

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

Schedule No. 2554

Page 1 of 6

Agency: Maryland Department of the Environment / Air & Radiation Management Administration (MDE/ARMA)  
 Division/Unit: Air Quality Compliance Program (AQCP)

Item No.	Description	Retention
	<b>THIS SCHEDULE SUPERCEDES SCHEDULE 1635-A1 DATED NOVEMBER 6, 2001 AND SCHEDULE 2176 DATED DECEMBER 14, 2001 AND SCHEDULE AMENDMENT 2167-A1 DATED JANUARY 8, 2002.</b>	
1.0	<b>Air Pollution Complaint Records</b> -hard copy forms containing information/data on complaints received by the AQCP.	Retain in office ten (10) years, and then destroy.
2.0	<b>Consent Orders</b> -original orders/agreements/ settlements/enforcement documents signed between MDE/ARMA and regulated companies/facilities/individuals.	Retain in office until no longer needed, and then destroy.
3.0	<b>Public Information Act Requests</b> -hard copy requests received by MDE/ARMA, response letters, and invoices, if applicable.	Retain in office for one (1) year, and then destroy.
4.0	<b>Report of Excess Emissions</b> -hard copy forms containing information/data reported by regulated facilities reporting excess emissions during malfunction of equipment.	Retain in office ten (10) years, and then destroy.
5.0	<b>Enforcement &amp; Compliance Activities</b> -general and period reports, summaries, and correspondence, including to and from EPA, State and local agencies on compliance and enforcement activities.	Screen every 3 years and transfer to the Maryland State Archives for permanent retention any materials having administrative, legal, or historical value that serves to document the origin, development, functions, and accomplishments of the agency. Destroy any remaining material.

Scheduled Approved by Department, Agency, or Division Representative.

Date 3-31-11  
 Signature Frank Courtright  
 Typed Name Frank Courtright  
 Title Program Manager

Schedule Authorized by State Archivist

Date 14 April 11  
 Signature Edward C. Longman

DEPARTMENT OF GENERAL SERVICES  
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Agency: Maryland Department of the Environment / Air & Radiation Management Administration (MDE/ARMA)  
 Division/Unit: Air Quality Compliance Program (AQCP)

Item No.	Description	Retention
6.0	<b>Administrative Records</b> -AQCP fiscal records, requisitions, budget data, personnel records, timesheets, Performance Evaluations, Managing For Results data, and miscellaneous correspondence & memos	Screen every 3 years and transfer to the Maryland State Archives for permanent retention any materials having administrative, legal, or historical value that serves to document the origin, development, functions, and accomplishments of the agency. Destroy any remaining material.
7.0	<b>Premises files</b> – Hard copy files for each business, Agency, or facility which has emission producing equipment. Each file contains technical and legal documents, and may have correspondence, permits, site plans, maps, material safety data sheets, applications, complaint forms, inspection reports, notices of violation, enforcement actions, control equipment information, emission reports and other associated material.	Screen every 3 years and transfer to the Maryland State Archives for permanent retention any materials having administrative, legal, or historical value that serves to document the origin, development, functions, and accomplishments of the agency. Transfer any remaining material to State Records Center for storage for twenty-five (25) years, and then destroy.
8.0	<b>County General files</b> – Hard copy files consisting of information, inspection and observation reports and associated complaints and complaint copies that are received in ARMA but at the time of receipt are not related to a registered or permitted premises.	Screen every 3 years and transfer to the Maryland State Archives for permanent retention any materials having administrative, legal, or historical value that serves to document the origin, development, functions, and accomplishments of the agency. Destroy any remaining material.

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Agency MDE/ARMA Division/Unit Air Quality Compliance Program (AQCP)

Item No.	Description	Retention
<b>Records pertaining to the Asbestos Division</b>		
9.0	<b>School Asbestos Occupations Training Files</b> - Records consist of lists of persons trained in school asbestos occupations, and include photo I.D.'s, training provider applications, correspondence, etc.	Retain in office five (5) years then destroy.
10.0	<b>Asbestos Oversight Committee</b> - Records consist of historical documentation of the functions of the Governor's Asbestos Oversight Committee established by Executive Order .01.01.1987.23 including: minutes, asbestos management planning and asbestos hazard abatement budgeting.	Permanent. Transfer every three (3) years to the Maryland State Archives.
11.0	<b>General</b> - Material concerning asbestos removal sources and programs. Also, contains applicable correspondence, memoranda, reports	Retain in office for (5) five years, and then destroy.
12.0	<b>Roadway/Construction</b> - Reports, correspondence, memos concerning natural asbestos content, etc.	Retain in office until superseded or no longer needed, and then destroy
13.0	<b>Demolition</b> - Records pertaining to enforcement and related activities, including asbestos removal techniques, violations, correspondence, reports, memos, regulation development, etc.	Retain in office five (5) years then destroy.
14.0	<b>Renovation</b> - Records pertaining to enforcement and related activities, including asbestos removal techniques, violations, correspondence, reports, memos, regulation development, etc.	Retain in office five (5) years then destroy.
15.0	<b>Regulation Development</b> - Background information, justifications, drafts. etc.	Retain in office five (5) years; transfer to State Records Center for an additional five (5) years; then destroy.
16.0	<b>Contractor's License Files</b> - Original applications, license copies, worksheets, penalties, corporate records, etc.	Retain in office five (5) years then destroy.

