

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 2495
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Agency Maryland Department of Agriculture		Division / Unit Resource Conservation SSCC
Item No.	Description	Retention
	Supersedes Schedule 1681	
1.	<u>State Soil Conservation Committee Minutes</u> (SSCC) File contains the official minutes of the State Soil Conservation Committee whose purpose is to advise and assist the soil conservation districts.	Retain permanently. Transfer periodically To the MD State Archives.
2.	<u>District Minutes</u> File contains the official minutes of the Soil Conservation Districts.	Retain Permanently. Transfer periodically to MD State Archives.
3.	<u>Supervisor Appointments</u> File contains the recommendations and appointments made by the State Soil Conservation Committee.	Retain for one (1) year and for as long as the appointed person is a supervisor. Then destroy.
4.	<u>Oath of Office</u> Contains copies of the oath of office taken by the Soil Conservation District supervisors.	Screen annually retaining the current oath of office as long as the individual is a supervisor. Then destroy.
5.	<u>District Correspondence</u> Contains incoming and outgoing correspondence involving Soil Conservation Districts.	Screen annually, destroy that material no longer needed for current business. Retain all other material for three (3) years, then destroy. Directives and other material relating to planning and policy.
Schedule Approved by Department, Agency, Or Division Representative. Date: <u>3/3/09</u> Signature: <u><i>Louise Lawrence</i></u> Typed Name: <u>Louise Lawrence</u> Title: <u>Chief, Office Resource Conservation</u>		Schedule Authorized by State Archivist Date: <u>2 Jun 09</u> Signature: <u><i>Edward C. [unclear]</i></u>

Cont.

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 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
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District Correspondence – continued

That illustrate the development of the agency, retain permanently for eventual transfer to the State Archives.

6. General Correspondence

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, investigations, press releases, newspaper clippings, legislative reference material, directives and other miscellaneous paper relating to the administration of the State Soil Conservation Committee.

Screen annually, destroy that material no longer needed for current business. Retain all other material for three (3) years, then destroy. Directives and other materials relating to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the State Archives.

7. Personnel Records

File contains correspondence and other miscellaneous employee-related material. Official personnel records are maintained by the Personnel Department.

Retain in office as long as the person is employed by MDA, then destroy.

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Retention

8.

Conservation Equipment Tax Subtraction

A taxpayer is allowed a deduction on the Maryland tax return equal to 100% of the expense of buying and installing conservation tillage or liquid manure injection equipment used in agricultural production. MDA forms certify eligibility for receipt of this tax benefit which can be taken is necessary over a 5 year period.

Retain in office 5 years, then destroy.

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

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1. Department Agriculture	2. Division: Resource Conservation 3. Unit: State Soil Conservation Committee
4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.) Committee Minutes	
5. Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s). Official minutes of the State Soil Conservation Committee.	
(Note: Use a separate inventory sheet for each Record Series)	
6. Present Volume on Hand (No. of file drawers) <u>12</u> Estimated Accumulation (Yearly) <u>18</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent <input type="checkbox"/> — Internal <input type="checkbox"/> External <input type="checkbox"/>
8. Estimated Activity per File Drawer: (Activity Guide – HIGH (used Daily); MEDIUM (once/twice Monthly); LOW (less than once monthly) Current Year H <input checked="" type="radio"/> M <input type="radio"/> L After 1 year H <input type="radio"/> M <input checked="" type="radio"/> L After what year does activity become LOW <u>3</u>	
9. Could Record Series be stored in the State Records Center. Yes <input type="checkbox"/> No <input type="checkbox"/> When: _____	10. Recommended Retention: Permanent
Inventory Prepared by: <u>Ann Anderson</u> Date: <u>3/3/09</u>	
Telephone Number: <u>410 841 5873</u>	

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

1. Department Agriculture	2. Division: Resource Conservation 3. Unit: State Soil Conservation Committee
4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.) District Minutes	
5. Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s). Official minutes of the Soil Conservation Districts.	
(Note: Use a separate inventory sheet for each Record Series)	
6. Present Volume on Hand (No. of file drawers) Estimated Accumulation (Yearly)	7. Audit Requirements State <input type="checkbox"/> Federal <input type="checkbox"/> Internal <input type="checkbox"/> Independent <input type="checkbox"/> External <input type="checkbox"/>
8. Estimated Activity per File Drawer: (Activity Guide – HIGH (used Daily); MEDIUM (once/twice Monthly); LOW (less than once monthly) Current Year H M L After 1 year H M L After what year does activity become LOW _____	
9. Could Record Series be stored in the State Records Center. When: Yes <input type="checkbox"/> No <input type="checkbox"/>	10. Recommended Retention: 5 years.
Inventory Prepared by: <u>Amie Lawrence</u> Date: <u>3/3/09</u>	
Telephone Number: _____	

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1. Department <u>Agriculture</u>	2. Division: <u>Resource Conservation</u> 3. Unit: <u>State Soil Conservation Committee</u>
4. Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.) <u>General correspondence</u>	
5. Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s). <u>All correspondence other than that which involves districts.</u> (Note: Use a separate inventory sheet for each Record Series)	
6. Present Volume on Hand (No. of file drawers) <u>3</u> Estimated Accumulation (Yearly) <u>1</u>	7. Audit Requirements State <input type="checkbox"/> Federal <input type="checkbox"/> Independent <input type="checkbox"/> — Internal <input type="checkbox"/> External <input type="checkbox"/>
8. Estimated Activity per File Drawer: (Activity Guide – HIGH (used Daily); MEDIUM (once/twice Monthly); LOW (less than once monthly) Current Year <input checked="" type="radio"/> H <input type="radio"/> M <input type="radio"/> L After 1 year <input type="radio"/> H <input checked="" type="radio"/> M <input type="radio"/> L After what year does activity become LOW <u>3</u>	
9. Could Record Series be stored in the State Records Center. Yes <input type="checkbox"/> No <input type="checkbox"/> When: _____	10. Recommended Retention: Three years Screen file annually
Inventory Prepared by: <u>Amie Lawrence</u> Date: <u>3/3/09</u> Telephone Number: <u>410 841 5863</u>	

1. Department/Agency: MDA

2. Division: Reserve Command

3. Unit: 52000

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: Commercial Equipment Tax Subtracts

5. Earliest Year/Latest Year: 2005 to 2009

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

Certification forms and invoices related to purchase of commercial equipment eligible under state tax law. Purpose is to allow participants to file original w/ state tax forms.

7. Record Series Format(s)

Letter Size Microfilm

Legal Size Computer Tap

Bound Book Floppy Disk

Audio Tape Video Tape

Other (specify) _____

8. Record Series Sequence

Alphabetical

Numerical

Chronological

Geographical

Other (specify) _____

9. Volume

1 Number

File Drawer(s)

Microfilm Reel(s)

Computer Tape(s)

Other (specify) _____

10. Annual Accumulation

1/4 Number

File Drawer(s)

Microfilm Reel(s)

Computer Tape(s)

Other (specify) _____

11. File is Used

Daily Weekly Monthly

12. File Becomes Inactive After

3 Number Month(s) Year(s)

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

MDA - 306

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)

Yes No

15. Access Restrictions Yes No (If Yes, cite Law(s) & Regulation(s))

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

3 YRS.

Name and Title of Preparer: Janice Lawrence Chief

20. Telephone Number: 410 841-5873

21. Date: 3/23/09