DEPARTMENT OF GENERAL SERVICES			Schedul	e No.	241	7
RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDU			Page	1	of	3
Agency Technica	Maryland Department of the En l and Regulatory Services Administrat		ssments D	Divisio		ision/Unit
Item No.	Description			R	etentio	n
	This schedule supersede	es schedule #2276				
1.	Annual Evaluation Reports These records are kept in bound books and are updated continuously. These records are essential in maintaining up- to-date information for each of Maryland's 68 shellfish harvesting areas and are used for information necessary for responding to actual or potential health-related problems in shellfish waters as related to public health. These are the records that are reviewed annually by the FDA. These records are part of the compliance component of the NSSP.			ous bas tion be re repla inform are re	sis. As a ecomes aced so ation is	new available, that only s kept.
2.	Rainfall files These records are maintained for the conditional classifications of areas where waters are closed to shellfish		Keep fo	or 5 yea	ars, the	n destroy.
	harvesting for three days following rainfall accumulations of one inch or more. These records are kept in bound notebooks on a bookshelf. The records include rainfall information called in on a daily basis from volunteers throughout the State. These records also include bound notebooks of logs showing daily conditional area closures (or not). All of the records are reviewed annually by the FDA and are part of the compliance component of the NSSP.					
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or Divisio Date Signature	Approved by Department, Agency, n Representative. 	Schedule Authorized by Sta Date 10 Art 07 Signature	ite Archivi	st geor	kerse /	ζ

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

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(Continuation Sheet)

Schedule No 2417

Page 2 of

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Agency Teo	Maryland Department of the Environment hnical and Regulatory Services Administration/ Bacteriological	Division/Unit Assessments Division
Item No.	Description	Retention
3	Detailed Shoreline Survey Files These files represent the field surveys conducted as part of the NSSP. Each letter size file folder represents one survey area. Shoreline surveys are conducted for every area every 5 to 7 years. Only the current information is kept on file. A copy of each shoreline survey is sent to local health departments. These records are part of the compliance component of the NSSP.	Only current information is retained for 5 to 7 years. Once a new survey of the same area is conducted, destroy the previous survey information.
4.	Shellfish Orders These files are letter-sized folders kept in chronological order documenting areas open or closed to shellfish harvesting. They are legal documents that have been used in court cases as evidence of illegal harvesting activities. These files also document the number of acres open or closed to shellfish harvesting over time. Maintaining historical records with these files demonstrates trends in shellfish water quality, which is used in a variety of ways, such as MFR goal reporting. These records are part of the compliance component of the NSSP.	These records track trends in shellfish water quality and are kept permanently. They will be transferred periodically to the State Archives.
5.	Historical Files Theses records are kept in bound books. They contain information about the historical background for areas closed and/or open to shellfish harvesting. These files reflect changes over time in areas closed or open to shellfish harvesting. These records are important in documenting trends for improved shellfish water quality. These files are important since in some areas the current classification has been the same for over 20 years. These records are part of the compliance component of the NSSP.	Records are permanent. They will be transferred periodically to the State Archives.

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RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No 2417 Page 3 of 3 Division/Unit
Agency Technica	Maryland Department of the Environment 1 and Regulatory Services Administration/ Bacteriological Asse	
Item No.	Description	Retention
6.	Shellfish Files These file folders contain wastewater discharge information for all Municipal Dischargers. This includes a working copy of the NPDES permit, laboratory reports of whole effluent toxicity (WET) testing, toxicity testing plans and plan approvals, toxicity reduction evaluation plans and approvals, shellfish harvesting water impacts, spill and overflow reports, construction plans, general water quality information, and miscellaneous correspondence.	10years (2 NPDES permit cycles), then destroy.
	(Rev. 1/93) A:\TEMP\REC_RET2.FRM	

