

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

Schedule No. 2497

Page 1 Of 2

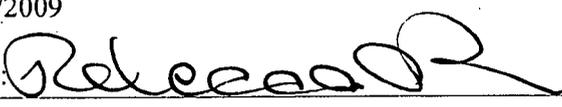
Agency Maryland Department of Agriculture

Division/Unit Pesticide Regulation Section

Item No	Description Supersedes Schedule 1682	Retention
1.	<p><u>Commercial Business License Files</u></p> <p>All commercial businesses offering and/or performing pesticide related services within the State of Maryland are required by State Law to be licensed with the Maryland Department of Agriculture. Files contain original Pesticide Business License Applications, Inspection Forms (MDA-D-336), Renewal Forms (MDA-D-353), Employee Registration and ID Request Forms (MDA-D-351) and Termination Forms, as well as a copy of the Certificate of Insurance (Acord 25).</p>	<p>Retain while active and until applicant fails to renew, then transfer to the inactive files. (Item 6)</p>
2.	<p><u>Public Agency Permit Files</u></p> <p>All Public Agencies performing pesticide applications within the State of Maryland are required by State Law to be licensed with the Maryland Department of Agriculture. Files contain original Public Agency Permit Application (MDA-D-372), Inspection Forms (MDA-D-336), Renewal Forms (MDA-D-353) and Employee Registration and Termination Forms.</p>	<p>Retain while active and until agency fails to renew. When inactive for more than two years transfer to inactive files. (Item 6)</p>
3.	<p><u>Certified Applicators, Commercial and Public Agency Applicators</u></p> <p>Files contain the original applications for Initial Certification (MDA-D-323) and Additional Category certification, as applicable (MDA-D-337), and Renewal Applications (MDA-D-355).</p>	<p>Retain while active and until applicant fails to renew, then transfer to inactive files. (Item 6)</p>
4.	<p><u>Recertification Training Agendas and Attendance</u></p> <p>All certified applicators are required to attend recertification training in order to renew their certificate. These files contain meeting agendas, approval letters and proof of applicator attendance.</p>	<p>Retain for three years, then destroy.</p>

Schedule Approved by Department Agency, or Division Representative

Date: 1/9/2009

Signature: 

Typed Name: Rebecca A. Poulin

Title: Secretary III

Schedule Authorized by State Archivist

Date: 2 Jun 09

Signature: 

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

Schedule No. 2497

Page 2 Of 2

Agency Maryland Department of Agriculture Division/Unit Pesticide Regulation Section

Item No	Description	Retention
	Supersedes Schedule 1682	
5.	<p><u>General Correspondence</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, reports, studies, surveys, and other miscellaneous paper relating to the administration of the Pesticide Applicators Law Section.</p>	<p>Retain for three years, then destroy. Directives and other material relating to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the State Archives.</p>
6.	<p><u>Inactive Businesses and Applicators</u></p> <p>File contains the record of each business and/or applicator that has not renewed his/her license or certificate in any given year. See Items 1 & 2 for active records.</p>	<p>Retain for two years, then destroy.</p>
7.	<p><u>Complaint Files</u></p> <p>Contains complaints on pesticide misuse and pest inspections as well as related correspondence and miscellaneous information pertaining to the investigation.</p>	<p>Retain until case is closed and for seven years thereafter, then destroy.</p>
8.	<p><u>Examination Files</u></p> <p>Contains applications for examinations (MDA-D-323), initial and most recent examination letters and answer sheets for those who were not issued a certificate.</p>	<p>Retain while actively pursuing certification, thereafter retain for one year, then destroy.</p>
9.	<p><u>Reference Files</u></p> <p>File is maintained as a library of reference material for informational purposes only.</p>	<p>Retain in office, screen regularly to destroy that material which is superseded or has ceased to merit any reference value.</p>
10.	<p><u>Accounting Records</u></p> <p>Miscellaneous accounting records consisting of invoices, deposit tickets, refund documentation, credit card statements, Maryland Fleet Operations and Management System forms (DBFP-FM-MFOMS) and timesheets.</p>	<p>Retain for five years and until all audit requirements have been fulfilled, then destroy</p>
11.	<p><u>Purchasing Records</u></p> <p>Miscellaneous purchasing records consisting of purchase orders, bid & contract acquisitions, delivery receipts & packing slips.</p>	<p>Retain for five years and until all audit requirements have been fulfilled, then destroy</p>
12.	<p><u>Pesticide Sensitive Individual Files</u></p> <p>Contains original application and renewal forms for individuals to be placed on Chemically Sensitive Individuals List.</p>	<p>Retain while file is active, then destroy after 5 years</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>1</u> OF <u>12</u>
1. Department/Agency Agriculture	2. Division Plant Protection and Pest Management	3. Unit Pesticide Regulation Section

