

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

Schedule No. 2510

Page 1 of 2

Agency Maryland Department of the Environment
 Science Services Administration/ Public Health Division

Division/Unit

Item No.	Description	Retention
1.	<p>Supersedes schedule #2417.</p> <p>Annual Evaluation Reports These records are kept in bound books and are updated continuously. These records are essential in maintaining up-to-date information for each of Maryland's 68 shellfish harvesting areas and are used for information necessary for responding to actual or potential health-related problems in shellfish waters as related to public health. These are the records that are reviewed annually by the FDA. These records are part of the compliance component of the NSSP.</p>	<p>Records are updated on a continuous basis. As new information becomes available, pages are replaced so that only current information is kept. Records are replaced at least annually.</p>
2.	<p>Rainfall files These records are maintained for the conditional classifications of areas where waters are closed to shellfish harvesting for three days following rainfall accumulations of one inch or more. These records are kept in bound notebooks on a bookshelf. The records include rainfall information called in on a daily basis from volunteers throughout the State. These records also include bound notebooks of logs showing daily conditional area closures (or not). All of the records are reviewed annually by the FDA and are part of the compliance component of the NSSP.</p>	<p>Keep for 5 years, then destroy.</p>

Scheduled Approved by Department, Agency, or Division Representative.
 Date 12/11/08
 Signature Susan Douglas
 Typed Name Susan Douglas
 Title Records Management Coordinator

Schedule Authorized by State Archivist
 Date 4 Jun 09
 Signature Edward C. [unclear]

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

Schedule No 2510
Page 2 **of** 2

Agency Maryland Department of the Environment
 Science Services Administration/ Public Health Division

Division/Unit

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

1. DEPARTMENT/AGENCY
 Environment

2. DIVISION
 Sciences Services Administration

3. UNIT
 Public Health Division.

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE
 Annual Evaluation Reports

5. EARLIEST YEAR / LATEST YEAR

1960 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).
 These records are kept in bound books and are updated continuously. These records are essential in maintaining up-to-date information for each of Maryland's 68 shellfish harvesting areas and are used for information necessary for responding to actual or potential health-related problems in shellfish waters as related to public health. These are the records that are reviewed annually by the FDA. These records are part of the compliance component of the NSSP.

Function: Files are reviewed annually by the FDA (federal Food and Drug Administration) under the NSSP for compliance review. In addition, MDE keeps official files for use by the DNR Natural Resources Police when enforcing laws related to shellfish harvesting from areas that MDE closes.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify)

9. VOLUME

File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (Specify) -Boxes
 10
 Number

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

1 Month(s) 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)

Yes No

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes -Reports and historical files have a number designating a map and section showing 68 harvesting areas, and are filed by that number.
 No - other files are alphabetical or chronological.

RECOMMENDED RETENTION

Annual Evaluation Reports -Updated on an on-going basis. Individual pages are replaced as new data is available.

19. NAME AND TITLE OF PREPARER
 Kathy Brohawn, Env Program Manager I

20. TELEPHONE NUMBER
 410.537.3608

21. DATE
 12/11/2008

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
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AGENCY RECORDS INVENTORY

Page 2 Of 5

1. **DEPARTMENT/AGENCY**
Environment

2. **DIVISION**
Science Services Administration

3. **UNIT**
Public Health Division.

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE**
Rainfall Files

5. **EARLIEST YEAR / LATEST YEAR**

1960 TO Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). These records are maintained for the conditional classifications of areas where waters are closed to shellfish harvesting for three days following rainfall accumulations of one inch or more. These records are kept in bound notebooks on a bookshelf. The records include rainfall information called in on a daily basis from volunteers throughout the state. These records also include bound notebooks of logs showing daily conditional area closures (or not). All of the records are reviewed annually by the FDA and are part of the compliance component of the NSSP.

Function: Files are reviewed annually by the FDA (Federal Food and Drug Administration) under the NSSP for compliance review. In addition, MDE keeps official files for use by the DNR Natural Resources Police when enforcing laws related to shellfish harvesting from areas that MDE closes.

