

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

Schedule No. **2544**
 Page **1** of **1**

Agency: Science Services Administration/ Environmental Assessment and Standards Program
 Division/Unit:

| Item No. | Description | Retention |
|----------|---|------------------------------------|
| 1. | <p>Supersedes Schedule #2270 Item 3 (to separate State laws from the Federal laws)</p> <p>Worker Right to Know – MD Files</p> <p>Chemical Information Lists and Material Safety Data Sheets (MSDS). The Labor and Employment Article, Title 5, Subtitle 4, and Environment Article, Title 6, Subtitle 5 requires all employers in the State to compile and maintain a chemical information list that contains the common name, chemical name, and work area for each hazardous chemical used or stored in the workplace. It also requires employers to collect MSDS for these substances. These and other requirements of the law help to foster safe communities and provide for a safe and healthful working environment for Maryland citizens.</p> <p>A copy of the completed chemical information list, arranged by common name, in alphabetical order, must be submitted to MDE. Chemical lists must be revised, re-alphabetized, and resubmitted to MDE every two years. MDE is required to provide access to chemical information lists to the following:</p> <ul style="list-style-type: none"> A person who provides fire, ambulance, or rescue service for the appropriate geographic area. A nurse, physician, or physician assistant who is treating an individual in a medical emergency. A former employee of an inactive employer. The Maryland Commissioner of Labor and Industry. An independent contractor or employer performing work in Maryland. Any environmental organization that is in the State of Maryland. Any civic or consumer organization that is in the State of Maryland. Any individual who lives in a local community where a business stores, produces, or locates hazardous or toxic chemicals. Any individual who lives in the nearest local community to a business that stores, produces, or locates hazardous or toxic chemicals. <p>Maryland is required by Section 6-503 of the Environment Article, to maintain all chemical information lists submitted to the Department for 40 years.</p> | Retain for 40 years, then destroy. |

Scheduled Approved by Department, Agency, or Division Representative.
 Date 4-12-10
 Signature Susan Douglas
 Typed Name Susan Douglas
 Title: Records Management Coordinator

Schedule Authorized by State Archivist
 Date 18 May 10
 Signature [Handwritten 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
 Maryland Department of ;the Environment

2. DIVISION
 Science Services Administration

3. UNIT
 Environmental Assessment &
 Standards 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
 Worker Right to Know -MD Files

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).
 Chemical Information Lists and Material Safety Data Sheets (MSDS).
 The Labor and Employment Article, Title 5, Subtitle 4, and Environment Article, Title 6, Subtitle 5 requires all employers in the State to compile and maintain a chemical information list that contains the common name, chemical name, and work area for each hazardous chemical used or stored In the workplace. It also requires employers to collect MSDS for these substances. These and other requirements of the law help to foster safe communities and provide for a safe and healthful working environment for Maryland citizens.
 A copy of the completed chemical information list, arranged by common name, in alphabetical order, must be submitted to MDE. Chemical liosts must be revised, re-alphabetized, and resubmitted to MDE every two years. MDE is required to provide access to chemical information lists to the following:
 A person who provides fire, ambulance, or rescue service for the appropriate geographic area.
 A nurse, physician, or physician assistant who is treating an individual in a medical emergency.
 A former employee of an inactive employer.
 The Maryland Commissioner of Labor and Industry.
 An independent contractor or employer performing work in Maryland.
 Any environmental organization that is in the State of Maryland.
 Any civic or consumer organization that is in the State of Maryland.
 Any individual who lives in a local community where a business stores, produces, or locates hazardous or toxic chemicals.
 Any individual who lives in the nearest local community to a business that stores, produces, or locates hazardous or toxic chemicals.
 Maryland is required by Section 6-503 of the Environment Article, to maintain all chemical information lists submitted to the Department for 40 years.

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) -
13 -high density File Cases
 with 78 total shelves

10. ANNUAL ACCUMULATION

File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (Specify) - **High Density File Cases with 6 shelves**

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

40 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 -The Labor and Employment Article, Title 5, Subtitle 4, and Environment Article, Title 6, Subtitle 5
 No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes -in a MicroSoft Access database. No

RECOMMENDED RETENTION

Retain for 40 years, then destroy.

19. NAME AND TITLE OF PREPARER
 A. Balram, MDRTK Coordinator

20. TELEPHONE NUMBER
 410.537.3446

21. DATE
 04/05/2010