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 Business License Files	5. Earliest Year/Latest Year <u>2008</u> to <u>2009</u>
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3. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

- By State Law, commercial businesses have to be licensed to legally perform pesticide work in Maryland.
- Files contain original business license application and original certificate of insurance (Acord 25)
- Files contain Inspection Forms (MDA-D-336)
- Files contain Renewal Forms (MDA-D-353)
- Files contain Employee Registration and ID Card Request forms (MDA-D-351) and Employee Termination Forms

7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> 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) <u>36</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____
		10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>3</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____

11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) x <input type="checkbox"/> Year(s) Number
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13. Current Location(s) (Bldg., Floor, Room) Maryland Department of Agriculture Pesticide Regulation Section, Room 500 50 Harry S. Truman Parkway Annapolis, MD 21401	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" 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 requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain while active and until applicant fails to renew, then transfer to the inactive files
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19. Name and Title of Preparer Rebecca A. Poulin Office Secretary III	20. Telephone Number (410) 841-5710	21. Date January 9, 2009
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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 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> 12 </u>
1. Department/Agency Agriculture	2. Division Plant Protection and Pest Management	3. Unit Pesticide Regulation Section

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 Public Agency Permit Files	5. Earliest Year/Latest Year <u> 1975 </u> to <u> 2009 </u>
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

By State Law, Public Agencies have to be licensed to legally perform pesticide work in Maryland

Files contain original Public Agency Permit application (MDA-D-372)

Files contain Inspection Forms (MDA-D-336)

Files contain Renewal Forms (MDA-D-353)

Files contain Employee Registration and ID Card Request (MDA-D-351) and Employee Termination Forms

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
<input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	<input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u> 7 </u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____
		10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u> 10 </u> <input type="checkbox"/> Computer Tape(s) Number <input checked="" type="checkbox"/> Other (specify) Files

11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u> 1 </u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number
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13. Current Location(s) (Bldg., Floor, Room) Maryland Department of Agriculture Pesticide Regulation Section, Room 500 50 Harry S. Truman Parkway Annapolis, MD 21401	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" 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 requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain while active and until agency fails to renew, then transfer to inactive files.
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19. Name and Title of Preparer Rebecca A. Poulin Secretary III	20. Telephone Number (410) 841-5710	21. Date January 9, 2009
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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 RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>12</u>	
1. Department/Agency Agriculture		2. Division Plant Protection and Pest Management		3. Unit Pesticide Regulation Section	
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 Certified Applicators, Commercial and Public Agency Applicators				5. Earliest Year/Latest Year <u>1974</u> to <u>2009</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files contain original application for Initial Certification (MDA-D-323) File contains original application for Additional Categories (MDA-D-337), as applicable File contains Renewal Applications (MDA-D-355)					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> 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) <u>39</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>5</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Maryland Department of Agriculture Pesticide Regulation Section, Room 500 50 Harry S. Truman Parkway Annapolis, MD 21401			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain while active and until applicant fails to renew, then transfer to inactive files		
19. Name and Title of Preparer Rebecca A. Poulin Secretary III		20. Telephone Number (410) 841-5710		21. Date January 9, 2009	

<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>4</u> OF <u>12</u></p>
<p>1. Department/Agency</p> <p style="text-align: center;">Agriculture</p>	<p>2. Division</p> <p style="text-align: center;">Plant Protection and Pest Management</p>	<p>3. Unit</p> <p style="text-align: center;">Pesticide Regulation Section</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</p> <p>Recertification Training Agendas and Attendance</p>	<p>5. Earliest Year/Latest Year</p> <p style="text-align: center;"><u>2006</u> to <u>2009</u></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>All certified applicators are required to attend recertification training in order to renew their certificate.</p> <ul style="list-style-type: none"> - Files contain meeting agendas - Files contain approval letters - Files contain proof of applicator attendance 		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>Number <u>4</u></p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) - No significant change</p> <p>Number <u>1</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Maryland Department of Agriculture Pesticide Regulation Section, Rooms 500, 527 & 555 50 Harry S. Truman Parkway Annapolis, MD 21401</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for three years, then destroy</p>	
<p>19. Name and Title of Preparer</p> <p>Rebecca A. Poulin Secretary III</p>	<p>20. Telephone Number</p> <p>(410) 841-5710</p>	<p>21. Date</p> <p>January 9, 2009</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>5</u> OF <u>12</u>

