. EARLIEST YEAR / LATEST YEAR
1998 TO 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)
A. Chronological arrangement of copies of outgoing letters, memorandums and other correspondence related to activities and functions of the Maryland Environmental Trust.

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) Storage
2 Box
Number

10. ANNUAL ACCUMULATION
 File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____
50% of 1
Number

11. FILE IS USED
 Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER
3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
100 Community Place
Rm. 1.571, Crownsville MD

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
 None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 Yes No

18. RECOMMENDED RETENTION
Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER
Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER
(410) 514-7914

21. DATE
September 20, 2004

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7273 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Department of Natural Resources

2. DIVISION Capital Grants &
Loans Administration

3. UNIT

Maryland Environmental Trust

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

2. CORRESPONDENCE

5. EARLIEST YEAR / LATEST YEAR

1998 to 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

B. Permanent Correspondence

Directives and other materials relating to planning and policy that illustrate the development of the Agency.

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) Easement
800+ Folder
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) Easement
Apprx 30 Folder
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

N/A Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

100 Community Place
Rm. 1.566 Crownsville MD

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

- None State Federal Independent

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

- Yes _____ No

18. RECOMMENDED RETENTION

Retain permanently for eventual transfer to Maryland State Archives.

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE

September 20, 2004

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Department of Natural Resources

2. DIVISION Capital Grants & Loans Administration

3. UNIT

Maryland Environmental Trust

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

3. PERSONNEL FILES

5. EARLIEST YEAR / LATEST YEAR

1967 to 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

A. Personnel Files for Active Employees

This includes all employment related information and documents maintained on MET employees.

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) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1/10
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER TERMINATION OF EMPLOYMENT, THEN RETAIN FOR:

5 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

100 Community Place
Rm. 1.575 Crownsville MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes DNR (not 100%) No

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

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

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

- Yes _____ No

18. RECOMMENDED RETENTION

Retain for duration of their employment with MET, then transfer to Personnel Files for Inactive Employees.

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE

September 20, 2004

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Department of Natural Resources

2. DIVISION Capital Grants &
Loans Administration

3. UNIT
Maryland Environmental Trust

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. RECORD SERIES TITLE
3. PERSONNEL FILES

5. EARLIEST YEAR / LATEST YEAR
1998 to 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)
B. Personnel Files for Inactive Employees
This includes all employment related information and documents maintained on MET employees.

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) _____
1
Number
10. ANNUAL ACCUMULATION
 File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____
.0010
Number

11. FILE IS USED
 Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER
5
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
100 Community Place
Rm. 1.575 Crownsville MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
 Yes DNR (not 100%) No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))
 Yes _____ No

18. AUDIT REQUIREMENTS
 None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 Yes _____ No

18. RECOMMENDED RETENTION
Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER
Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER
(410) 514-7914

21. DATE September 20, 2004

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7273 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>10</u> of <u>22</u>	
1. DEPARTMENT/AGENCY Department of Natural Resources		2. DIVISION Capital Grants & Loans Administration		3. UNIT Maryland Environmental Trust	
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. RECORD SERIES TITLE 3. PERSONNEL FILES				5. EARLIEST YEAR / LATEST YEAR <u>2000</u> to <u>2004</u>	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) C. Vacancy Fill Request Files This includes all information and documentation (except resumes and applications) used in filling of vacant positions in accordance with State of Maryland rules and regulations.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1/10</u> Number	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>.0010</u> Number			
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 100 Community Place Rm. 1.575 Crownsville MD		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>DNR</u> <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for three (3) years after termination of employment, then destroy.			
19. NAME AND TITLE OF PREPARER Dorothy A. Smith, Office Secretary III		20. TELEPHONE NUMBER (410) 514-7914		21. DATE September 20, 2004	

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 375 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Department of Natural Resources

2. DIVISION Capital Grants &
Loans Administration

3. UNIT

Maryland Environmental Trust

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. RECORD SERIES TITLE

3. PERSONNEL FILES

5. EARLIEST YEAR / LATEST YEAR

1998 to 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

C. Vacancy Fill Request Files
Resumes and applications used in filling of vacant positions.

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) _____

1/10

Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

.0010

Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

5

Number

- Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

100 Community Place
Rm. 1.575 Crownsville MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes DNR

No

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

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

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

- Yes _____ No

18. RECOMMENDED RETENTION

Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE

September 20, 2004

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

Department of Natural Resources

2. DIVISION Capital Grants &
Loans Administration

3. UNIT

Maryland Environmental Trust

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. RECORD SERIES TITLE

3. PERSONNEL FILES

5. EARLIEST YEAR / LATEST YEAR

1998 TO 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

D. Grievance Files

This includes information pertaining to 1st, 2nd, and 3rd step grievances filed by MET employees.