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

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

8. **RECORD SERIES SEQUENCE**

X Alphabetical
X Numerical
X Chronological
Geographical
Other (Specify)

9. **VOLUME**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify) -Boxes
10
Number

10. **ANNUAL ACCUMULATION**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
10
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 Shoreline survey files only -Local Health Departments 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)

X Yes -Reports and historical files have a number designating a map and section showing 68 harvesting areas, and are filed by that number.
X No - other files are alphabetical or chronological.

RECOMMENDED RETENTION

Rainfall files -5 years, then destroy.

19. **NAME AND TITLE OF PREPARER**

Kathy Brohawn, Env. Program Manager I

20. **TELEPHONE NUMBER**

410.537.3608

21. **DATE**

12/11/2008

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

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1. **DEPARTMENT/AGENCY**
Environment

2. **DIVISION**
Science Services Adm.

3. **UNIT**
Public Health Division.

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. **RECORDS SERIES TITLE**
Detailed Shoreline Survey Files

5. **EARLIEST YEAR / LATEST YEAR**

1960 TO Present

6. **RECORD SERIES DESCRIPTION** (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).
These files represent the field surveys conducted as part of the NSSP. Each letter size file folder represents one survey area. Shoreline surveys are conducted for every area every 5 to 7 years. Only the current information is kept on file. A copy of each shoreline survey is sent to local health departments. These records are part of the compliance component of the NSSP.

Function: Files are reviewed annually by the FDA (federal Food and Drug Administration) under the NSSP for compliance review. In addition, MDE keeps official files for use by the DNR Natural Resources Police when enforcing laws related to shellfish harvesting from areas that MDE closes.

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

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

8. **RECORD SERIES SEQUENCE**

X Alphabetical
X Numerical
X Chronological
Geographical
Other (Specify)

9. **VOLUME**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify) -Boxes
10
Number

10. **ANNUAL ACCUMULATION**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
10
Number

11. **FILE IS USED**

X Daily Weekly Monthly

12. **FILE BECOMES INACTIVE AFTER**

5-7 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 Shoreline survey files only -Local Health Departments 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)

X Yes -Reports and historical files have a number designating a map and section showing 68 harvesting areas, and are filed by that number.
X No - other files are alphabetical or chronological.

RECOMMENDED RETENTION

Shoreline survey files -retain current information only; once a new survey of the same area is conducted (5-7 years), destroy old files.

19. **NAME AND TITLE OF PREPARER**
Kathy Brohawn Env. Program Manager 1

20. **TELEPHONE NUMBER**
410.537.3608

21. **DATE**
12/11/2008

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
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
 Environment

2. DIVISION
 Science Services Administration

3. UNIT
 Public Health Division

DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORDS SERIES TITLE
 Shellfish Orders

5. EARLIEST YEAR / LATEST YEAR

1960 TO Present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).
 These files are letter-sized folders kept in chronological order documenting areas open or closed to shellfish harvesting. They are legal documents that have been used in court cases as evidence of illegal harvesting activities. These files also document the number of acres open or closed to shellfish harvesting over time. Maintaining historical records with these files demonstrates trends in shellfish water quality, which is used in a variety of ways, such as MFR goal reporting. These records are part of the compliance component of the NSSP.

Function: Files are reviewed annually by the FDA (federal Food and Drug Administration) under the NSSP for compliance review. In addition, MDE keeps official files for use by the DNR Natural Resources Police when enforcing laws related to shellfish harvesting from areas that MDE closes.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

Alphabetical
 Numerical
 Chronological
 Geographical
 Other (Specify)

9. VOLUME

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

 10
 Number

10. ANNUAL ACCUMULATION

File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (Specify)

 10
 Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Month(s) 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)

Yes No

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

Yes No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes -Reports and historical files have a number designating a map and section showing 68 harvesting areas, and are filed by that number.
 No - other files are alphabetical or chronological.

RECOMMENDED RETENTION

Shellfish orders are kept permanently, and transfer ed to the State Archives periodically.

19. NAME AND TITLE OF PREPARER
 Kathy Brohawn, Env. Program Manager I

20. TELEPHONE NUMBER
 410.537.3608

21. DATE
 12/11/2008