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STRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR ACH NEW OR REVISED RECORD SERIES. FORWARD WITH ECORDS 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 6
DEPARTMENT/AGENCY Environment DEFINITION – Records series – A group of related record	2. DIVISION Technical and Regulatory Services Adm. rds normally filed and used as a unit for reference as a	3. UNIT Bacteriological Assessments Division. well as retention and disposition purposes.
RECORDS SERIES TITLE Annual Evaluation Reports		5. EARLIEST YEAR / LATEST YEAR 1960 TO Present
RECORD SERIES DESCRIPTION (Briefly describe the type These records are kept in bound books and are updated co laryland's 68 shellfish harvesting areas and are used for in aters as related to public health. These are the records that SSP. unction: Files are reviewed annually by the FDA (federal fficial files for use by the DNR Natural Resources Police v	ontinuously. These records are essential in mainta formation necessary for responding to actual or po t are reviewed annually by the FDA. These record Food and Drug Administration) under the NSSP f	aining up-to-date information for each of otential health-related problems in shellfish ds are part of the compliance component of th for compliance review. In addition, MDE kee
. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X Letter Size Microfilm	X Alphabetical	X File Drawer(s) Microfilm Reel(s)
Legal Size Computer Tape	X Numerical	Computer Tape(s) Other (Specify) –Boxes
X Bound Book Floppy Disk	X Chronological	Number
Audio Tape Video Tape	Geographical	10. ANNUAL ACCUMULATION X File Drawer(s) Microfilm Reel(s)
····Other (Specify)	Other (Specify)	Computer Tape(s) Other (Specify) Number
1. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
M: X Daily Weekly Monthly	1 Month(s	s) X Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd, 5 th Floor	14. IS RECORD SERIES DUPLICATED ELSE Yes	WHERE? (If yes, specify agency or office) X No
5. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	······································
Yes X No	None State	X Federal Independent
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and lescribe any software/hardware) X Yes -Reports and historical files have a number designating	Annual Evaluation Reports – Updated on an or	n-going basis. Individual pages are replaced a
a map and section showing 68 harvesting areas, and are filed by that number.		· · · · · · · · · · · · · · · · · · ·
X No - other files are alphabetical or chronological.		

- DGS 550-4 (Revised 1/93) - MDE

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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	AGENCY RECORDS INVENTORY
	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 2 Of 6
1. DEPARTMENT/AGENCY Environment	2. DIVISION Technical and Regulatory Services Adm.	3. UNIT Bacteriological Assessments Division.
DEFINITION – Records series – A group of related record	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORDS SERIES TITLE Rainfall Files		5. EARLIEST YEAR / LATEST YEAR 1960 TO Present
6. RECORD SERIES DESCRIPTION (Briefly describe the type These records are maintained for the conditional classification accumulations of one inch or more. These records are kept basis from volunteers throughout the state. These records all records are reviewed annually by the FDA and are part of the Function: Files are reviewed annually by the FDA (federal official files for use by the DNR Natural Resources Police w	ons of areas where waters are closed to shellfish l in bound notebooks on a bookshelf. The records so include bound notebooks of logs showing dail e compliance component of the NSSP. Food and Drug Administration) under the NSSP	harvesting for three days following rainfall include rainfall information called in on a daily y conditional area closures (or not). All of the for compliance review. In addition, MDE keeps
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X Letter Size Microfilm	X Alphabetical	X File Drawer(s) Microfilm Reel(s)
Legal Size Computer Tape	X Numerical	Computer Tape(s) Other (Specify) –Boxes
X Bound Book Floppy Disk	X Chronological	Number 10. ANNUAL ACCUMULATION
Audío Tape Video Tape	Geographical	X File Drawer(s) Microfilm Reel(s)
Other (Specify)	Other (Specify)	Computer Tape(s) 10 Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	· ·
X Daily Weekly Monthly	5 Month	(s) X Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd, 5 th Floor	14. IS RECORD SERIES DUPLICATED ELSE X Yes Shoreline survey files only -Local I	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	
Yes X No	None State	X Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	Rainfall files –5 years, then destroy.	
X Yes -Reports and historical files have a number designating a map and section showing 68 harvesting areas, and are filed by that number. X No - other files are alphabetical or chronological.		
19. NAME AND TITLE OF PREPARER Kathy Brohawn, Env. Program Manager 1	20. TELEPHONE NUMBER 410.537.3608	21. DATE 10/13/2006

