

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

Schedule No. 2403

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Agency Maryland Department of the Environment
 Waste Management Administration

Division/Unit Lead Accreditation and
 Oversight Division

Item No.	Description	Retention
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This schedule supersedes Schedule Number 2183.

Lead Accreditation and Oversight.

1

Form MDE 6-001 Lead Paint Accreditation Applications for Lead Paint Abatement Services Contractor Includes:

- Application form (MDE 6-001).
- Company Protocols.
- Copies of Accreditation and Training Certificates for contractors, supervisors, and inspectors.
- Correspondence and related materials.

Retain for 3 years from date received then destroy. If scanned, destroy paper and retain image for 3 years from date the paper was received then destroy.

2

Form MDE 318 Lead Abatement Accreditation Applications for all categories of lead inspectors and supervisors. Files include:

- Application (MDE 318).
- 3rd party exams, additional documented work, experience for Risk Assessor accreditations, and verification of out of state lead accreditations.
- Resumes.
- Correspondence and related materials.

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Scheduled Approved by Department, Agency, or Division Representative

Date 3/14/06
 Signature Alvin Bowles
 Typed Name Alvin Bowles
 Title Program Manager

Schedule Authorized by State Archivist

Date 4/24/06
 Signature Edward C. Papenfuss

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Item No.	Description	Retention
3	<p><u>Lead Accreditation and Oversight (continued).</u></p> <p>Form MDE 319 and MDE 320 Lead Paint Training Applications for lead paint instructors and lead courses. Includes:</p> <ul style="list-style-type: none"> • Applications (MDE 319 and 320). • Course materials and handouts/CD's, course curriculums. • Other attachments including letters and various related materials and correspondence. • Course/instructor/training provider audit files. • Resumes. 	<p>Retain for 3 years from date received then destroy. If scanned, destroy paper and retain image for 3 years from date the paper was received then destroy.</p>
4	<p>MDE 330 Inspection Certificates (All Categories)</p> <ul style="list-style-type: none"> a) Lead Free. b) Full Risk Reduction. c) Modified Risk Reduction. d) Lead Safe. 	<p>Retain for 3 years from date received then destroy. If scanned, destroy paper and retain image for 3 years from date the paper was received then destroy.</p>
5	<p>MDE 330 Forms and Attachments.</p> <ul style="list-style-type: none"> e) Form B – Visual Inspection. f) Form C – Dust Sample Collection & Analysis. g) Form D – Re-inspection. h) Form E – Lead Free Inspection Summary Report. i) Form F – Inspection Update. j) Lab reports. 	<p>Retain for 3 years from date received then destroy. If scanned, destroy paper and retain image for 3 years from date the paper was received then destroy.</p>

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<u>Lead Accreditation and Oversight (continued).</u>		
6	General Correspondence.	Retain for 3 years from date received then destroy. If scanned, destroy paper and retain image for 3 years from date the paper was received then destroy.
7	Enforcement Case Files pertaining to inspections of lead-based paint.	Retain permanently for eventual transfer to the Maryland State Archives.