

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

**Schedule No. 2429**

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**Agency: Department of Natural Resources**  
**Division/Unit: Critical Area Commission for the Chesapeake and Atlantic Coastal Bays**

Item No.	Description	Retention
1.	<p><u>Administrative Records</u> This series applies to all administrative functions of the Critical Area Commission.</p> <p>Changes in record format will not require a change in the records retention schedule.</p> <p>The Commission will use all or some of the following records which are governed by the indicated retention period.</p> <p>A. Budget/Accounting</p> <ol style="list-style-type: none"> <li>1) Accounting records – invoices, FS-18s, expense accounts, etc.</li> <li>2) Budget preparation files – 1984 to current fiscal year</li> <li>3) Budget forms</li> <li>4) Current fiscal year working file</li> <li>5) Fiscal policies, procedures, requirements</li> <li>6) Line item transfers and budget amendments</li> </ol> <p>B. Local Grant Files</p> <ol style="list-style-type: none"> <li>1) Grant funding, contracts with local jurisdictions – current fiscal year and previous five fiscal years</li> <li>2) General correspondence</li> </ol> <p>C. Personnel</p> <ol style="list-style-type: none"> <li>1) Current employee records</li> <li>2) Personnel guidelines, policies, and regulations</li> <li>3) Personnel forms</li> <li>4) Personnel – related programs               <ol style="list-style-type: none"> <li>a. Deferred Compensation</li> <li>b. Employee Assistance Program</li> <li>c. Health Benefits</li> <li>d. Information updates</li> <li>e. Out-service training</li> </ol> </li> </ol>	<p>Retain three years or until audit requirements have been met, thereafter destroy, except policies and regulations transfer periodically to State Archives.</p> <p>Contracts – retain until federal audit or five years, whichever comes first, then destroy.</p> <p>Retain for as long as the individual is employed with Commission, then destroy.</p> <p>Maintain updates of program guidelines, policy, and regulations until superseded then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date 11/5/07


Signature 

Typed Name Ren Serey

Title Executive Director

Schedule Authorized by State Archivist

Date 12 Dec 07

Signature 

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**Agency** Dept. of Natural Resources  
**Division/Unit** Critical Area Commission for the Chesapeake & Atlantic Coastal Bays

Item No.	Description	Retention
	<p>D. Procurement</p> <ul style="list-style-type: none"> <li>1) Commodity Purchase Orders</li> <li>2) Service Purchase Orders</li> <li>3) Service Contracts over \$10,000</li> <li>4) Working Fund</li> <li>5) Procurement policies, procedures, and regulations</li> <li>6) Procurement forms</li> <li>7) Memoranda of Understanding (MOUs)</li> </ul> <p>E. Supportive Services:</p> <ul style="list-style-type: none"> <li>1) Fleet Vehicle records</li> <li>2) Inventory records</li> <li>3) Telephone Service Requests</li> <li>4) General policies, procedures, and requirements</li> <li>5) Supportive Services forms</li> </ul> <p>F. Payroll Accounting Records:</p> <ul style="list-style-type: none"> <li>1) Employee Time Sheet copies</li> <li>2) Leave Bank Donation records</li> </ul> <p>G. Governor Log Letters:</p> <ul style="list-style-type: none"> <li>1) Letter and attachment copies</li> </ul>	<p>Retain for three years or until State audit, whichever occurs first, then destroy. Retain policies, procedures, and regulations until superseded then destroy.</p> <p>Retain for three years, then destroy. Retain policies, procedures, and regulations until superseded then destroy.</p> <p>Retain for three years or until all audit requirements have been fulfilled, then destroy.</p> <p>Retain permanently for eventual transfer to Archives.</p>

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Item No.	Description	Retention
2.	<p><u>Computer Software</u> This series contains all original software packages, either purchased or created by the Commission.</p> <p>Changes in record format will not require a change in the records retention schedule.</p> <p>The Commission will use some or all of the following documentation which is governed by the Department's Information Technology Office with the indicated retention period:</p> <ul style="list-style-type: none"> <li>A. Standard Software including Microsoft Office, WinZip, Quicktime, and Adobe Reader</li> <li>B. Non-Standard Software including Acrobat Distiller, Nikon View, Canon Utilities, Pagemaker and Adobe Writer.</li> </ul>	<p>Retain documentation with continual updates for as long as software is in use.</p>

