

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

Schedule No. **2553**

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Agency: MD Dept. of the Environment

Division/Unit: ARMA/Air Quality Permits Program

Item No.	Description	Retention
1.0	<p>This schedule supersedes Schedule No. 2173A1 dated July 26, 2002.</p> <p>Permits to Construct, State Permits to Operate Consists of applications, issued permits, supporting documentation including Permit to Operate Logs, fee revenue records, miscellaneous correspondence not maintained in the Premises Files</p>	<p>1.0 Retain paper records for 5 years. Transfer paper records to State Records Center for 15 years then destroy. Screen electronic records annually and destroy those records no longer needed then destroy.</p>

Scheduled Approved by Department, Agency, or Division Representative. 3/18/11
 Date _____
 Signature *Karen A. Brown*
 Typed Name _____
 Title _____

Schedule Authorized by State Archivist
 Date 24 Mar 2011
 Signature *Edward C. Gwynne*

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Agency: MD Dept. of the Environment

Division/Unit: Air and Radiation Management
Administration/Air Quality Permits
Program

Item No.	Description	Retention
2.0	CPCN documents- Certificates of Public Convenience and Necessity issued by the Public Service Commission. Consists of applications, CPCN documents, support documents such as Environmental Review documents and Letters of Recommendations and may contain other correspondence.	2.0 Retain in ARMA Permits file for 5 years in paper form. Transfer paper records to State Records Center for 15 years then destroy. Screen electronic records annually and destroy when no longer needed.

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RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Agency: MD Dept. of the Environment

Division/Unit: Air and Radiation Management
Administration/Air Quality Permits
Program

Item No.	Description	Retention
3.0	Part 70/ Title V Operating Permits Files- Consists of applications, signed and issued permits, supporting documents, newspaper affidavits, miscellaneous documents and may have correspondence.	3.0 Retain in ARMA Title V file for 10 years in paper form. Transfer paper records to State Records Center for 15 years then destroy. Retain electronic records in ARMA Permits until no longer needed then destroy.

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Schedule No. 2553

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Agency: MD Dept. of the Environment.

Division/Unit: Air and Radiation Management
Administration/Air Quality Permits
Program

Item No.	Description	Retention
4.0	Administrative Procedures Act Files – Consists of newspaper publication affidavits, written comments, hearing transcripts and may have correspondence.	4.0 Retain in ARMA Permits file for 5 years or longer as needed, then destroy.

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

Schedule No. 2553

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Agency MD Dept. of the Environment

Division/Unit Air and Radiation Management
Administration (ARMA)/Air Quality
Permits Program

Item No.	Description	Retention
5.0	<p>Acid Rain Permits File-</p> <p>Consists of applications, signed issued permit and support documentation.</p>	<p>5.0 Retain in ARMA permits files in paper for 5 years or until renewal, whichever is later then destroy. Retain electronic files until no longer needed then destroy.</p>

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

Schedule No. 2553

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Agency MD Dept. of the Environment

Division/Unit Air and Radiation Management
Administration (ARMA)/Air Quality
Permits Program

Item No.	Description	Retention
6.0	General Correspondence- Consists of copies of letters, and other documents pertaining to program activities.	6.0 Screen every 5 years and transfer to State Records Center for 15 years any correspondence related to litigation. Destroy remainder.

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

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Agency: MD Dept. of the Environment

Division/Unit: Air and Radiation Management
Administration/Air Quality Permits
Program

Item No.	Description	Retention
7.0	<p>Prevention of Significant Deterioration Permits Files –</p> <p>Consists of permit applications, signed issued permits and supporting documentation and may contain correspondence.</p>	<p>7.0 Retain in paper form in ARMA Permit files for 5 years. Transfer paper records to State Records Center for 15 years then destroy. Retain electronic records in ARMA until no longer needed, then destroy.</p>

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

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Agency: MD Dept. of the Environment

Division/Unit: Air and Radiation Management
Administration/Air Quality Permits
Program

Item No.	Description	Retention
8.0	New Source Review files- Consists of applications, signed issued permits, supporting documents and may include correspondence related to Attainment New Source Review and Non-Attainment New Source Review permits.	8.0 Retain in ARMA permit files for 5 years in paper form. Transfer paper documents to State Records Center for 15 years then destroy. Retain electronic documents in ARMA permits until no longer needed then destroy.