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) _____

1/10

Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

.0010

Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

5

Number

- Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

100 Community Place
Rm. 1.575 Crownsville MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes DNR

No

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

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

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

- Yes _____ No

18. RECOMMENDED RETENTION

Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE

September 20, 2004

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

Department of Natural Resources

2. DIVISION Capital Grants &
Loans Administration

3. UNIT

Maryland Environmental Trust

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. RECORD SERIES TITLE

3. PERSONNEL FILES

5. EARLIEST YEAR / LATEST YEAR

1998 TO 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

E. Employee Assistance Program Files

This contains forms and correspondence concerning the referrals made by supervisory personnel for employees accepting or rejecting these referrals to the EAP.

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) _____

1/10

Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

.0010

Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

5

Number

- Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

100 Community Place
Rm. 1.575 Crownsville MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes DNR No

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

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

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

- Yes _____ No

18. RECOMMENDED RETENTION

Retain for five (5) years and until all audit Requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE

September 20, 2004

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DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY

Department of Natural Resources

2. DIVISION Capital Grants &
Loans Administration

3. UNIT

Maryland Environmental Trust

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. RECORD SERIES TITLE

3. PERSONNEL FILES

5. EARLIEST YEAR / LATEST YEAR

1998 to 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

F. Personnel ID Number (PIN) and Department of Personnel Annual Reports

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) _____

1/10
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

0
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

N/A

Number

- Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

100 Community Place
Rm. 1.575 Crownsville MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes DNR No

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

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

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

- Yes _____ No

18. RECOMMENDED RETENTION

Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE

September 20, 2004

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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 -

Department of Natural Resources

2. DIVISION Capital Grants &
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3. UNIT

Maryland Environmental Trust

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. RECORD SERIES TITLE

3. PERSONNEL FILES

5. EARLIEST YEAR / LATEST YEAR

1998 to 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

G. Listing of Position Detail by Unit/Program/Subprogram/Salary Forecast

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME

- File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____

1/25
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1/10
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)

100 Community Place
Rm. 1.575 Crownsville MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes DNR No

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

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

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

- Yes _____ No

18. RECOMMENDED RETENTION

Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE September 20, 2004

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Department of Natural Resources

2. DIVISION Capital Grants &
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3. UNIT

Maryland Environmental Trust

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. RECORD SERIES TITLE

3. PERSONNEL FILES

5. EARLIEST YEAR / LATEST YEAR

1998 TO 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

H. Worker's Compensation First Report of Injury Reports

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME

- File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____

1/25
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1/10
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

5

Number

- Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

100 Community Place
Rm. 1.575 Crownsville MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes DNR No

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

- Yes _____ No

16. AUDIT REQUIREMENTS

- None State Federal Independent

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

- Yes _____ No

18. RECOMMENDED RETENTION

Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE September 20, 2004

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

Department of Natural Resources

2. DIVISION Capital Grants &
Loans Administration

3. UNIT

Maryland Environmental Trust

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. RECORD SERIES TITLE

4. GRANT DOCUMENTATION

5. EARLIEST YEAR / LATEST YEAR

2000 TO 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

A. Coastal Zone Management Program

The National Oceanic and Atmospheric Administration provides continuing funding for the Maryland Environmental Trust's Land Trust Assistance Program (specifically the full-time salary for the Land Trust Coordinator and part-time secretarial support). Requires a 100% match of salary and expenditures.

Documentation on file includes Grant Requests, Interagency Agreements, Quarterly Invoices, Activity Reports, and any correspondence relating to those documents.

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) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1/3
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

100 Community Place
Rm. 1.571 Crownsville MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes DNR No

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No

18. RECOMMENDED RETENTION

Retain for five (5) years and until all audit requirements have been fulfilled, then destroy

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE

September 20, 2004

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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

Department of Natural Resources

2. DIVISION Capital Grants &
Loans Administration

3. UNIT

Maryland Environmental Trust

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. RECORD SERIES TITLE

4. GRANT DOCUMENTATION

5. EARLIEST YEAR / LATEST YEAR

2001 to 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

B. Keep Maryland Beautiful Program

Funded by the State Highway Administration, the KMB program provides grants for environmental education projects by organizations and school groups. The Margaret Rosch Jones awards are given in memory of the executive director and moving spirit of the KMB Program for many years, and the Bill James Environmental grants are given in memory of the drafter of the legislation to create MET, incorporating activities of the former Governor's Committee to Keep Maryland Beautiful. Requires a 100% match of equipment, supplies and operating costs expended in performance of Scope of Work.