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**Agency: Department of Natural Resources  
Division/Unit: Critical Area Commission for the Chesapeake and Atlantic Coastal Bays**

Item No.	Description	Retention
3.	<p><u>Criteria Development</u> This series contains all records and documentation with regard to Critical Area Criteria.</p> <p>Changes in record format will not require a change in the records retention schedule.</p> <p>These files will be used on occasion by Commission staff and are governed by the indicated retention period:</p> <ul style="list-style-type: none"> <li>A. Criteria Development               <ul style="list-style-type: none"> <li>1. Meetings and Public Hearing records</li> </ul> </li> <li>B. AELR Committee               <ul style="list-style-type: none"> <li>1. Review and comments</li> <li>2. Final approval and copy</li> </ul> </li> </ul>	<p>Retain permanently. Scan files after 5 years and transfer paper and digital images to State Archives in accordance with rules and regulations for State Archives.</p>

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**Agency: Department of Natural Resources  
Division/Unit: Critical Area Commission for the Chesapeake and Atlantic Coastal Bays**

Item No.	Description	Retention
4.	<p><u>Map Inventory</u> This series contains hard copy maps which are used for the review of projects which fall within the Critical Area .</p> <p>Changes in record format will not require a change in the records retention schedule.</p> <p>The Commission will use some or all of the following records which is governed by the indicated retention schedule:</p> <p>A. Map Inventory for the Critical Area</p> <ol style="list-style-type: none"> <li>1) Tax maps</li> <li>2) Habitat Protection Areas</li> <li>3) Forest Resource Maps</li> <li>4) Highly Erodible Soils</li> <li>5) Water-Dependent Facilities</li> <li>6) Wetlands Inventory</li> </ol>	<p>Permanently retain with continual updates until no longer needed for business, then transfer to State Archives.</p>

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**Agency: Department of Natural Resources**  
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Item No.	Description	Retention
5.	<p><u>Correspondence</u> This series contains all staff correspondence. Changes in record format will not require a change in the records retention schedule.</p> <p>The Commission will use some or all of the following documentation which is governed by the indicated retention period:</p> <p>Correspondence from all staff.</p>	<p>Screen annually and retain permanently any materials having any administrative, legal, or historical value that serves to document the origin, development, functions, and accomplishments of the agency. Transfer periodically to the State Archives.</p>

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**Agency: Department of Natural Resources**  
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Item No.	Description	Retention
6.	<p><u>Local Jurisdiction Program Development and Implementation:</u> This series contains all records concerning the development of the Critical Area Protection Programs as required by Law and the implementation of those Programs.</p> <p>Changes in record format will not require a change in the records retention schedule.</p> <p>The Program Development and Implementation Division will use some or all of the following documentation which is governed by the indicated retention period:</p> <p style="margin-left: 20px;">A. Program Development</p> <p style="margin-left: 40px;">1) Commission and local government; draft programs, comments, and correspondence</p> <p style="margin-left: 40px;">2) Other State agency comments and review</p> <p style="margin-left: 40px;">3) Citizen response/comments</p> <p style="margin-left: 40px;">4) Official Commission approval reply of local Critical Area Protection Programs</p> <p style="margin-left: 20px;">B. Implementation</p> <p style="margin-left: 40px;">1) Daily operation records</p> <p style="margin-left: 80px;">a) Comprehensive Reviews</p> <p style="margin-left: 80px;">b) Correspondence on implementation of programs and special projects</p> <p style="margin-left: 40px;">2) Program Amendments</p> <p style="margin-left: 80px;">a) Proposed Program Amendments, individual proposals, correspondence and votes</p> <p style="margin-left: 80px;">b) Public Hearing transcripts as required.</p>	<p>Retain permanently; all files can become active at any time. Scan files and transfer paper and images to State Archives in accordance with Archives rules and regulations.</p>

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
	<ul style="list-style-type: none"> <li>3) Legal Renderings               <ul style="list-style-type: none"> <li>a) Court case records regarding proposed program amendments to local Critical Area Protection Programs.</li> <li>b) Court case records regarding proposed projects in the Critical Area</li> </ul> </li> </ul>	<p>Retain permanently. Scan files and transfer paper and images to State Archives after ten years.</p> <p>Reference: 2007 Federal Electronic Discovery Regulations.</p>



