

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

Schedule No 2441

Page 1 of 2

Agency Maryland Department of the Environment  
 Science Services Administration/ TMDL Development Program

Division/Unit

Item No.	Description	Retention
1.	<p>Supersedes schedule #2415.</p> <p>TMDL -Correspondence Files            These files include drafts and working copies of approved internal MDE correspondence, interagency State correspondence, external (EPA, the public, regulated entities) correspondence and draft (Secretary and Governor) correspondence related to Total Maximum Daily Load (TMDL) sites and projects.</p>	<p>Retain until superseded, or for 5 years after the period covered by the correspondence, then destroy.</p>
2.	<p>TMDL -Administrative Files            These files include working copies of Total Maximum Daily Load (TMDL) Memoranda of Understanding with EPA, TMDL Annual Work Plans and Federal financial status reports (FSRs), supporting files regarding budget requests, unofficial copies of contracts, grants, related work plans, deliverables and project correspondence.</p>	<p>Retain for 5 years after the period covered by the contract, grant, or budget, then destroy.</p>

Scheduled Approved by Department, Agency, or Division Representative.  
 Date 08-20-08  
 Signature Susan Douglas  
 Typed Name Susan Douglas  
 Title Records Management Coordinator

Schedule Authorized by State Archivist  
 Date 31 Jan 09  
 Signature [Signature]

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No 2415

Page 2 of 2

Agency Maryland Department of the Environment  
 Science Services Administration/ TMDL Development Program

Division/Unit

Item No.	Description	Retention
3.	<p>TMDL -General Technical Files            These files include documentation of general methodologies used in Total Maximum Daily Load (TMDL) development, miscellaneous technical references cited in TMDLs, and other general materials that might be referenced in support of specific TMDLs.</p>	<p>Reference documents and publications will be retained until superseded or no longer needed for reference purposes, then destroy.</p>
4.	<p>TMDL -Waterbody-specific Decision-making Documents            These files contain supporting documents used in water quality and watershed model development (e.g., correspondence, public notices, public meeting minutes, drafts, comments, comment response documents, etc.). This documentation details the steps of Total Maximum Daily Load (TMDL) development, from first contact with stakeholders, through notification of EPA approval of each TMDL. These files also contain general TMDL Technical records, essential hand calculations, key correspondence, notes, e-mail printouts and typically a CD with electronic files that support the Department's technical decisions.</p>	<p>Retain permanently, periodically transfer to the State Archives in accordance with Archives Rules and Regulations for Electronic Records.</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

AGENCY RECORDS INVENTORY

Page 1 Of 4

**1. DEPARTMENT/AGENCY**  
Environment

**2. DIVISION**  
Science Services Administration (SSA)

**3. UNIT**  
TMDL Development Program.

**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**  
TMDL -Correspondence Files

**5. EARLIEST YEAR / LATEST YEAR**  
1987 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 include drafts and working copies of approved internal MDE correspondence, interagency State correspondence, external (EPA, the public, regulated entities) correspondence and draft (Secretary and Governor) correspondence related to Total Maximum Daily Load (TMDL) sites and projects.

**7. RECORD SERIES FORMAT(S)**

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

**8. RECORD SERIES SEQUENCE**

Alphabetical  
  
Numerical  
  
X Chronological  
  
Geographical  
  
Other (Specify)

**9. VOLUME**

X File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify) -Boxes  
  
4  
Number

**10. ANNUAL ACCUMULATION**

X File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
  
4  
Number

**11. FILE IS USED**

X Daily      Weekly      Monthly

**12. FILE BECOMES INACTIVE AFTER**

5      Month(s)      X Year(s)  
Number

**13. CURRENT LOCATION(S)** (Bldg., Floor, Room)  
1800 Washington Blvd, 5th Floor

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

X Yes -MDE's Office of the Secretary and Office of Budget and SSA's Office of the Director keep official copies of correspondence.      No

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

Yes      X No

**16. AUDIT REQUIREMENTS**

None      State      X Federal      Independent

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

Yes      X No

**RECOMMENDED RETENTION**

Retain until superseded, or for 5 years after the period covered by the correspondence, then destroy.

**19. NAME AND TITLE OF PREPARER**  
Melissa Chatham, Natural Resources Planner III

**20. TELEPHONE NUMBER**  
410.537.3937

**21. DATE**  
01/28/2008

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

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**1. DEPARTMENT/AGENCY**

Environment

**2. DIVISION**

Science Services Administration (SSA)

**3. UNIT**

TMDL Development Program.