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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	AGENCY RECORDS INVENTORY
	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 3 Of 6
1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Environment DEFINITION – Records series – A group of related record	Technical and Regulatory Services Adm. rds normally filed and used as a unit for reference as w	Bacteriological Assessments Division. well as retention and disposition purposes.
4. RECORDS SERIES TITLE Detailed Shoreline Survey Files		5. EARLIEST YEAR / LATEST YEAR
 6. RECORD SERIES DESCRIPTION (Briefly describe the type These files represent the field surveys conducted as part of conducted for every area every 5 to 7 years. Only the curren These records are part of the compliance component of the I Function: Files are reviewed annually by the FDA (federal official files for use by the DNR Natural Resources Police v 	f the NSSP. Each letter size file folder represents at information is kept on file. A copy of each shor NSSP. Food and Drug Administration) under the NSSP f	one survey area. Shoreline surveys are reline survey is sent to local health departments. or compliance review. In addition, MDE keeps
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X Letter Size Microfilm	X Alphabetical	X File Drawer(s) Microfilm Reel(s)
Legal Size Computer Tape	X Numerical	Computer Tape(s) Other (Specify) – Boxes
X Bound Book Floppy Disk	X Chronological	Number 10. ANNUAL ACCUMULATION
Audio Tape Video Tape	Geographical	X File Drawer(s) Microfilm Reel(s)
Other (Specify)	Other (Specify)	Computer Tape(s) 10 Other (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
X Daily Weekly Monthly	5 -7 Mont	h(s) X Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd, 5 th Floor	14. IS RECORD SERIES DUPLICATED ELSE X Yes Shoreline survey files only -Local H	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS	
Yes X No	None State	X Federal Independent
 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) X Yes -Reports and historical files have a number designating a map and section showing 68 harvesting areas, and are filed by 	Shoreline survey files –retain current informat	ion only; once a new survey of the same area is
that number. X No - other files are alphabetical or chronological.		
19. NAME AND TITLE OF PREPARER Kathy Brohawn Env. Program Manager 1	20. TELEPHONE NUMBER 410.537.3608	21. DATE 10/13/2006

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INSTRUCTIONS EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY			
	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 4 Of 6			
1. DEPARTMENT/AGENCY Environment	2. DIVISION Technical and Regulatory Services Adm.	3. UNIT Bacteriological Assessments Division			
DEFINITION - Records series - A group of related record	ds normally filed and used as a unit for reference as v	vell as retention and disposition purposes.			
4. RECORDS SERIES TITLE Shellfish Orders		5. EARLIEST YEAR / LATEST YEAR			
		1960 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). These files are letter-sized folders kept in chronological order documenting areas open or closed to shellfish harvesting. They are legal documents that h been used in court cases as evidence of illegal harvesting activities. These files also document the number of acres open or closed to shellfish harvesting of time. Maintaining historical records with these files demonstrates trends in shellfish water quality, which is used in a variety of ways, such as MFR goal reporting. These records are part of the compliance component of the NSSP. Function: Files are reviewed annually by the FDA (federal Food and Drug Administration) under the NSSP for compliance review. In addition, MDE kee official files for use by the DNR Natural Resources Police when enforcing laws related to shellfish harvesting from areas that MDE closes. 					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME			
X Letter Size Microfilm	Alphabetical	X File Drawer(s) Microfilm Reel(s) Computer Tape(s)			
Legal Size Computer Tape	Numerica?	Other (Specify) –Boxes			
Bound Book Floppy Disk	X Chronological	10. ANNUAL ACCUMULATION			
Audio Tape Video Tape	Geographical	X File Drawer(s) Microfilm Reel(s)			
Other (Specify)	Other (Specify)	Computer Tape(s) 10 Other (Specify) Number			
11. FILE IS USED	11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER				
X Daily Weekly Monthly	Month(s) 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)				
Yes X No 15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS					
Yes X No	NoneState	X Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)	RECOMMENDED RETENTION				
X Yes -Reports and historical files have a number designating a map and section showing 68 harvesting areas, and are filed by that number. X No - other files are alphabetical or chronological.	Shellfish orders are kept permanently, and tran	nsfer ed to the State Archives periodically.			
19. NAME AND TITLE OF PREPARER Kathy Brohawn, Env. Program Manager 1	20. TELEPHONE NUMBER 410.537.3608	21. DATE 10/13/2006			