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Agency MDE/ARMA Division/Unit Air Quality Compliance Program (AQCP)

Item No.	Description	Retention
17.0	<b>Asbestos Training Records</b> - Reports, correspondence, course development, certifications, training manuals, audiovisual material, attendance data, examinations and summaries, etc.	Retain in office five (5) years, then destroy.
18.0	<b>Administrative Records</b> - Contract solicitation, bids and agreements, correspondence, memos, reports, etc., budget information and requisitions, etc., personnel files including policies, procedures, performance evaluations, etc.	Screen every 3 years and transfer to the Maryland State Archives for permanent retention any material having any administrative, legal or historical value that serves to document the origin, development, functions, and accomplishments of the agency. Destroy any remaining material.
19.0	<b>Enforcement &amp; Compliance Activities</b> – general and period reports summaries and correspondence, including to and from EPA, and correspondence on compliance and enforcement activities.	Screen every 3 years and transfer to the Maryland State Archives for permanent retention any material having any administrative, legal or historical value that serves to document the origin, development, functions, and accomplishments of the agency. Destroy any remaining material.
20.0	<b>Consent Orders</b> - original orders/agreements/settlements/enforcement documents signed between MDE/ARMA and regulated companies/facilities/individuals	Retain in office until superseded or no longer needed, and then destroy.
21.0	<b>Electronic Records - Asbestos Division Asbestos Compliance Tracking System (ACTS) Database</b> – database that contains all of the notification information and enforcement and compliance information for asbestos project notifications.	Continuously in use and subject to daily changes and additions. Retain until no longer needed.
22.0	<b>Asbestos Licensing Database</b> – database that contains all of the administrative information concerning licensed asbestos contractors.	Continuously in use and subject to daily changes and additions. Retain until no longer needed.
23.0	<b>Training Provider and Photo ID Databases</b> – databases that contain all of the information in regards to the training providers and the photo ids that are issued.	Continuously in use and subject to daily changes and additions. Retain until no longer needed.
24.0	<b>Enforcement &amp; Compliance Databases</b> – database tables containing all identifying and information concerning enforcement and compliance activities, such as inspections, consent orders issued, corrective orders issued, notices of violations issued, civil penalties, compliance assistance actions and other enforcement/compliance related activities.	Continuously in use and subject to daily changes and additions. Retain until no longer needed.

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Agency: Maryland Department of the Environment / Air & Radiation Management Administration ( MDE/ARMA)  
 Division/Unit: Air Quality Compliance Program (AQCP)

Item No.	Description	Retention
<b>ELECTRONIC RECORDS</b>		
25.0	<b>Air Pollution Complaint Database</b> -database table containing all identifying and reporting information concerning air pollution complaints received by ARMA.	Continuously in use and subject to daily changes and additions. Retain until no longer needed.
26.0	<b>Report of Excess Emissions/Malfunction Reports</b> -database table containing all identifying and reporting information concerning excess emissions reported by facilities during malfunction of equipment.	Continuously in use and subject to daily updates and queries. Retain until no longer needed.
27.0	<b>Enforcement and Compliance Databases</b> -database tables containing all identifying and reporting information concerning enforcement and compliance activities such as inspections, annual emission certification reports, consent orders issued, corrective orders issued, notices of violation issued, civil penalties, compliance assistance actions and High Priority Violators, and other enforcement/compliance related activities.	Continuously in use and subject to daily updates and queries. Retain until no longer needed.
28.0	<b>Budget Accounting</b> -database tables containing the current FY budget accounting records for the AQCP including appropriation, spending and balance records	Continuously in use and subject to daily updates and queries. Retain until superseded or no longer needed.
29.0	<b>ARMA Closed Records</b> - Two databases containing data on all closed premises files	Continuously in use for updates and changes. Retain until superseded.

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Agency: Maryland Department of the Environment / Air & Radiation Management Administration (MDE/ARMA)  
Division/Unit: Air Quality Compliance Program (AQCP)

Item No.	Description	Retention
30.0	<p><b>ELECTRONIC RECORDS</b></p> <p><b>Premises and Emissions database (PEMIS)</b> – Historical ARMA database containing all indentifying and technical information concerning all premises, registered/permited equipment, and air emissions of the criteria pollutants, prior to the MDE TEMPO data management system of October 2006.</p>	<p>Read only, continuously in use for historical information and Public Information Act (PIA) requests. Retain until no longer needed, or until superseded.</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

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**1. DEPARTMENT/AGENCY** Maryland Department of the Environment (MDE)

**2. DIVISION** Air & Radiation Management Administration (ARMA)

**3. UNIT** Air Quality Compliance Program (AQCP)

**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** Air Pollution Complaint Record MDE 246 REV. 5/98 (ARMA 36)

**5. EARLIEST YEAR / LATEST YEAR**

1997 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).

Air pollution complaint received by AQCP is recorded on form. Certain data from form is tracked in a complaint database. Forms are maintained by CY and complaint number.

**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)  
4 cu. Ft. Other (Specify)  
Number

**10. ANNUAL ACCUMULATION**

**File Drawer(s)**  
Microfilm Reel(s)  
Computer Tape(s)  
.5 cu. Ft. Other (Specify)  
Number

**11. FILE IS USED**

**Daily** Weekly Monthly

**12. FILE BECOMES INACTIVE AFTER**

10 years Month(s) Year(s)  
Number

**13. CURRENT LOCATION(S)** (Bldg., Floor, Room)  
1800 Washington Blvd., 7<sup>th</sup> Floor, Rms. 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- PIA requirements** No

**16. AUDIT REQUIREMENTS**

**NONE** State Federal Independent

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

**YES - MS Access & TEMPO** No

**RECOMMENDED RETENTION** Retain in office ten (10) years, and then destroy.

**19. NAME AND TITLE OF PREPARER**

Frank Courtright, Program Manager

**20. TELEPHONE NUMBER**

410-537-3220

**21. DATE**

10-30-2008

**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** Maryland Department of the Environment (MDE)

2. **DIVISION** Air & Radiation Management Administration (ARMA)

3. **UNIT** Air Quality Compliance 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** Consent Orders

5. **EARLIEST YEAR / LATEST YEAR**

1970 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.)

