

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

Schedule No. 2511

Page 1 of 1

Agency Maryland Department of the Environment
 Science Services Administration / Field Evaluation Division

Division/Unit

| Item No. | Description | Retention |
|----------|---|---|
| 1. | <p>Supersedes schedule #2419. Item # 7</p> <p>Fish Kill (Web site and Annapolis field office computer, 2007-present report on shared drive)</p> <p>These records include: (1) investigations of fish kill incidents data base and annual reports; (2) long term trend data base (1989 -present); and (3) annual fish kill summary reports (hard copies, 1984 -present in Annapolis field office).</p> | <p>Retain permanently and transfer periodically to the State Archives in accordance with Archives Rules and Regulations for Electronic Records.</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 [Signature]

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 1

1. DEPARTMENT/AGENCY
 Environment

2. DIVISION
 Science Services Administration

3. UNIT
 Field Evaluation 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
 Fish Kill (Web site and Annapolis field office computer, 2007 - present report on shared drive))

5. EARLIEST YEAR / LATEST YEAR
 1984 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 include: (1) investigations of fish kill incidents data base and annual reports; (2) long term trend data base (1989 - present); and (3) annual fish kill summary reports (hard copies, 1984 -present in Annapolis field office.)

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm
 Legal Size Computer Tape
 Bound Book Floppy Disk
 Audio Tape Video Tape
 X Other (Specify) -Records kept on hard drive of computer.

8. RECORD SERIES SEQUENCE

Alphabetical
 Numerical
 Chronological
 Geographical
 X Other (Specify)

9. VOLUME

File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (Specify) Web site and shared drive
 1
 Number

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

X Daily Weekly X Monthly

12. FILE BECOMES INACTIVE AFTER

 Number Month(s) Year(s)

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 X No

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

Yes X No

16. AUDIT REQUIREMENTS

X None State Federal Independent

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

Yes X No

RECOMMENDED RETENTION

Retain permanently, and transfer periodically to the State Archives in accordance with Archives Rules and Regulations for Electronic Records.

19. NAME AND TITLE OF PREPARER
 Charles Poukish EPMI

20. TELEPHONE NUMBER
 410.537-4434

21. DATE
 12/10/08