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Item No.	Description	Retention
7.	<p><u>Commission Program Formulation Records and Meetings</u>            This series applies to all formulation functions of the Critical Area Program.</p> <p>Changes in record format will not require a change in the records retention schedule.</p> <p>The Commission will use some or all of the following documentation which is governed by the indicated retention period:</p> <ul style="list-style-type: none"> <li>A. Legal advice and policies               <ul style="list-style-type: none"> <li>1) Memos from the Assistant Attorney General's Office providing advice to staff and Commission.</li> </ul> </li> <li>B. Minutes, meeting documents, and public hearing transcripts of the Critical Area Commission.</li> </ul>	<p>Permanent.</p> <p>Retain for as long as needed for business onsite, then transfer to Archives. Scan files and transfer paper and images to State Archives in accordance with 2007 Federal Electronic Discovery Regulations, and Archives' Rules and Regulations.</p> <p>Retain permanently. Scan files and transfer paper and images to State Archives in accordance with Archives rules and regulations.</p>

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Item No.	Description	Retention
8.	<p><u>Project Evaluation</u> This series contains all records and documentation with regard to evaluation of projects submitted to the Critical Area Commission for review and/or approval.</p> <p>Changes in record format will not require a change in the records retention schedule.</p> <p>The Commission will use some or all of the following documentation which is governed by the indicated retention period:</p> <p>Project Files – State, local, and federal projects proposed within the Critical Area. Records contain proposals, maps, and comments.</p>	<p>Retain permanently; all files can become active at any time. Scan files and transfer paper and images to State Archives in accordance with Archives rules and regulations.</p>

<p><u>Instructions</u> - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>8</u></p>
<p>1. Department/Agency  Natural Resources</p>	<p>2. Division  Chesapeake Bay Programs</p>	<p>3. Unit  Critical Area Commission for the Chesapeake and Atlantic Coastal Bays</p>
<p><b>DEFINITION - RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  Administrative Records</p>	<p>5. Earliest Year/Latest Year  1984 to 2006</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Budget, Accounting, Local Grants, Personnel, Procurement, Supportive Services. All records described are a result of daily administrative activities performed by the Commission.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size      Computer Tape</p> <p>Audio Tape      <input checked="" type="checkbox"/> Floppy Disk</p> <p>Bound Book      Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p>Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>	<p>9. Volume Number <u>8</u></p> <p><input type="checkbox"/> File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p>Other (specify) _____</p> <p>10. Annual Accumulation Number <u>2</u></p> <p><input type="checkbox"/> File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p>Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily      Weekly      Monthly      Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>5</u> Month(s)      <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  1804 West Street, Suite 100  Annapolis, MD 21401</p>	<p>14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes      No      DNR Administrative Offices</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes      No</p> <p>Access to employee personnel files limited to authorized personnel.</p>	<p>16. Audit Requirements</p> <p>None      <input checked="" type="checkbox"/> State      <input checked="" type="checkbox"/> Federal      Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Files continually updated. Retain 5 years, or until audit requirements are met (whichever comes first), then destroy.</p>	
<p>19. Name and Title of Preparer  Shirley Massenburg  Administrator</p>	<p>20. Telephone Number  (410) 260-3461</p>	<p>21. Date  3/23/07</p>