Consent Orders/Agreements/Settlements signed between MDE-ARMA and companies/facilities/individuals/premises. Certain information is tracked in enforcement/compliance databases for reporting requirements. Copy of the document is placed in the premises/facility file.

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)  
 **5 cu. ft.** Other (Specify)  
Number

10. **ANNUAL ACCUMULATION**

**File Drawer(s)**  
Microfilm Reel(s)  
Computer Tape(s)  
 **5 cu. ft.** Other (Specify)  
Number

11. **FILE IS USED**

**Daily**  **Weekly**  **Monthly**

12. **FILE BECOMES INACTIVE AFTER**

**Until no longer needed**  **Month(s)**  **Year(s)**  
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)  
1800 Washington Blvd., 7<sup>th</sup> Floor, Rms. 7320-7329

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

**YES - copy goes to the premises file(s)**  **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 - MS Access & TEMPO**  **No**

**RECOMMENDED RETENTION** Retain in office until no longer needed.

19. **NAME AND TITLE OF PREPARER**

Frank Courtright, Program Manager

20. **TELEPHONE NUMBER**

410-537-3220

21. **DATE**

10-30-2008

**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** Maryland Department of the Environment (MDE)

**2. DIVISION** Air & Radiation Management Administration (ARMA)

**3. UNIT** Air Quality Compliance 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** Public Information Act (PIA) Requests

**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).

PIA requests received by ARMA, response letters, and invoices, if applicable. All PIA info is tracked in the MDE PIA database.

**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)  
2 cu. ft. Other (Specify)  
Number

**10. ANNUAL ACCUMULATION**

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

**11. FILE IS USED**

Daily  Weekly  Monthly

**12. FILE BECOMES INACTIVE AFTER**

1 years  Month(s)  Year(s)  
Number

**13. CURRENT LOCATION(S)** (Bldg., Floor, Room)  
1800 Washington Blvd., 7<sup>th</sup> Floor, Rm. 7285

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

YES - MDE-SSA  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- MDE PIA database  No

**RECOMMENDED RETENTION** Retain in office one (1) year, and then destroy.

**19. NAME AND TITLE OF PREPARER**

Frank Courtright, Program Manager

**20. TELEPHONE NUMBER**

410-537-3220

**21. DATE**

10-30-2008

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

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1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE)

2. DIVISION Air & Radiation Management Administration (ARMA)

3. UNIT Air Quality Compliance 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 Report of Excess Emissions

5. EARLIEST YEAR / LATEST YEAR

1999 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).

Excess emissions reported by facilities during malfunction of equipment. Reporting is required by regulation and/or permit condition. Information is tracked in a database.

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)

1 cu. ft.  
Number

10. ANNUAL ACCUMULATION

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

.25 cu. ft.  
Number

11. FILE IS USED

Daily  Weekly  Monthly

12. FILE BECOMES INACTIVE AFTER

10 years Month(s) Year(s)  
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
1800 Washington Blvd., 7<sup>th</sup> Floor, Rms. 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, tracking number  No

RECOMMENDED RETENTION Retain in office for ten (10) years, and then destroy.

19. NAME AND TITLE OF PREPARER

Frank Courtright, Program Manager

20. TELEPHONE NUMBER

410-537-3220

21. DATE

10/30/2008

**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**  
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**1. DEPARTMENT/AGENCY** Maryland Department of the Environment (MDE)

**2. DIVISION** Air & Radiation Management Administration (ARMA)

**3. UNIT** Air Quality Compliance 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** Enforcement & Compliance Activity Reports

**5. EARLIEST YEAR / LATEST YEAR**

1996 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).

General and period reports, summaries, correspondence, including to and from EPA, State and local agencies on compliance and enforcement program activities.

<b>7. RECORD SERIES FORMAT(S)</b>  Letter Size      Microfilm  Legal Size      Computer Tape  Bound Book      Floppy Disk  Audio Tape      Video Tape  Other (Specify)		<b>8. RECORD SERIES SEQUENCE</b>  Alphabetical  Numerical  Chronological  Geographical  Other (Specify)		<b>9. VOLUME</b>  X      File Drawer(s) Microfilm Reel(s) Computer Tape(s) <u>4 cu. ft.</u> Other (Specify) Number	
<b>11. FILE IS USED</b>  Daily      Weekly      Monthly		<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>when no longer needed</u> Month(s)      Year(s) Number			
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) 1800 Washington Blvd., 7 <sup>th</sup> Floor, Rm. 7285		<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  YES - copies to EPA, other MDE Programs, State and local agencies      No			
<b>15. ACCESS RESTRICTIONS</b> If yes, cite law(s) & regs  YES- some data is enforcement confidential      No		<b>16. AUDIT REQUIREMENTS</b>  None      STATE      &      FEDERAL      Independent			
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any software/hardware)  Yes- MS access database tables, AFS & TEMPO      No		<b>RECOMMENDED RETENTION</b>  Retain in office until superseded, or no longer needed, and then destroy.			
<b>19. NAME AND TITLE OF PREPARER</b> Frank Courtright, Program Manager		<b>20. TELEPHONE NUMBER</b> 410-537-3220		<b>21. DATE</b> 10-30-2008	

**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

1. DEPARTMENT/AGENCY Maryland Department of the Environment (MDE)

2. DIVISION Air & Radlation Management Administration (ARMA)

3. UNIT Air Quality Compliance 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 Administrative Records

5. EARLIEST YEAR / LATEST YEAR  
 FY 2000 TO FY 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).

Program's fiscal records (invoices and receipts), requisitions, budget data, personnel records, copies of timesheets, PEPs, smoke school certificates, staff training records, miscellaneous correspondence & memos