Department/Agency Agriculture	2. Division Plant Industries and Pest Management	3. Unit Pesticide Regulation Section
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DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

1. Record Series Title General Correspondence	5. Earliest Year/Latest Year ___1990___ to ___2009___
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3. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Original incoming letters, copies of outgoing letters and memoranda

Reports, studies, surveys

Other miscellaneous paper relating to the administration of the Pesticide Applicators Law Section

7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" 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) ___10___ <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____
		10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) ___1___ <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____

11. File is Used

Daily Weekly Monthly Annually

12. File Becomes Inactive After

___2___ Month(s) Year(s)
 Number

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

Maryland Department of Agriculture
 Pesticide Regulation Section, Room 500
 50 Harry S. Truman Parkway
 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 for three years, then destroy. Directives and other material relating to planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Hall of Records

19. Name and Title of Preparer Rebecca A. Poulin Secretary III	20. Telephone Number (410) 841-5710	21. Date January 9, 2009
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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
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 6 OF 12

1. Department/Agency

Agriculture

2. Division

Plant Protection and Pest Management

3. Unit

Pesticide Regulation Section

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

Inactive Business and Applicators

5. Earliest Year/Latest Year

2007 to 2008

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

Contain records of each business and/or applicator that has not renewed his/her license or certificate in any given year.

See Items 1 & 2 and 6 on DGS 550-1

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)
13 Computer Tape(s)
Number
 Other (specify) _____

10. Annual Accumulation

- File Drawer(s)
 Microfilm Reel(s)
9 Computer Tape(s)
Number
 Other (specify) _____

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- 2 Month(s) Year(s)
Number

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

Maryland Department of Agriculture
Pesticide Regulation Section, Room 527
50 Harry S. Truman Parkway
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 for two years, then destroy

19. Name and Title of Preparer

Rebecca A. Poulin
Secretary III

20. Telephone Number

(410) 841- 5710

21. Date

January 9, 2009

<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>7</u> OF <u>12</u></p>
<p>1. Department/Agency</p> <p style="text-align: center;">Agriculture</p>	<p>2. Division</p> <p style="text-align: center;">Plant Protection and Pest Management</p>	<p>3. Unit</p> <p style="text-align: center;">Pesticide Regulation Section</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</p> <p>Complaint Files</p>	<p>5. Earliest Year/Latest Year</p> <p style="text-align: center;"><u>2002</u> to <u>2009</u></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 complaints on pesticide misuse and pest inspections, as well as related correspondence and miscellaneous information pertaining to the investigation</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><u>11</u> <input type="checkbox"/> Computer Tape(s)</p> <p>Number</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><u>2</u> <input type="checkbox"/> Computer Tape(s)</p> <p>Number</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>1</u> <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>Number</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Maryland Department of Agriculture Pesticide Regulation Section, Room 555 & 504 50 Harry S. Truman Parkway Annapolis, MD 21401</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain until case is closed and for seven years thereafter, then destroy.</p>	
<p>19. Name and Title of Preparer</p> <p>Rebecca A. Poulin</p>	<p>20. Telephone Number</p> <p>(410) 841-5710</p>	<p>21. Date</p> <p>January 9, 2009</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>8</u> OF <u>12</u>	
1. Department/Agency Agriculture		2. Division Plant Protection and Pest Management		3. Unit Pesticide Regulation Section	
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 Examination Files				5. Earliest Year/Latest Year <u>2001</u> to <u>2009</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Applicants must achieve a score of 70% or better on the Core Examination and at least one category examination to be eligible to become certified Applications for Examinations (MDA-D-323) Initial and most recent examination letters Answer sheets for those individuals who have not been issued certification					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> 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) <u>15</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>2</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>N/A</u> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) Maryland Department of Agriculture Pesticide Regulation Section, Room 500 50 Harry S. Truman Parkway Annapolis, MD 21401			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input type="checkbox"/> Yes <input type="checkbox"/> No §10-617 (h) Annotated Code of Maryland			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Retain while actively pursuing certification, thereafter retain for one year, then destroy		
19. Name and Title of Preparer Rebecca A. Poulin Secretary III		20. Telephone Number (410) 841-5710		21. Date January 9, 2009	