1. DEPARTMENT/AGENCY MDE	2. DIVISION Air and Radiation Management Administration	3. UNIT: AIR QUALITY PERMITS PROGRAM
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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 1.0 Permits to Construct, State Permits to Operate	5. EARLIEST YEAR / LATEST YEAR 1969 to present
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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).

Consists of State Permit to Operate permits and applications, logs and other support documentation, Permit to Construct permits, applications and other support documentation, fee revenue records, correspondence and other support Documentation.

7. RECORD SERIES FORMAT(S) Letter Size <input checked="" type="checkbox"/> Microfilm Legal Size <input checked="" type="checkbox"/> Computer Tape Bound Book <input checked="" type="checkbox"/> Floppy Disk Audio Tape Video Tape Other (Specify)	8. RECORD SERIES SEQUENCE Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (Specify)	9. VOLUME <table style="width:100%; border: none;"> <tr> <td style="text-align: center;">Included in Premises Files</td> <td style="text-align: center;">File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)</td> </tr> <tr> <td style="text-align: center;">_____</td> <td></td> </tr> <tr> <td style="text-align: center;">Number</td> <td></td> </tr> </table> <hr/> 10. ANNUAL ACCUMULATION <table style="width:100%; border: none;"> <tr> <td style="text-align: center;">Included in Premises</td> <td style="text-align: center;">File Drawer(s) Microfilm Reel(s) Computer Tapes(s) Other (Specify)</td> </tr> <tr> <td style="text-align: center;">_____</td> <td></td> </tr> <tr> <td style="text-align: center;">Number</td> <td></td> </tr> </table>	Included in Premises Files	File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)	_____		Number		Included in Premises	File Drawer(s) Microfilm Reel(s) Computer Tapes(s) Other (Specify)	_____		Number	
Included in Premises Files	File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)													

Number														
Included in Premises	File Drawer(s) Microfilm Reel(s) Computer Tapes(s) Other (Specify)													

Number														

11. FILE IS USED Daily <input checked="" type="checkbox"/> Weekly Monthly	12. FILE BECOMES INACTIVE AFTER (the site no longer has registered equipment, the business is sold, or the business on site closes) _____ Month(s) Year(s) Number
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, 7 th flr., Rm. 7320-7329	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> No (Same information in various databases)
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15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes No <input checked="" type="checkbox"/>	16. AUDIT REQUIREMENTS None State <input checked="" type="checkbox"/> Federal Independent
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes By County and sequential number of registration	RECOMMENDED RETENTION -Retain paper records for 5 years in ARMA. Transfer paper records to State Records Center for 15 years then destroy. Retain electronic records in ARMA until no longer needed then destroy.
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19. NAME AND TITLE OF PREPARER Shannon Heafey, Administrator II/ Karen Irons, Program Administrator	20. TELEPHONE NUMBER 410-537-3230	21. DATE March 18, 2011
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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	AGENCY RECORDS INVENTORY Page 2 of 8
1. DEPARTMENT/AGENCY MD DEPT OF THE ENV.	2. DIVISION Air and Radiation Management Administration	3. UNIT AIR QUALITY PERMITS 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 2.0 Certificates of Public Convenience and Necessity (CPCN)		5. EARLIEST YEAR / LATEST YEAR 1970 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). Consists of Certificates of Public Convenience and Necessity (CPCN), issued by the Public Service Commission, applications, support documentation such as Environmental Review Documents and Letters of Recommendations, data requests, and miscellaneous correspondence.		
7. RECORD SERIES FORMAT(S) Letter Size <input checked="" type="checkbox"/> Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)	8. RECORD SERIES SEQUENCE Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (Specify)	9. VOLUME File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number (Final CPCN included with Premises File) 10. ANNUAL ACCUMULATION File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number (CPCN included in premises file)
11. FILE IS USED Daily Weekly Monthly <input checked="" type="checkbox"/> Annually <input checked="" type="checkbox"/>	12. FILE BECOMES INACTIVE AFTER (the premises no longer has registered equipment) _____ Number Month(s) Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, Air Quality Permits Program, 7th flr.	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes MD Public Service Commission No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes No <input checked="" type="checkbox"/>	16. AUDIT REQUIREMENTS None State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes PSC CASO Number No	RECOMMENDED RETENTION Retain in ARMA Permits files for 5 years in paper form. Transfer to State Records Center for 15 years then destroy. Retain electronic records in ARMA Permits until no longer needed, then destroy.	
19. NAME AND TITLE OF PREPARER Shannon Heafey, Administrator II/ Karen Irons, Program Administrator	20. TELEPHONE NUMBER 410-537-3230	21. DATE March 18, 2011