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DGS 550-4 (Revised 1/93) -- MDE

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 INVENTOR Page 5 Of 6 1. DEPARTMENT/AGENCY Environment 2. DIVISION Technical and Regulatory Services Adm. 3. UNIT Bacteriological Assessments Divisi 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 Historical Files 5. EARLIEST YEAR / LATEST YEAR 1960 TO Present 6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. These records are kept in bound books They contain information about the historical background for areas closed and/or open to shellfish harvesting. These files relimpt that grading the MSSP. Include the purpose or function of the Series the compliance component of the NSSP. Function: Files are reviewed annually by the FDA (federal Food and Drug Administration) under the NSSP for compliance review. In addition, ME official files for use by the DNR Natural Resources Police when enforcing laws related to shellfish harvesting from areas that MDE closes. 9. VOLUME 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE Microfilm Revie(s) Computer Tape(s) 9. VOLUME	ion
RECORDS METERITION SCREDULE (DGS 550-1) RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794 Page 5 Of 6 I. DEPARTMENT/AGENCY Environment 2. DIVISION Technical and Regulatory Services Adm. 3. UNIT Bacteriological Assessments Divisi DEFINITION – Records series – A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 3. UNIT 4. RECORDS SERIES TITLE Historical Files 5. EARLIEST YEAR / LATEST YEAF 1960 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 These records are kept in bound books. They contain information about the historical background for areas closed and/or open to shellfish harvesting. These records are kept in bound books. They contain information about the historical background for areas closed and/or open to shellfish harvesting. These records are kept in bound books. They contain information about the historical background for areas closed and/or open to shellfish harvesting. These records are to the same for over 20 years. These records are the compliance component of the NSSP. Function: Files are reviewed annually by the FDA (federal Food and Drug Administration) under the NSSP for compliance review. In addition, ME official files for use by the DNR Natural Resources Police when enforcing laws related to shellfish harvesting from areas that MDE closes. 7. RECORD SERIES FORMAT(S) Letter Size 8. RECORD SERIES SEQUENCE X Alphabetical 9. VOLUME X File Drawer(s) Microfilm Ree((s))	b
Environment Technical and Regulatory Services Adm. Bacteriological Assessments Division DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 5. EARLIEST YEAR / LATEST YEAR 4. RECORDS SERIES TITLE Historical Files 5. EARLIEST YEAR / LATEST YEAR 960 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 Include the purpose or function of the Series These records are kept in bound books They contain information about the historical background for areas closed and/or open to shellfish harvesting. These records are important in documenting trends for improved shellfish water quality. These files are important since in some areas the current classification has been the same for over 20 years. These records are the compliance component of the NSSP. Function: Files are reviewed annually by the FDA (federal Food and Drug Administration) under the NSSP for compliance review. In addition, ME official files for use by the DNR Natural Resources Police when enforcing laws related to shellfish harvesting from areas that MDE closes. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME Letter Size Microfilm X File Drawer(s)	b
Historical Files 1960 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 These records are kept in bound books They contain information about the historical background for areas closed and/or open to shellfish harvesting. These records are important in documenting trends for improved shellfish water quality. These files are important since in some areas the current classification has been the same for over 20 years. These records are the compliance component of the NSSP. Function: Files are reviewed annually by the FDA (federal Food and Drug Administration) under the NSSP for compliance review. In addition, ME official files for use by the DNR Natural Resources Police when enforcing laws related to shellfish harvesting from areas that MDE closes. 9. VOLUME 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME Letter Size Microfilm X Alphabetical X File Drawer(s) Microfilm Reel(s)	R .
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series. These records are kept in bound books. They contain information about the historical background for areas closed and/or open to shellfish harvestin. These files reflect changes over time in areas closed or open to shellfish harvesting. These records are important in documenting trends for improved shellfish water quality. These files are important since in some areas the current classification has been the same for over 20 years. These records are the compliance component of the NSSP. Function: Files are reviewed annually by the FDA (federal Food and Drug Administration) under the NSSP for compliance review. In addition, ME official files for use by the DNR Natural Resources Police when enforcing laws related to shellfish harvesting from areas that MDE closes. 7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME Letter Size Microfilm X File Drawer(s) Microfilm Reel(s) X File Drawer(s)	ľ
Letter Size Microfilm X Alphabetical X File Drawer(s) Microfilm Reel(s)	ng. d re part of
Microfilm Reel(s)	
Legal Size Computer Tape X Numerical Other (Specify) – Boxes	\$
X Bound Book Floppy Disk X Chronological	
Audio Tape Video Tape Geographical 10. ANNUAL ACCUMULATION Microfilm Reel(s) X File Drawer(s)	
Other (Specify) Other (Specify) Computer Tape(s)Other (Specify)Other (Specify)Number	
11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER	
X Daily Weekly Monthly Month(s) Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office Yes 1800 Washington Blvd, 5 th Floor Yes X No	e)
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs 16. AUDIT REQUIREMENTS	
Yes X No None State X Federal Independent	t
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Historical files are kent permanently, and transfer to the State Archives periodically.	
X Yes -Reports and historical files have a number designating a map and section showing 68 harvesting areas, and are filed by that number. X No - other files are alphabetical or chronological.	
19. NAME AND TITLE OF PREPARER Kathy Brohawn, Env. Program Manager 120. TELEPHONE NUMBER 410.537.360821. DATE 10/13/2006	