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>9</u> OF <u>12</u>	
1. Department/Agency Agriculture		2. Division Plant Industries and Pest Management		3. Unit Pesticide Regulation Section	
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 Reference Files				5. Earliest Year/Latest Year __1990__ 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.) File is maintained as a library of reference material for informational purposes only					
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume	
<input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		<input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		<input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ ___3___ Number	
				10. Annual Accumulation	
				<input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ ___1___ Number	
11. File is Used			12. File Becomes Inactive After		
<input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			___N/A___ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Maryland Department of Agriculture Pesticide Regulation Section, Room 500 50 Harry S. Truman Parkway Annapolis, MD 21401			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))			16. Audit Requirements		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			Retain in office, screen regularly to destroy material that is superseded or has ceased to merit any reference value.		
19. Name and Title of Preparer		20. Telephone Number		21. Date	
Rebecca A. Poulin Secretary III		(410) 841-5710		January 9, 2009	

<p>1. Department/Agency</p> <p style="text-align: center;">Agriculture</p>	<p>2. Division</p> <p style="text-align: center;">Plant Protection & Pest Management</p>	<p>3. Unit</p> <p style="text-align: center;">Pesticide Regulation Section</p>
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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>4. Record Series Title</p> <p>Accounting Records</p>	<p>5. Earliest Year/Latest Year</p> <p style="text-align: center;">_2004_ to _2009_</p>
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Invoices and coding slips

Deposit tickets and refund documentation

Credit card statements

Maryland Fleet Operations and Management System forms (DBFP-FM-MFOMS)

Timesheets

<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><u>3</u> <input type="checkbox"/> Computer Tape(s)</p> <p>Number <input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><u>1</u> <input type="checkbox"/> Computer Tape(s)</p> <p>Number <input type="checkbox"/> Other (specify) _____</p>
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<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Number</p>
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<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Maryland Department of Agriculture</p> <p>Pesticide Regulation Section, Rooms 500, 527 & 555</p> <p>50 Harry S. Truman Parkway</p> <p>Annapolis, MD 21401</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
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<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>
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<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for five years and until all audit requirements have been fulfilled, then destroy</p>
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<p>19. Name and Title of Preparer</p> <p>Rebecca A. Poulin Secretary III</p>	<p>20. Telephone Number</p> <p>(410) 841-5710</p>	<p>21. Date</p> <p>January 9, 2009</p>
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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
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 11 OF 12

1. Department/Agency

Agriculture

2. Division

Plant Industries and Pest Management

3. Unit

Pesticide Regulation Section

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

Purchasing Records

5. Earliest Year/Latest Year

2004 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.)

Purchase Orders

Bid & contract acquisitions

Delivery receipts and packing slips

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)
7 Computer Tape(s)
Number
 Other (specify) _____

10. Annual Accumulation

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

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- 5 Month(s) Year(s)
Number

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

Maryland Department of Agriculture
Pesticide Regulation Section, Rooms 500, 527 & 555
50 Harry S. Truman Parkway
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 for five years and until all audit requirements have been fulfilled, then destroy

19. Name and Title of Preparer

Rebecca A. Poulin
Secretary III

20. Telephone Number

(410) 841-5710

21. Date

January 9, 2009

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 12 OF 12

1. Department/Agency

Agriculture

2. Division

Plant Industries and Pest Management

3. Unit

Pesticide Regulation Section

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

Sensitive Individual Files

5. Earliest Year/Latest Year

1987 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.)

Contains original application and renewal forms for individuals to be placed on the Chemically Sensitive Individual list.

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)
4
 Computer Tape(s)
Number
 Other (specify) _____

10. Annual Accumulation

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

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- 1
Number Month(s) Year(s)

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

Maryland Department of Agriculture
Pesticide Regulation Section, Rooms 500, 527, 555
50 Harry S. Truman Parkway
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

§ 10-617 (b) Annotated Code of Maryland

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 while active, then destroy after 5 years

19. Name and Title of Preparer

Rebecca A. Poulin
Secretary III

20. Telephone Number

(410) 841-5710

21. Date

January 13, 2009