<b>7. RECORD SERIES FORMAT(S)</b>  Letter Size      Microfilm  Legal Size      Computer Tape  Bound Book      Floppy Disk  Audio Tape      Video Tape  Other (Specify)	<b>8. RECORD SERIES SEQUENCE</b>  Alphabetical  Numerical  Chronological  Geographical  Other (Specify)	<b>9. VOLUME</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify)  <u>1 cu. ft.</u> Number
		<b>10. ANNUAL ACCUMULATION</b>  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify)  <u>25 cu. ft.</u> Number

<b>11. FILE IS USED</b>  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>when no longer needed</u> Month(s)      Year(s) Number
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<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) 1800 Washington Blvd., 7 <sup>th</sup> Floor, Rms. 7320-7329	<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office)  YES - MDE OHR, MDE AESA, & ARMA Adm Services      No
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<b>15. ACCESS RESTRICTIONS</b> If yes, cite law(s) & regs  YES - Personnel/PEPs are confidential      No	<b>16. AUDIT REQUIREMENTS</b>  <input type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
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<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any software/hardware)  YES- training records on MS excel & MS access      No	<b>RECOMMENDED RETENTION</b>  Retain in office until superseded or no longer needed, and then destroy.
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<b>19. NAME AND TITLE OF PREPARER</b>  Frank Courtright, Program Manager	<b>20. TELEPHONE NUMBER</b>  410-537-3220	<b>21. DATE</b>  10-30-2008
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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 7 Of 19

1. **DEPARTMENT/AGENCY** Maryland Department of the Environment (MDE)

2. **DIVISION** Air & Radiation Management Administration (ARMA)

3. **UNIT** Air Quality Compliance 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** Premises Files & County General files

5. **EARLIEST YEAR / LATEST YEAR**

1969 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). There are approximately 12,000 sites in MD which have emission producing equipment that must be permitted or registered with ARMA. For each of those active sites a hard copy file is maintained and stored in the central filing system. Each file contains at a minimum. A registration or permit to construct application and data summary sheet which contains information gleaned from the application concerning emissions and location and site identification. The largest 600 sites can contain emissions reports, stack tests, complaints, Notices of violation, enforcement actions, multiple applications, site plans, maps, emission calculations, material safety data sheets, equipment pamphlets, operating permits, Title V permits, control system information, and related correspondence. The general county files contain inspections, complaint inspections, and related correspondence at unpermitted sites.

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)
<u>50</u> Number <b>File cabinets</b>

10. **ANNUAL ACCUMULATION**

File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
<u>2</u> 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.

                     Month(s) Year(s)  
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)  
1800 Washington Blvd., 7<sup>th</sup> Floor Rms. 7320-7329

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

Yes No, but some of the data is maintained in PEMIS & TEMPO databases

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 County and sequential number of registration No

**RECOMMENDED RETENTION** - Files retained in ARMA for 1 year after site closes or until litigation ends after which the files are transferred to the State Records Center for temporary storage for 15 years. Files of premises identified as major sources may be retained in ARMA for 2 years after the site closes or until litigation ends after which the files are transferred to the State Records Center for 25 years.

19. **NAME AND TITLE OF PREPARER**  
Frank Courtright, Manager  
Air Quality Compliance Program

20. **TELEPHONE NUMBER**

410-537-3220

21. **DATE**

10-30-2008

**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 MDE

2. DIVISION ARMA

3. UNIT Asbestos

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 School Asbestos Occupations Training Files

5. EARLIEST YEAR / LATEST YEAR

2003 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).  
Records consist of lists of persons trained in school asbestos occupations, and include photo I.D.'s, training provider applications, correspondence, etc.

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)  
25 boxes  
Number

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

5 yrs Month(s) Year(s)  
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
Asbestos Division Area

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  No

RECOMMENDED RETENTION

Retain in office five (5) years then destroy.

19. NAME AND TITLE OF PREPARER  
Lorraine Anderson, Chief, Asbestos Division

20. TELEPHONE NUMBER

410-537-3809

21. DATE 10/30/08

**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 ARMA

3. UNIT Asbestos

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 Asbestos Oversight Committee

5. EARLIEST YEAR / LATEST YEAR

1987 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).  
Records consist of historical documentation of the functions of the Governor's Asbestos Oversight Committee established by Executive Order .01.01.1987.23 including: minutes, asbestos management planning and asbestos hazard abatement budgeting.

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)  
25 boxes  
Number

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly - Quarterly

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
Asbestos Division Area

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  No

RECOMMENDED RETENTION

Retain in office until superseded or no longer needed, and then destroy.

19. NAME AND TITLE OF PREPARER  
Lorraine Anderson, Chief, Asbestos Division

20. TELEPHONE NUMBER  
410-537-3809

21. DATE 10/30/08



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

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1. DEPARTMENT/AGENCY MDE

2. DIVISION ARMA

3. UNIT Asbestos

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 Roadway Construction

5. EARLIEST YEAR / LATEST YEAR

1987 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).  
Reports, correspondence, memos concerning natural asbestos content, etc.

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)  
1 folder  
Number

10. ANNUAL ACCUMULATION

File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
As needed  
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)  
Asbestos Division Area

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  No

RECOMMENDED RETENTION

Retain in office until superseded or no longer needed, and then destroy

19. NAME AND TITLE OF PREPARER  
Lorraine Anderson, Chief, Asbestos  
Division

20. TELEPHONE NUMBER

410-537-3809

21. DATE 10/30/08

**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

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1. DEPARTMENT/AGENCY MDE

2. DIVISION ARMA

3. UNIT Asbestos

**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 Demolition

5. EARLIEST YEAR / LATEST YEAR

2003 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).  
Records pertaining to related activities, including asbestos removal techniques, correspondence, reports, memos, regulation development, etc.

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)  
5 Drawers  
Number

10. ANNUAL ACCUMULATION

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

Asbestos Division Area

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  No

RECOMMENDED RETENTION

Retain in office five (5) years then destroy.