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: MDE

2. DIVISION : Air and Radiation Management Administration

3. UNIT: AIR QUALITY PERMITS 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

3.0 Part 70 Title V Operating Permits

5. EARLIEST YEAR / LATEST YEAR

1996 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).

Consists of Title V applications, permits, support documentation such as newspaper notice affidavits of publication, and miscellaneous correspondence.

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

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER (the site no longer has registered equipment, the business is sold or the business or site closes)

Number _____ Month(s) _____ Year(s) _____

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

MDE, 7th flr., Rm. #7320-7329

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes No- some information is saved in databases and in Premises File

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

Yes Confidential Information No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes by state (EPA driven) and premises registration number
No

RECOMMENDED RETENTION: Retain in ARMA Permits files for 10 years in paper form. Transfer paper records to State Records Center for 15 years then destroy. Retain electronic records in ARMA until no longer needed, then destroy.

19. NAME AND TITLE OF PREPARER

Shannon Heafey, Administrator II/ Karen Irons, Program Administrator

20. TELEPHONE NUMBER

410-537-3230

21. DATE

March 18, 2011

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 MDE

2. DIVISION : Air and Radiation Management Administration

3. UNIT: AIR QUALITY PERMITS 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

4.0 Administrative Procedures Act Files

5. EARLIEST YEAR / LATEST YEAR

1988 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).

Consists of newspaper publication affidavits, written comments, hearings transcripts and miscellaneous correspondence.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

Alphabetical
Numerical
Chronological
Geographical
Other (Specify)

9. VOLUME

4
Number
File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)

10. ANNUAL ACCUMULATION

15
Number
File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER: 5 years

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

MDE, 7th floor, Room #7320-7329

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 index by alpha. then chron.
No

RECOMMENDED RETENTION

Files retained in ARMA for 5 years or longer as needed, then destroy.

19. NAME AND TITLE OF PREPARER

Shannon Heafey, Administrator II/ Karen Irons, Program Administrator

20. TELEPHONE NUMBER

410-537-3230

21. DATE

March 18, 2011

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 5 of 8
1. DEPARTMENT/AGENCY MD DEPT. OF THE ENV.	2. DIVISION Air and Radiation Management Administration	3. UNIT AIR QUALITY PERMITS 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 5.0 Acid Rain Permits		5. EARLIEST YEAR / LATEST YEAR 1996 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). Consists of Acid Rain Permits, applications, supporting documentation and miscellaneous correspondence.		
7. RECORD SERIES FORMAT(S) Letter Size <input checked="" type="checkbox"/> Microfilm Legal Size Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)	8. RECORD SERIES SEQUENCE Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (Specify)	9. VOLUME File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ retained in Title V files Number 10. ANNUAL ACCUMULATION 1-2 File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) _____ Number
11. FILE IS USED Daily Weekly Monthly Annually <input checked="" type="checkbox"/>	12. FILE BECOMES INACTIVE AFTER (the site no longer has affected units, the business is sold or the business or site closes) _____ Month(s) Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, 7 th floor, Room #7320	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes At EPA Region III No	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes No <input checked="" type="checkbox"/>	16. AUDIT REQUIREMENTS None State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes <input checked="" type="checkbox"/> (follows Title V Permits numbers) No	RECOMMENDED RETENTION: Retain in ARMA permits files for 5 years or until renewal then destroy. Retain electronic files until no longer needed then destroy.	
19. NAME AND TITLE OF PREPARER Shannon Heafey, Administrator II/ Karen Irons, Program Administrator	20. TELEPHONE NUMBER 410-537-3230	21. DATE March 18, 2011