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EACH	NEW OR REVISED I	PRINT A SEPARATE FORM FOR RECORD SERIES. FORWARD WITH	DEPARTMENT OF GENERAL SERVICES	AGENCY RECORDS INVENTORY	
HECO		HEDULE (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 – JESSUP, MARYLAND 20794	Page 6 Of 6	
			2. DIVISION Technical and Regulatory Services Adm. ds normally filed and used as a unit for reference as	3. UNIT Bacteriological Assessments Division. well as retention and disposition purposes.	
	CORDS SERIES T ellfish Files	ITLE		5. EARLIEST YEAR / LATEST YEAR	
Th repor impac Func NPD	ese file folders con ts of whole effluen cts, spill and overfl tion: The majority	tain Wastewater Discharge Informat t toxicity testing, toxicity testing pla ow reports, construction plans, gene of the recent information kept in the Clean Water Act. There also is som	s of information/documents/forms found in the Series. tion for all Municipal Discharges. This includes a ns and plan approvals, toxicity reduction plans an ral water quality information, and miscellaneous ese files involves Whole Effluent Toxicity (WET) e information concerning shellfish harvesting wa	a working copy of the NPDES permit, laboratory d plan approvals, shellfish harvesting water correspondence. testing. This testing is a part of the federal	
	CORD SERIES FO		8. RECORD SERIES SEQUENCE	9. VOLUME	
x	Letter Size	Microfilm	X Alphabetical	X File Drawer(s)	
	Legal Size	Computer Tape	Numerical	Microfilm Reel(s) Computer Tape(s) Other (Specify) –Boxes 14 Number	
	Bound Book	Floppy Disk	Chronological	10. ANNUAL ACCUMULATION	
	Audio Tape	Video Tape	Geographical	X File Drawer(s) Microfilm Reel(s)	
	Other (Specify)		Other (Specify)	Computer Tape(s) 14 Other (Specify) Number	
11. F	TILE IS USED	······································	12. FILE BECOMES INACTIVE AFTER		
x	Daily W	eekly Monthly	10 Mont	h(s) X 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) Yes X		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs		ΓIONS If yes, cite law(s) & regs	16. AUDIT REQUIREMENTS		
X Yes PIA No		No	X None State	Federal Independent	
	S AN INDEX SYST ibe any software/hard	EM USED? (If yes, explain briefly and ware)	RECOMMENDED RETENTION		
	/es	X No	10 years, then destroy.		
	NAME AND TITLE athy Brohawn, Env	OF PREPARER Program Manager 1	20. TELEPHONE NUMBER 410.537.3608	21. DATE 10/13/2006	