19. NAME AND TITLE OF PREPARER

Lorraine Anderson, Chief, Asbestos Division

20. TELEPHONE NUMBER

410-537-3809

21. DATE 10/30/08

**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

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1. DEPARTMENT/AGENCY MDE

2. DIVISION ARMA

3. UNIT Asbestos

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 Renovation

5. EARLIEST YEAR / LATEST YEAR

2003 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).  
Records pertaining to related activities, including asbestos removal techniques, correspondence, reports, memos, regulation development, etc.

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)  
5 Drawers  
Number

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly -

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

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

Asbestos Division Area

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  No

RECOMMENDED RETENTION

Retain in office five (5) years then destroy.

19. NAME AND TITLE OF PREPARER

Lorraine Anderson, Chief, Asbestos Division

20. TELEPHONE NUMBER

410-537-3809

21. DATE 10/30/08

**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**  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY MDE

2. DIVISION ARMA

3. UNIT Asbestos

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 Regulation Development

5. EARLIEST YEAR / LATEST YEAR

2003 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).  
Background information, justifications, drafts, etc.

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)  
1 drawer  
Number

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- Daily
- Weekly
- Monthly -

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
Asbestos Division Area

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  No

RECOMMENDED RETENTION

Retain in office until superseded or no longer needed, and then destroy.

19. NAME AND TITLE OF PREPARER  
Lorraine Anderson, Chief, Asbestos Division

20. TELEPHONE NUMBER

410-537-3809

21. DATE 10/30/08

**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

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1. DEPARTMENT/AGENCY MDE

2. DIVISION ARMA

3. UNIT Asbestos

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 Contractor License Files

5. EARLIEST YEAR / LATEST YEAR

2003 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).  
Original applications, license copies, worksheets, penalties, corporate records, etc.

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)  
1 drawer  
Number

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily  Weekly  Monthly -

12. FILE BECOMES INACTIVE AFTER

\_\_\_\_\_  
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
Asbestos Division Area

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  No

RECOMMENDED RETENTION

Retain in office five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER  
Lorraine Anderson, Chief, Asbestos  
Division

20. TELEPHONE NUMBER

410-537-3809

21. DATE 10/30/08

**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

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1. DEPARTMENT/AGENCY MDE

2. DIVISION ARMA

3. UNIT Asbestos

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 Asbestos Training Records

5. EARLIEST YEAR / LATEST YEAR

2003 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).  
Original applications, license copies, worksheets, penalties, corporate records, etc.

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)  
1 drawer  
Number

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly -

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
Asbestos Division Area

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  No

RECOMMENDED RETENTION

Retain in office five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER

Lorraine Anderson, Chief, Asbestos Division

20. TELEPHONE NUMBER

410-537-3809

21. DATE 10/30/08

**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**  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY MDE

2. DIVISION ARMA

3. UNIT Asbestos

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 Administrative Records

5. EARLIEST YEAR / LATEST YEAR

1987 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).  
Contract solicitation, bids and agreements, correspondence, memos, reports, etc., budget information and requisitions, etc., personnel files including policies, procedures, performance evaluations, etc.

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)  
1 drawer  
Number

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly -

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

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

Asbestos Division Area

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  No

RECOMMENDED RETENTION

Retain in office until superseded or no longer needed, and then destroy.

19. NAME AND TITLE OF PREPARER

Lorraine Anderson, Chief, Asbestos Division

20. TELEPHONE NUMBER

410-537-3809

21. DATE 10/30/08

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 MDE

2. DIVISION ARMA

3. UNIT Asbestos

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 Enforcement & Compliance Activities

5. EARLIEST YEAR / LATEST YEAR

1987 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).  
General and period reports summaries and correspondence, including to and from EPA, and correspondence on compliance and enforcement activities.

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)  
1 drawer Number

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly -

12. FILE BECOMES INACTIVE AFTER

Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)  
Asbestos Division Area

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  No

RECOMMENDED RETENTION

Retain in office until superseded or no longer needed, and then destroy.

19. NAME AND TITLE OF PREPARER

Lorraine Anderson, Chief, Asbestos Division

20. TELEPHONE NUMBER

410-537-3809

21. DATE 10/30/08

**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 19 Of 19

1. DEPARTMENT/AGENCY MDE

2. DIVISION ARMA

3. UNIT Asbestos

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 Consent Orders

5. EARLIEST YEAR / LATEST YEAR

1987 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).  
General and period reports summaries and correspondence, including to and from EPA, and correspondence on compliance and enforcement activities.

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)  
1 drawer \_\_\_\_\_  
Number

10. ANNUAL ACCUMULATION

File Drawer(s)  
Microfilm Reel(s)  
Computer Tape(s)  
Other (Specify)  
As needed \_\_\_\_\_  
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)  
Asbestos Division Area

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

Yes No  No

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

Yes No  No

16. AUDIT REQUIREMENTS

None State Federal Independent

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

Yes No  No

RECOMMENDED RETENTION

Retain in office until superseded or no longer needed, and then destroy.

19. NAME AND TITLE OF PREPARER  
Lorraine Anderson, Chief, Asbestos  
Division

20. TELEPHONE NUMBER  
410-537-3809

21. DATE 10/30/08

**INSTRUCTIONS** - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 Waterloo Road, P.O. Box 275  
Jessup, Maryland 20794  
(410) 799-1930**

**ELECTRONIC RECORDS INVENTORY**

Page 1 of 10

**DEPARTMENT/AGENCY MDE**

**2 DIVISION ARMA**

**3 UNIT Asbestos**

**DEFINITION - Record Series -** A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

**4 ELECTRONIC RECORD SERIES TITLE ACTS Database**

**5 EARLIEST YEAR/LATEST YEAR**

1988 TO Present

**6 INPUT - Identify source of information to be entered**

Asbestos notifications & inspections

**7 OUTPUT - Identify the use/s of information generated by system**

Enforcement information

**8 ELECTRONIC RECORD SERIES DESCRIPTION -** Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Database that contains all of the notification information and enforcement and compliance information for asbestos project notifications. This information is used to help inspectors set up inspections and tracking of enforcement and compliance of licensed contractors

**POLICY ON ACCESS AND USE -** Explain or attach copy if established in writing.

This program under an EPA contract to track the asbestos licensed contractors. This program is located on the network drive, but requires each computer that is used to have it's own interface.