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) _____

1/25
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1/10
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

100 Community Place
Rm. 1.566 Crownsville MD

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

- None State Federal Independent

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

- Yes No

18. RECOMMENDED RETENTION

Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE September 20, 2004

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DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7273 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Department of Natural Resources

2. DIVISION Capital Grants &
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3. UNIT

Maryland Environmental Trust

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. RECORD SERIES TITLE

4. Grant Documentation

5. EARLIEST YEAR / LATEST YEAR

1953 TO 1997

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

C. Rural Historic Village Protection Program
This program is now inactive.

The program was created by MET to help citizens conserve the the unique rural and natural character of Maryland's historic villages and small towns. The program draws on the resources of the Trust's conservation easement program and its alliance with local land trusts to better assist citizens in conserving their communities.

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) Boxes

5
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

0
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

T-3625 Special Easement File
Maryland State Archives
OR/18/10/23

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

- None State Federal Independent

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

- Yes _____ No

18. RECOMMENDED RETENTION

Retain permanently.

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE

September 20, 2004

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

Department of Natural Resources

2. DIVISION Capital Grants &
Loans Administration

3. UNIT

Maryland Environmental Trust

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. RECORD SERIES TITLE

5. STATE DEEDS AND EASEMENTS

5. EARLIEST YEAR / LATEST YEAR

1967 TO 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

A. Conservation Easement File

A conservation easement is a legal agreement between a property owner and a conservation easement organization to protect land from development forever.

The file consists of Deed of Conservation Easement (2 copies); Monitoring; Media Attention; Correspondence; Processing; Supporting Materials; Maps; Original Newspaper clippings; Draft Deeds.

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape

Other (Specify) Documents stored in expanding wallet folder

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME

- File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) _____

37
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

N/A

Number

- Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

100 Community Place
Rm. 1.566 Crownsville MD

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

- None State Federal Independent

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

- Yes Easement # No
e.g. 001GAR72:ANNE

18. RECOMMENDED RETENTION

Retain permanently on-site.

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE

September 20, 2004

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7273 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Department of Natural Resources

2. DIVISION Capital Grants &
Loans Administration

3. UNIT

Maryland Environmental Trust

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. RECORD SERIES TITLE

5. STATE DEEDS AND EASEMENTS

5. EARLIEST YEAR / LATEST YEAR

1972 TO 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

B. Original Signed Deed of Conservation Easement

A conservation easement is a legal agreement between a property owner and a conservation organization to protect land from development forever.

C. Original Signed Amendment of Deed of Conservation Easement
Amendment to above legal agreement.

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) 3 boxes

Number

added 11/4/03

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) box

Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

N/a Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

T-2039 State Deeds and
Easements - MD State Archives

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes MET No

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

- Yes _____ No

18. AUDIT REQUIREMENTS

- None State Federal Independent

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

- Yes _____ No

18. RECOMMENDED RETENTION

Retain permanently.

19. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE

September 20, 2004

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 22 of 22

1. DEPARTMENT/AGENCY

Department of Natural Resources

2. DIVISION Capital Grants &
Loans Administration

3. UNIT

Maryland Environmental Trust

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. RECORD SERIES TITLE

6. BOARD OF TRUSTEES MINUTES AND MEETING FILE

5. EARLIEST YEAR / LATEST YEAR

1968 to 2004

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Board of Trustees minutes and meeting files.

The MET Board of Trustees meets monthly to approve or reject deed of conservation easements. This file contains agenda items, minutes, copies of handouts.

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 Other (Specify) 3 ring binders

8. RECORD SERIES SEQUENCE

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify) _____

9. VOLUME

- File Drawer(s)
 Microfilm Reel (s)
 Computer Tape (s)
 Other (Specify) binder

67
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) binder

2
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

n/a Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

10 years at 100 Community Pl.
Rm. 1.562 and previous years
at MD State Archives T-3557

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

18. AUDIT REQUIREMENTS

- None State Federal Independent

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

- Yes No

19. RECOMMENDED RETENTION

Retain permanently - 10 years on-site, previous years at Maryland State Archives.

18. NAME AND TITLE OF PREPARER

Dorothy A. Smith, Office Secretary III

20. TELEPHONE NUMBER

(410) 514-7914

21. DATE

September 20, 2004