**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**

TMDL -Administrative Files

**5. EARLIEST YEAR / LATEST YEAR**

1987 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 include working copies of Total Maximum Daily Load (TMDL) Memoranda of Understanding with EPA, TMDL Annual Work Plans and Federal financial status reports (FSRs), supporting files regarding budget requests, unofficial copies of contracts, grants, related workplans, deliverables and project correspondence.

**7. RECORD SERIES FORMAT(S)**

X Letter Size      Microfilm  
  
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 X Bound Book      Floppy Disk  
  
 Audio Tape      Video Tape  
  
 Other (Specify)

**8. RECORD SERIES SEQUENCE**

Alphabetical  
  
 Numerical  
  
 X Chronological  
  
 Geographical  
  
 Other (Specify)

**9. VOLUME**

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 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (Specify) -Boxes  
  
4  
 Number

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 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (Specify)  
  
4  
 Number

**11. FILE IS USED**

X Daily      Weekly      Monthly

**12. FILE BECOMES INACTIVE AFTER**

5      Month(s)      X Year(s)  
 Number

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

1800 Washington Blvd, 5<sup>th</sup> Floor

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

X Yes -MDE's Office of Budget and AESA Procurement keep official contracts, workplans, grant applications, amendments, budget records and FSRs.      No

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

Yes      X No

**16. AUDIT REQUIREMENTS**

None      X State      X Federal      Independent

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

Yes      X No

**RECOMMENDED RETENTION**

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**21. DATE**  
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Page 3 Of 4

**1. DEPARTMENT/AGENCY**

Environment

**2. DIVISION**

Science Services Administration (SSA)

**3. UNIT**

TMDL Development Program.

**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**

TMDL -General Technical Files

**5. EARLIEST YEAR / LATEST YEAR**

1987 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 include documentation of general methodologies used in Total Maximum Daily Load (TMDL) development, miscellaneous technical references cited in TMDLs, and other general materials that might be referenced in support of specific TMDLs.

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 Legal Size      Computer Tape  
 X Bound Book      Floppy Disk  
 Audio Tape      Video Tape  
 Other (Specify)

**8. RECORD SERIES SEQUENCE**

X Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (Specify)

**9. VOLUME**

X File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (Specify) -Boxes  
 8  
 Number

**10. ANNUAL ACCUMULATION**

X File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (Specify)  
 2  
 Number

**11. FILE IS USED**

X Daily      Weekly      Monthly

**12. FILE BECOMES INACTIVE AFTER**

Number      Month(s)      Year(s)

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 1800 Washington Blvd, 5<sup>th</sup> Floor

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Yes      X      No

**16. AUDIT REQUIREMENTS**

None      State      Federal      Independent

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**3. UNIT**  
 TMDL Development Program.

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**4. RECORDS SERIES TITLE**  
 TMDL -Waterbody-specific Decision-making Files

**5. EARLIEST YEAR / LATEST YEAR**  
 1987 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 contain supporting documents used in water quality and watershed model development (e.g., correspondence, public notices, public meeting minutes, drafts, comments, comment response documents, etc.). This documentation details the steps of Total Maximum Daily Load (TMDL) development, from first contact with stakeholders, through notification of EPA approval of each TMDL. These files also contain general TMDL Technical records, essential hand calculations, key correspondence, notes, and e-mail that support the Department's technical decisions.

**7. RECORD SERIES FORMAT(S)**

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<input type="checkbox"/> Legal Size	Computer Tape
<input checked="" type="checkbox"/> Bound Book	Floppy Disk
<input type="checkbox"/> Audio Tape	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) -Boxes
<u>17</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>2</u>
Number

**11. FILE IS USED**

<input checked="" type="checkbox"/> Daily	<input type="checkbox"/> Weekly	<input type="checkbox"/> Monthly
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**12. FILE BECOMES INACTIVE AFTER**

<u>                    </u>	Month(s)	Year(s)
Number		

**13. CURRENT LOCATION(S)** (Bldg., Floor, Room)  
 1800 Washington Blvd, 5<sup>th</sup> Floor

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

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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**15. ACCESS RESTRICTIONS** If yes, cite law(s) & regs

<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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**16. AUDIT REQUIREMENTS**

<input type="checkbox"/> None	<input type="checkbox"/> State	<input type="checkbox"/> Federal	<input type="checkbox"/> Independent
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**17. IS AN INDEX SYSTEM USED?** (If yes, explain briefly and describe any software/hardware)

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**RECOMMENDED RETENTION**  
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