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM**

Information is updated daily according to notifications which are sent in and the inspection information of the inspectors.

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.** Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle.

The program is located at L: Data\Asbestos\Acts7

**12 RECOMMENDED RETENTION**

Retain until no longer needed.

**13 TYPED OR PRINTED NAME OF PREPARER**

Lorraine Anderson

**14 TELEPHONE NUMBER**

410-537-3809

**15 DATE**

10/30/08

**16 TITLE OF PREPARER**

Chief, Asbestos Division

**FOR PERMANENT RECORDS COMPLETE ALSO  
DGS 550-6A**

550-6

1 DEPARTMENT/AGENCY MDE	2 DIVISION ARMA	3 UNIT Asbestos
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**DEFINITION - Record Series -** A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

4 ELECTRONIC RECORD SERIES TITLE    Asbestos Licensing Database	5 EARLIEST YEAR/LATEST YEAR  <u>1988</u> TO <u>Present</u>
---	--

6 INPUT - Identify source of information to be entered  Asbestos Licensing Information	7 OUTPUT - Identify the use/s of information generated by system  Licensing information and asbestos licenses
--	---

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Database that contains all of the administrative information concerning licensed asbestos contractors.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

This program is limited in use to persons who are involved in reviewing, approving and issuing asbestos licenses.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

Information is updated on as an needed basis in regards to licensing information.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle.

The program is located at L: Data\Asbestos\Asbestos Licensing

12 RECOMMENDED RETENTION

Retain until no longer needed.

13 TYPED OR PRINTED NAME OF PREPARER  Lorraine Anderson	14 TELEPHONE NUMBER  410-537-3809	15 DATE  10/30/08
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16 TITLE OF PREPARER

Chief, Asbestos Division

DGS 550-6

FOR PERMANENT RECORDS COMPLETE ALSO  
DGS 550-6A

<b>INSTRUCTIONS</b> - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	<b>ELECTRONIC RECORDS INVENTORY</b>
		Page <u>3</u> of <u>10</u>
<b>DEPARTMENT/AGENCY MDE</b>	<b>2 DIVISION ARMA</b>	<b>3 UNIT Asbestos</b>

**DEFINITION - Record Series -** A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

<b>4 ELECTRONIC RECORD SERIES TITLE</b>  Training Provider and Photo ID Databases	<b>5 EARLIEST YEAR/LATEST YEAR</b>  <u>1988</u> TO <u>Present</u>
---	---

<b>6 INPUT - Identify source of information to be entered</b>  Asbestos Training Provider information and AHERA school inspections	<b>7 OUTPUT - Identify the use/s of information generated by system</b>  Training Provider information.
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**8 ELECTRONIC RECORD SERIES DESCRIPTION -** Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Databases that contain all of the information in regards to the training providers and the photo ids that are issued.

**9 POLICY ON ACCESS AND USE -** Explain or attach copy if established in writing.

This program is limited in use to persons who are involved in reviewing, approving and issuing training provider approvals.

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM**

Information is updated on as an needed basis in regards to training provider information.

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.** Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle.

The program is located at L: Data\Asbestos\Training Providers

**12 RECOMMENDED RETENTION**

Retain until no longer needed.

<b>13 TYPED OR PRINTED NAME OF PREPARER</b>  Lorraine Anderson	<b>14 TELEPHONE NUMBER</b>  410-537-3809	<b>15 DATE</b>  10/30/08
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<b>16 TITLE OF PREPARER</b>  Chief, Asbestos Division	<b>FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A</b>
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DGS 550-6

**INSTRUCTIONS** - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 Waterloo Road, P.O. Box 275  
Jessup, Maryland 20794  
(410) 799-1930**

**ELECTRONIC RECORDS INVENTORY.**

Page 4 of 10

1 DEPARTMENT/AGENCY MDE

2 DIVISION ARMA

3 UNIT Asbestos

**DEFINITION - Record Series -** A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

4 ELECTRONIC RECORD SERIES TITLE

Enforcement & Compliance Databases

5 EARLIEST YEAR/LATEST YEAR

1988 TO Present

6 INPUT - Identify source of information to be entered

Enforcement and Compliance Information

7 OUTPUT - Identify the use/s of information generated by system

Enforcement & compliance information.

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Database tables containing all identifying and information concerning enforcement and compliance activities, such as inspections, consent orders issued, corrective orders issued, notices of violations issued, civil penalties, compliance assistance actions and other enforcement/compliance related activities.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

This program is limited in use to persons who are involved in enforcement activities.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

Information is updated on as an needed basis in regards to enforcement and compliance information.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle.

The program is located at L: Data\Asbestos\Enforcement

12 RECOMMENDED RETENTION

Retain until no longer needed.