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 410-799-1930		AGENCY RECORDS INVENTORY  PAGE <u>2</u> OF <u>8</u>	
1. Department/Agency Natural Resources		2. Division Chesapeake Bay Programs		3. Unit Critical Area Commission for the Chesapeake and Atlantic Coastal Bays	
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 Computer Software			5. Earliest Year/Latest Year 1984 to 2006		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains original disks from various standard and non-standard office software, i.e., Arc GIS, Microsoft Office, WinZip, QuickTime, Adobe Acrobat, Nikon View, Canon Utilities, and PageMaker.					
7. Record Series Format(s) List all  Letter Size      Microfilm Legal Size      Computer Tape Audio Tape      Floppy Disk Bound Book      Video Tape  <input type="checkbox"/> Other (specify) <u>cd's</u>		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical Numerical Chronological Geographical Other (specify) _____		9. Volume File Drawer(s) Microfilm Reel(s) <u>10</u> Number <input checked="" type="checkbox"/> Other (specify) <u>Shelves</u>  10. Annual Accumulation N/A - Replace w/updates File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify)	
11. File is Used Daily      Weekly      Monthly      Annually As needed			12. File Becomes Inactive After N/A _____ Month(s)      Year(s)      Number		
13. Current Location(s) (Bldg., Floor, Room) 1804 West Street, Suite 100 Annapolis, MD 21401			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes      No Restricted to IT staff use only			16. Audit Requirements None <input checked="" type="checkbox"/> State      Federal      Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain with continual updates as long as in use.		
19. Name and Title of Preparer Shirley Massenburg Administrator		20. Telephone Number (410) 260-3461		21. Date 3/29/07	

<p><b>Instructions</b> - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>3</u> OF <u>8</u></p>
<p>1. Department/Agency  Natural Resources</p>	<p>2. Division  Chesapeake Bay Programs</p>	<p>3. Unit  Critical Area Commission for the Chesapeake and Atlantic Coastal Bays</p>
<p><b>DEFINITION - RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  Criteria Development</p>	<p>5. Earliest Year/Latest Year  1984 to 2006</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Meetings/public hearing records, research documents, comments and reviews, draft copies of criteria; series contains all information/documentation with records on how criteria for the Critical Area Program was developed and through written correspondence, meeting transcripts, etc., defining intent and purpose.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size      Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size      Computer Tape</p> <p><input checked="" type="checkbox"/> Audio Tape      Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book      <input checked="" type="checkbox"/> Video Tape</p> <p>Other (specify) <u>cd</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p>Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p><u>5</u> Computer Tape(s)</p> <p>Number      Other (specify) _____</p> <hr/> <p>10. Annual Accumulation    N/A</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p>Number      Other (specify)</p>
<p>11. File is Used    <b>Historical Record</b></p> <p>Daily      Weekly      Monthly      Annually</p> <p>As needed</p>	<p>12. File Becomes Inactive After</p> <p>N/A</p> <p>Number      Month(s)      <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>1804 West Street, Suite 100  Annapolis, MD 21401</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes      <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p>Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p>None      <input checked="" type="checkbox"/> State      Federal      Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p>Yes      <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain documentation with continual updates for as long as software is in use.</p>	
<p>19. Name and Title of Preparer</p> <p>Ren Serey  Executive Director</p>	<p>20. Telephone Number</p> <p>(410) 260-3462</p>	<p>21. Date</p> <p>4/05/07</p>

<p><b>Instructions</b> –Type of Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE <u>4</u> OF <u>8</u></p>
<p>1. Department/Agency  Natural Resources</p>	<p>2. Division  Chesapeake Bay Programs</p>	<p>3. Unit  Critical Area Commission for the Chesapeake and Atlantic Coastal Bays</p>
<p><b>DEFINITION - RECORD SERIES:</b> A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title  Map Inventory</p>	<p>5. Earliest Year/Latest Year  1972 to 2006</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Contains all hard copy maps kept at the Commission, including tax maps, Critical Area designation, habitat and protection areas, forest resource maps, highly erodible soil, water-dependent facilities, wetlands inventory, and other resource coverages. Maps are limited to the lands that fall into Maryland's Critical Areas. Commission maintains copies of all Critical Area boundary and designation and Habitat Protection Area Maps. Some of the original resource inventory maps have been discarded because they are no longer accurate. They have not been replaced in most cases because local governments lack sufficient resources to update them.</p>		
<p>7. Record Series Format(s) List all</p> <p>Letter Size      Microfilm</p> <p>Legal Size      Computer Tape</p> <p>Audio Tape      Floppy Disk</p> <p>Bound Book      Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>paper and mylar maps</u></p>	<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p>Chronological</p> <p><input checked="" type="checkbox"/> Geographical</p> <p>Other (specify) _____</p>	<p>9. Volume</p> <p>File Drawer(s)</p> <p>Microfilm Reel(s)</p> <p>Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>flat files hanging files bins</u></p> <p>Number</p> <p><u>15</u></p> <p><u>15</u></p> <p><u>7</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily      Weekly      Monthly      Annually</p> <p>As needed</p>		<p>12. File Becomes Inactive After</p> <p>N/A</p> <p>Number      Month(s)      Year(s)</p>
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>1804 West Street, Suite 100  Annapolis, MD 21401</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes      No</p> <p>Local planning offices</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p>Yes      <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      State      Federal      Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes      No      Alphabetical by jurisdiction name</p>	<p>18. Recommended Retention</p> <p>Retain permanently – maps will be replaced with updated material.</p>	
<p>19. Name and Title of Preparer</p> <p>Mary Owens  Program Manager</p>	<p>20. Telephone Number</p> <p>(410) 260-3480</p>	<p>21. Date</p> <p>3/29/07</p>

