

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

Schedule No. 2606

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Agency: Maryland Dept. of the Environment  
 Division/Unit: Science Services Administration/319 Non-Point Source Program

Item No.	Description	Retention
1.	<p>Supersedes Schedule #2484</p> <p>319(h) Grants and Amendments.            (Pursuant to Section 319(h) of Federal Clean Water Act)            For each Federal Fiscal Year, files contain: grant award and tracking, grant proposals, memoranda of understanding, project tracking, reporting, invoice/reimbursement, correspondence.</p>	<p>Retain grant files for 5 years after the end of each grant, and then destroy.</p>
2.	<p>Publications.            Annual Report. The Annual Report is generated for each calendar year by State agency administering the 319(h) Grant. 319(h) Grant administration responsibility moved to MDE from DNR in 2004. MDE produced the Annual Report from 2004 through the present.</p>	<p>The Annual Report will be retained permanently and transferred every three years to the State Archives.</p>

Scheduled Approved by Department, Agency, or Division Representative.

Date July 16, 2012

Signature *Susan Douglas*

Typed Name Susan Douglas

Title Records Management Coordinator

Schedule Authorized by State Archivist

Date 7/31/2012

Signature *Edward C. [unclear]*

<b>INSTRUCTIONS</b> -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	<b>DEPARTMENT OF GENERAL SERVICES</b> RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	<b>AGENCY RECORDS INVENTORY</b>  Page 1 Of 1
<b>1. DEPARTMENT/AGENCY</b> Maryland Department of the Environment	<b>2. DIVISION</b> Science Services Administration	<b>3. UNIT</b> 319 Non-Point Source Program Mgmt.
<b>DEFINITION - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>		
<b>4. RECORDS SERIES TITLE</b> 319(h) Grants and Amendments and Publications	<b>5. EARLIEST YEAR / LATEST YEAR</b> 2006 TO Present	
<b>6. RECORD SERIES DESCRIPTION</b> (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series).  For each Federal Fiscal Year, the grant files contain: grant award and tracking, grant proposals, memoranda of understanding, project tracking, reporting, invoice/reimbursement, correspondence.		
<b>7. RECORD SERIES FORMAT(S)</b>  <input checked="" type="checkbox"/> Letter Size            Microfilm  <input checked="" type="checkbox"/> Legal Size            Computer Tape  Bound Book            Floppy Disk  Audio Tape            Video Tape  <input checked="" type="checkbox"/> Other (Specify): Common Server Archive	<b>8. RECORD SERIES SEQUENCE</b>  <input checked="" type="checkbox"/> Alphabetical  Numerical  <input checked="" type="checkbox"/> Chronological  Geographical  Other (Specify)	<b>9. VOLUME</b> <input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) <hr/> 12 Other (Specify): <b>BOXES</b> Number
<b>11. FILE IS USED</b> <input checked="" type="checkbox"/> Daily            Weekly            Monthly	<b>12. FILE BECOMES INACTIVE AFTER</b>  <hr/> Number            Month(s)            Year(s)	
<b>13. CURRENT LOCATION(S)</b> (Bldg., Floor, Room) 1800 Washington Blvd., 5 <sup>th</sup> Floor	<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (If yes, specify agency or office) Yes            No <input checked="" type="checkbox"/>	
<b>15. ACCESS RESTRICTIONS</b> If yes, cite law(s) & regs Yes            No <input checked="" type="checkbox"/>	<b>16. AUDIT REQUIREMENTS</b> None            State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any software/hardware)  Yes            No <input checked="" type="checkbox"/>	<b>RECOMMENDED RETENTION</b> Retain grant files for 5 years after the end of each grant, then destroy. The Annual Report will be retained permanently and transferred every 3 years to the State Archives	
<b>19. NAME AND TITLE OF PREPARER</b> Eric Ruby, 319(h) Program Manager	<b>20. TELEPHONE NUMBER</b> 410-537-3685	<b>21. DATE</b> July 16, 2012