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 MDE	2. DIVISION : Air and Radiation Management Administration	3. UNIT: AIR QUALITY PERMITS PROGRAM
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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 6.0 General Correspondence	5. EARLIEST YEAR / LATEST YEAR 1969 to present
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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).

Consists of letters and other documents pertaining to ARMA Permits Program activities.

7. RECORD SERIES FORMAT(S) Letter Size <input checked="" type="checkbox"/> Microfilm Legal Size <input checked="" type="checkbox"/> Computer Tape Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)	8. RECORD SERIES SEQUENCE Alphabetical <input checked="" type="checkbox"/> Numerical Chronological <input checked="" type="checkbox"/> Geographical Other (Specify)	9. VOLUME 5 File Drawer(s) Microfilm Reel(s) Computer Tape(s) _____ Other (Specify) (also in Premises File Number)
		10. ANNUAL ACCUMULATION varies File Drawer(s) Microfilm Reel(s) Computer Tapes(s) Number Other (Specify)

11. FILE IS USED Daily <input checked="" type="checkbox"/> Weekly Monthly	12. FILE BECOMES INACTIVE AFTER (the site no longer has registered equipment, the business is sold, or the business on site closes). _____ Month(s) Year(s) Number
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13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, 7 th fl., Rm. 7320-7329	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input checked="" type="checkbox"/> Premises Files No
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15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes No <input checked="" type="checkbox"/>	16. AUDIT REQUIREMENTS None State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent
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17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes By County and sequential number of registration ; some by author.	RECOMMENDED RETENTION -Retain for 5 years then review and destroy those no longer needed.
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19. NAME AND TITLE OF PREPARER Shannon Heafey, Administrator II/ Karen Irons, Program Administrator	20. TELEPHONE NUMBER 410-537-3230	21. DATE March 18, 2011
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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	AGENCY RECORDS INVENTORY Page 8 of 8
1. DEPARTMENT/AGENCY MDE	2. DIVISION : Air and Radiation Management Administration	3. UNIT: AIR QUALITY PERMITS 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 8.0 New Source Review Permits (NSR)		5. EARLIEST YEAR / LATEST YEAR 1980 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). Consists of New Source Review (NSR) permit applications, permits and supporting documentation such as emissions control plans.		
7. RECORD SERIES FORMAT(S) Letter Size <input checked="" type="checkbox"/> Microfilm Legal Size <input type="checkbox"/> Computer Tape Bound Book <input type="checkbox"/> Floppy Disk Audio Tape <input type="checkbox"/> Video Tape Other (Specify) <input type="checkbox"/>	8. RECORD SERIES SEQUENCE Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) <input type="checkbox"/>	9. VOLUME 1 File Drawer(s) Microfilm Reel(s) Computer Tape(s) _____ Other (Specify) Number
11. FILE IS USED Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/>	12. FILE BECOMES INACTIVE AFTER (the site no longer has registered equipment, the business is sold, or the business on site closes). _____ Month(s) Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) MDE, 7 th floor, Room 7320-7329	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes <input type="checkbox"/> X No (Some info. saved in databases)	
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	16. AUDIT REQUIREMENTS None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent <input type="checkbox"/>	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes By County and sequential number of registration	RECOMMENDED RETENTION -Retain in paper form in ARMA Permits files for 5 years. Transfer paper records to State Records Center for 15 years then destroy. Retain electro records until no longer needed, then destroy.	
19. NAME AND TITLE OF PREPARER Shannon Heafey, Administrator II/ Karen Irons, Program Administrator	20. TELEPHONE NUMBER 410-537-3230	21. DATE March 18, 2011