<b>Instructions</b> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>5</u> OF <u>8</u>
1. Department/Agency Natural Resources	2. Division Chesapeake Bay Programs	3. Unit Critical Area Commission for the Chesapeake and Atlantic Coastal Bays
<b>DEFINITION - RECORD SERIES:</b> 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 Correspondence Files	5. Earliest Year/Latest Year 1984 to 2006	
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>Correspondence from the staff.</b>		
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input checked="" type="checkbox"/> Microfiche <input checked="" type="checkbox"/> Legal Size      Computer Tape  Audio Tape      Floppy Disk  Bound Book      Video Tape  Other (specify) <u>electronic format</u>	8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical  Numerical  <input checked="" type="checkbox"/> Chronological  Geographical  <input checked="" type="checkbox"/> Other (specify) By staff member name _____	9. Volume  File Drawer(s) <u>1</u> <input type="checkbox"/> Microfiche Drawer(s)  Computer Tape(s) <u>32</u> <input checked="" type="checkbox"/> Other (specify) <u>Binder(s)</u>  Number  10. Annual Accumulation  File Drawer(s)  Microfilm Reel(s)  <u>4</u> Computer Tape(s) Number <input checked="" type="checkbox"/> Other (specify) <u>Binder(s)</u>
11. File is Used  Daily      Weekly      Monthly      Annually  As needed	12. File Becomes Inactive After N/A _____ Month(s)      Year(s)      Number	
13. Current Location(s) (Bldg., Floor, Room) 1804 West Street, Suite 100 Annapolis, MD 21401	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  Yes <input checked="" type="checkbox"/> No	16. Audit Requirements  <input checked="" type="checkbox"/> None      State      Federal      Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements  <input checked="" type="checkbox"/> Yes      No      By staff member name and year	18. Recommended Retention Retain permanently onsite.	
19. Name and Title of Preparer Jennifer Delve Administrative Assistant	20. Telephone Number (410) 260-3463	21. Date 3/29/07

<b>Instructions - Type or Print a separate form for each new or revised record series.</b> Forward with Records Retention Schedule (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>6</u> OF <u>8</u>	
1. Department/Agency Natural Resources		2. Division Chesapeake Bay Programs		3. Unit Critical Area Commission for the Chesapeake and Atlantic Coastal Bays	
<b>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
4. Record Series Title Local Jurisdiction Program Development & Implementation Series				5. Earliest Year/Latest Year 1987 to 2006	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records for development of local Critical Area Programs (correspondence, reviews, drafts, comments, etc. and records for implementation of programs, daily activities, comprehensive reviews, program amendments, etc. Records for development of local Critical Area Programs were stored in a disorganized fashion in the basement of our previous office. Efforts to research them were generally unsuccessful as the files were in such disarray and in some cases so full of undated notes, unofficial correspondence, and unrelated materials that it was hard to understand what had transpired. It was determined that program development information maintained by the Commission duplicates information maintained by local governments, so questions about program development would be better answered by the County or municipality. After the program development phase, the Commission developed a system for reviewing and approving program changes and required comprehensive reviews. This system has been in place since the late 1980s. Approximately 440 program changes and comprehensive review files are maintained by the Commission. Approximately 50 new files are added each year. The Commission also maintains a database on these program changes.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size      Microfilm <input checked="" type="checkbox"/> Legal Size      Computer Tape <input checked="" type="checkbox"/> Audio Tape      Floppy Disk Bound Book      Video Tape  Other (specify)___		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical  Numerical  Chronological  Geographical  Other (specify) _____		9. Volume <input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <u>12</u> Computer Tape(s) Number Other (specify)___  10. Annual Accumulation  <input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <u>50</u> Computer Tape(s) Number <input checked="" type="checkbox"/> Other (specify) Files	
11. File is Used Implementation      Program Develop <input checked="" type="checkbox"/> Daily      Weekly <input checked="" type="checkbox"/> Monthly      Annually		12. File Becomes Inactive After  <input type="checkbox"/> N/A      Month(s)      Year(s) Number			
13. Current Location(s) (Bldg., Floor, Room) 1804 West Street, Suite 100 Annapolis, MD 21401		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes      No Local planning offices			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None      State      Federal      Independent			
17. Is an Index System used? if yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes      No      Alphabetical by jurisdiction name		18. Recommended Retention Retain permanently - records can be activated at any time.			
19. Name and Title of Preparer Mary Owens Program Manager		20. Telephone Number (410) 260-3480		21. Date 3/27/07	