13 TYPED OR PRINTED NAME OF PREPARER

Lorraine Anderson

14 TELEPHONE NUMBER

410-537-3809

15 DATE

10/30/08

16 TITLE OF PREPARER

Chief, Asbestos Division

FOR PERMANENT RECORDS COMPLETE ALSO  
DGS 550-6A

DGS 550-6

<b>INSTRUCTIONS</b> - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	<b>ELECTRONIC RECORDS INVENTORY</b>  Page <u>5</u> of <u>10</u>
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<b>DEPARTMENT/AGENCY</b> Maryland Department of the Environment (MDE)	<b>2 DIVISION</b> Air & Radiation Management Administration (ARMA)	<b>3 UNIT</b> Air Quality Compliance Program
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**DEFINITION - Record Series -** A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

<b>4 ELECTRONIC RECORD SERIES TITLE</b> Air Pollution Complaints	<b>5 EARLIEST YEAR/LATEST YEAR</b>  <u>1994</u> TO <u>2008</u>
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<b>6 INPUT - Identify source of information to be entered</b>  Tracks air pollution complaints received by the program	<b>7 OUTPUT - Identify the use/s of information generated by system</b>  Data is used for informational and reporting purposes.
--	---

**8 ELECTRONIC RECORD SERIES DESCRIPTION -** Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Tracks information/data from the complaint form MDE 246(ARMA-36), which includes: data received, complainant information, type of complaint, possible source of air pollution, source identified by inspector, inspector's action in response, follow-up actions, referral information, etc.

**9 POLICY ON ACCESS AND USE -** Explain or attach copy if established in writing.

Access to information/data in the database is available upon request. Input and editing rights are available to the Program Manager, Secretarial staff and Compliance Services Office. The compliance staff and other air personnel have read-only rights

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM**

The data is updated, revised, and edited on a daily basis.

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.** Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle.

The database is maintained on program computers.

**12 RECOMMENDED RETENTION**

Retain until no longer needed.

<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Frank Courtright	<b>14 TELEPHONE NUMBER</b>  410-537-3220	<b>15 DATE</b>  10-30-2008
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<b>16 TITLE OF PREPARER</b> Program Manager	<b>FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A</b>
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<b>INSTRUCTIONS</b> - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	<b>ELECTRONIC RECORDS INVENTORY</b>
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<b>1 DEPARTMENT/AGENCY</b> Maryland Department of the Environment (MDE)	<b>2 DIVISION</b> Air & Radiation Management Administration (ARMA)	<b>3 UNIT</b> Air Quality Compliance Program
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**DEFINITION - Record Series -** A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

<b>4 ELECTRONIC RECORD SERIES TITLE</b> Report of Excess Emissions/Malfunction Report	<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>1993</u> TO <u>2008</u>
--	--

<b>6 INPUT</b> - Identify source of information to be entered Tracks excess emissions due to equipment malfunctions reported by regulated facilities	<b>7 OUTPUT</b> - Identify the use/s of information generated by system Data is used for information and reporting purposes
---	--

**8 ELECTRONIC RECORD SERIES DESCRIPTION** - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  
 Tracks information/data reported by facilities. Facilities are required to report excess air emissions due to a malfunction of equipment. This reporting is required by regulation and/or permit conditions. Data includes date, start time, end time, cause/nature of excess emission, and facility/contact information.

**9 POLICY ON ACCESS AND USE** - Explain or attach copy if established in writing.  
 Access of information/data in the database is available upon request. Input and editing rights are available to the Program Manager, Secretarial staff and Compliance Services Office. The Compliance Program and other air programs have read-only rights.

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM**  
 The data is updated, revised, and edited on a daily basis.

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.** Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle.  
 The database is maintained of program computers.

**12 RECOMMENDED RETENTION**  
 Retain until no longer needed.

<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Frank Courtright	<b>14 TELEPHONE NUMBER</b> 410-537-3220	<b>15 DATE</b> 10-30-2008
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**16 TITLE OF PREPARER**  
Program Manager

**FOR PERMANENT RECORDS COMPLETE ALSO DGS 550-6A**

**INSTRUCTIONS** - Type or print a separate form for each new/ revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 Waterloo Road, P.O. Box 275  
Jessup, Maryland 20794  
(410) 799-1930**

ELECTRONIC RECORDS INVENTORY

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**DEPARTMENT/AGENCY**  
Maryland Department of the Environment  
(MDE)

**2 DIVISION**  
Air & Radiation Management  
Administration (ARMA)

**3 UNIT**  
Air Quality Compliance Program

**DEFINITION - Record Series -** A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

**4 ELECTRONIC RECORD SERIES TITLE**  
Enforcement and Compliance Activities Databases

**5 EARLIEST YEAR/LATEST YEAR**  
1990 TO 2008

**6 INPUT -** Identify source of information to be entered  
Tracks air quality enforcement and compliance activities conducted by the program

**7 OUTPUT -** Identify the use/s of information generated by system  
Data is used for information purposes and reporting requirements

**8 ELECTRONIC RECORD SERIES DESCRIPTION -** Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  
Contains all identify and reporting information/data concerning enforcement & compliance activities including inspections, annual emissions certification reports, civil penalties, enforcement actions, notices of violation issued, compliance assistance actions, high priority violators, high impact facilities, and other enforcement and/or compliance program related activities.

**9 POLICY ON ACCESS AND USE -** Explain or attach copy if established in writing.

Access to or reports on data maintained in the database tables is available upon request. Input and editing rights are available only to the Compliance Services Office. The compliance program and other air personnel have read-only rights.

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM**

The data is updated, revised, and edited on a daily basis.

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.** Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle.

The database tables are maintained on program computers.

**12 RECOMMENDED RETENTION**

Retain until no longer needed.

**13 TYPED OR PRINTED NAME OF PREPARER**  
Frank Courtright

**14 TELEPHONE NUMBER**  
410-537-3220

**15 DATE**  
10-30-2008

**16 TITLE OF PREPARER**  
Program Manager

FOR PERMANENT RECORDS COMPLETE ALSO  
DGS 550-6A

INSTRUCTIONS - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COM.AR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY
		Page <u>8</u> of <u>10</u>

1 DEPARTMENT/AGENCY Maryland Department of the Environment (MDE)	2 DIVISION Air & Radiation Management Administration (ARMA)	3 UNIT Air Quality Compliance Program
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DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

4 ELECTRONIC RECORD SERIES TITLE Budget Accounting	5 EARLIEST YEAR/LATEST YEAR <u>FY 2006</u> TO <u>FY 2009</u>
---	---

6 INPUT - Identify source of information to be entered Tracks the program's current FY appropriation, spending, and balances	7 OUTPUT - Identify the use/s of information generated by system Data is used for information and budget management purposes.
---	--

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Contains all identify and reporting information/data on the Program's budget

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

Access to or reports on data maintained in the database table is available upon request. Input and editing rights are available only to the Compliance Services Office. The program staff has read-only rights.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

The data is updated, revised, and edited on a daily basis.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle.