DGS 550-4 (Revised 1/93) -- MDE

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DEPARTMENT OF GENERAL SERVICES Sci RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 2276

Page 1 of 2

Agency Technica	Agency Maryland Department of the Environment Division/Unit Technical and Regulatory Services Administration/Environmental Health and Risk Assessment Program				
Item No.	Description		Retention		
1.	Annual Evaluation Reports These records are kept in bound books and are updated continuously. These records are essential in maintaining up- to-date information for each of Maryland's 68 shellfish harvesting areas and are used for information necessary for responding to actual or potential health-related problems in shellfish waters as related to public health. These are the records that are reviewed annually by the FDA. These records are part of the compliance component of the NSSP.		Records are updated on a continuous basis. As new information becomes available, pages are replaced so that only current information is kept. Records are replaced at least annually.		
2.	Rainfall files These records are maintained for the classifications of areas where waters harvesting for three days following r one inch or more. These records are notebooks on a bookshelf. The record information called in on a daily basis throughout the State. These records notebooks of logs showing daily con (or not). All of the records are review FDA and are part of the compliance	Keep for 5 years, then destroy.			
5.	Detailed Shoreline Survey Files These files represent the field surveys conducted as part of the NSSP. Each letter size file folder represents one survey area. Shoreline surveys are conducted for every area every 5 to 7 years. Only the current information is kept on file. A copy of each shoreline survey is sent to local health departments. These records are part of the compliance component of the NSSP.		Only current information is retained for 5 to 7 years. Once a new survey of the same area is conducted, destroy the previous survey information.		
Scheduled Approved by Department, Agency, or Division Representative			te Archivist 5 2003 I.C. Paperfux h		

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· •	DEPARTMENT OF GENERAL SERVICES	Schedule No. 2276				
RF	RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 2 of 2				
Agency Teo	Agency Maryland Department of the Environment Division/Unit Technical and Regulatory Services Administration/Environmental Health and Risk Assessment Program					
Item No.	Description	Retention				
4.	Shellfish Orders These files are letter-sized folders kept in chronological order documenting areas open or closed to shellfish harvesting. They are legal documents that have been used in court cases as evidence of illegal harvesting activities. These files also document the number of acres open or closed to shellfish harvesting over time. Maintaining historical records with these files demonstrates trends in shellfish water quality, which is used in a variety of ways, such as MFR goal reporting. These records are part of the compliance component of the NSSP.	These records track trends in shellfish water quality and are kept permanently. They will be transferred periodically to the State Archives.				
5.	Historical Files Theses records are kept in bound books. They contain information about the historical background for areas closed and/or open to shellfish harvesting. These files reflect changes over time in areas closed or open to shellfish harvesting. These records are important in documenting trends for improved shellfish water quality. These files are important since in some areas the current classification has been the same for over 20 years. These records are part of the compliance component of the NSSP.	Records are permanent. They will be transferred periodically to the State Archives.				