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  
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 7 OF 8

1. Department/Agency  
Natural Resources

2. Division  
Chesapeake Bay Programs

3. Unit  
Critical Area Commission for the Chesapeake and Atlantic Coastal Bays

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  
Program Formulation Records and Meetings of the Critical Area Program

5. Earliest Year/Latest Year  
1984 to 2006

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Criteria formulation records, minutes, public hearing transcripts, Commission and staff organization records, legal advice, policies guiding the Program. All records described above are a result of daily administrative activities performed by the Commission.

7. Record Series Format(s) List all

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

Other (specify) \_\_\_\_\_

8. Record Series Sequence

Alphabetical  
 Numerical  
 Chronological  
 Geographical  
Other (specify) \_\_\_\_\_

9. Volume

File Drawer(s)  
Microfilm Reel(s)  
8  
Number  
Computer Tape(s)  
Other (specify) \_\_\_\_\_

10. Annual Accumulation

File Drawer(s)  
Microfilm Reel(s)  
1  
Number  
Computer Tape(s)  
Other (specify)

11. File is Used Historical Record

Daily      Weekly      Monthly      Annually  
As needed for reference

12. File Becomes Inactive After

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

13. Current Location(s) (Bldg., Floor, Room)

1804 West Street, Suite 100  
Annapolis, MD 21401

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 requirements

Yes      No

18. Recommended Retention

Retain permanently for reference

19. Name and Title of Preparer

Ren Serey  
Director

20. Telephone Number

(410) 260-3462

21. Date

3/28/2007

<p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>8</u> OF <u>8</u></p>
<p>1. Department/Agency Natural Resources</p>	<p>2. Division Chesapeake Bay Programs</p>	<p>3. Unit Critical Area Commission for the Chesapeake and Atlantic Coastal Bays</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Project Files</p>	<p>5. Earliest Year/Latest Year 1984 to 2006</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Project Files: Series contains all records of land development projects in the Critical Area proposed by individuals, local government, federal and state agencies. Referral to Critical Area Commission is required by State law. Files contain complete history of each project, including site plans, project descriptions, environmental reports, interagency comments, correspondence, and official Commission response. All revisions or subsequent phases of development are part of original file.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size      Computer Tape <input type="checkbox"/> Audio Tape      Floppy Disk Bound Book      Video Tape</p> <p>Other (specify) <u>large format</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological Geographical Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) <u>60</u> Computer Tape(s) Number Other (specify) _____</p> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s) Microfilm Reel(s) <u>10</u> Computer Tape(s) Number Other (specify) _____</p>
<p>11. File is Used Historical Record</p> <p><input checked="" type="checkbox"/> Daily      Weekly      Monthly      Annually</p>	<p>12. File Becomes Inactive After N/A</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 1804 West Street, Suite 100 Annapolis, MD 21401</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p>Yes      <input type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p>Yes      <input type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None      State      Federal      Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes      No By jurisdiction/year</p>	<p>18. Recommended Retention Retain permanently</p>	
<p>19. Name and Title of Preparer Lisa Hoerger Project Manager</p>	<p>20. Telephone Number (410) 260-3478</p>	<p>21. Date 3/27/2007</p>