The database is maintained on program computers.

12 RECOMMENDED RETENTION

Retain in office until superseded or no longer needed.

13 TYPED OR PRINTED NAME OF PREPARER Frank Courtright	14 TELEPHONE NUMBER 410-537-3220	15 DATE 10-30-2008
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16 TITLE OF PREPARER

Program Manager

FOR PERMANENT RECORDS COMPLETE ALSO  
DGS 550-6A

<b>INSTRUCTIONS</b> - Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	<b>ELECTRONIC RECORDS INVENTORY</b>
		Page <u>9</u> of <u>10</u>

<b>DEPARTMENT/AGENCY</b> Maryland Department of the Environment (MDE)	<b>2 DIVISION</b> Air & Radiation Management Administration (ARMA)	<b>3 UNIT</b> Air Quality Compliance Program
--	---	---

**DEFINITION - Record Series -** A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

<b>4 ELECTRONIC RECORD SERIES TITLE</b> ARMA Closed Records	<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>1980</u> TO <u>Present</u>
--	---

<b>6 INPUT</b> - Identify source of information to be entered Identifying information concerning premises files, emission tests, fiscal and grant records that have been closed & are now stored.	<b>7 OUTPUT</b> - Identify the use/s of information generated by system Information is needed in order to determine the location of the closed records and verify current status. This is also needed to respond to PIA requests.
--	--

**8 ELECTRONIC RECORD SERIES DESCRIPTION -** Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

These two databases contain information about all of ARMA's closed records. The largest contains approximately 7,300 records and shows if closed records are still being stored either in Jessup or Annapolis storage facilities. The smaller database shows only the premises files that have been closed but still remain physically in ARMA's possession.

**POLICY ON ACCESS AND USE -** Explain or attach copy if established in writing.  
 Access to the information in the databases is available upon request. Access to the databases is restricted to the Compliance Services Office.

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM**

The records are revised as records are recalled by ARMA personnel, as premises are closed and as records are sent to either Jessup for temporary storage or Annapolis for archived records.

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.** Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle.

These databases are maintained on ARMA computers.

**12 RECOMMENDED RETENTION**  
 Subject to space limitations on hard drives there is no reason to delete any of the records entered into the databases.

<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Frank Courtright	<b>14 TELEPHONE NUMBER</b> 410-537-3220	<b>15 DATE</b> 10-30-2008
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<b>16 TITLE OF PREPARER</b> Program Manager	<b>FOR PERMANENT RECORDS COMPLETE ALSO</b> DGS 550-6A
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<b>INSTRUCTIONS</b> - Type or print a separate form for each new/revise electronic record series. Forward with Records Retention Schedule (DGS 550-1). COMAR 14.18.04	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	<b>ELECTRONIC RECORDS INVENTORY</b>
		Page <u>10</u> of <u>10</u>

<b>1 DEPARTMENT/AGENCY</b> Maryland Department of the Environment (MDE)	<b>2 DIVISION</b> Air & Radiation Management Administration (ARMA)	<b>3 UNIT</b> Air Quality Compliance Program
--	---	---

**DEFINITION - Record Series -** A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

<b>4 ELECTRONIC RECORD SERIES TITLE</b>  PREMISES and EMISSIONS (PEMIS) DATABASE	<b>5 EARLIEST YEAR/LATEST YEAR</b>  <u>1980</u> TO <u>2006</u>
--	--

<b>6 INPUT - Identify source of information to be entered*</b> <b>READ ONLY -</b> Historical facility, permit and registration information, and annual emissions data, prior to the 2006 MDE TEMPO data management system.	<b>7 OUTPUT - Identify the use/s of information generated by system</b> <b>READ ONLY -</b> Historical facility, permit and registration information, and annual emissions data, prior to the 2006 MDE TEMPO data management system.
---	--

**8 ELECTRONIC RECORD SERIES DESCRIPTION -** Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

PEMIS contains all historical identifying and technical information concerning all premises and air emissions of the criteria pollutants prior to the 2006 MDE TEMPO data management system. The database contains information on over 15,000 premises and over 20,000 pieces of air emitting equipment. Since 2006, the database is used for historical information only. The Permitting, Compliance and Planning programs rely on this database for information.

**9 POLICY ON ACCESS AND USE -** Explain or attach copy if established in writing.

The database is READ-ONLY. NO data or information is entered, edited or deleted. The database is historical, containing all the above information for each year since 1980. READ-ONLY access is available for ARMA staff.

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM**

The database is READ-ONLY. NO data or information is entered, edited or deleted.

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.** Explain the progression established to Ensure the record's retention and usability throughout the record's authorized life cycle.

The PEMIS (Oracle) database resides on server MDENT06 in the MDE server room, Office of Information Management & Technology, Computer Network Management. PEMIS contains historical data on closed premises and deleted equipment that was not migrated to the MDE TEMPO data management system.

**12 RECOMMENDED RETENTION**  
 Historical data must be retained until no longer needed, or until superseded.

<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Frank Courtright	<b>14 TELEPHONE NUMBER</b> 410-537-3220	<b>15 DATE</b> 10-30-2008
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**16 TITLE OF PREPARER**  
 Program Manager

FOR PERMANENT RECORDS COMPLETE ALSO  
 DGS 550-6A