

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

Schedule No. 2604

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Agency Maryland Department of the Environment (MDE)  
 Division/Unit Science Services Administration (SSA)/ Water Quality Protection & Restoration (WQPR)

Item No.	Description	Retention
1.	<p>Chesapeake Bay Regulatory and Accountability Program (CBRAP) – Administrative Files</p> <p>These files contain internal MDE and external (to other State, federal or local agencies, public, etc) administrative documents that relate to the CBRAP grant from EPA to MDE. The documents comprise administrative forms, and meeting notes.</p>	<p>Retain for 5 years after the period covered by the contract, grant, or budget, then destroy</p>
2.	<p>Chesapeake Bay Regulatory and Accountability Program (CBRAP) – Correspondence Files</p> <p>These files contain internal MDE and external (to other State, federal or local agencies, public, etc) communications in draft or final versions related to the CBRAP grant from EPA to MDE.</p>	<p>Retain for 5 years after the period covered by the contract, grant, or budget, then destroy</p>
3.	<p>Chesapeake Bay Regulatory and Accountability Program (CBRAP) – Project Files</p> <p>These files comprise the project related documents for the CBRAP grant from EPA to MDE. The documents may include memoranda of understanding, status reports, semi annual and annual reports to EPA from MDE, project deliverables, draft and final work plans and supporting documents connected to an individual project.</p>	<p>Annual reports to be transferred to the Maryland State Archives after 1 year. For all other material, screen annually and destroy all material that is no longer needed for current business with the following exception: Transfer to the MSA for permanent retention any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.</p>

Scheduled Approved by Department, Agency, or Division Representative.  
 Date 8-7-12  
 Signature Susan Douglas  
 Typed Name Susan Douglas  
 Title Records Management Coordinator

Schedule Authorized by State Archivist  
 Date 9/7/2012  
 Signature Edward C. [Signature]

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

Schedule No. 2604

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Agency

Division/Unit

Item No.	Description	Retention
4.	<p>Chesapeake Bay Regulatory and Accountability Program (CBRAP) – Fiscal Tracking Files</p> <p>These files are copies of data sheets and budget accounting summaries provided by fiscal staff (from SSA, Water Management Administration or external sources to MDE such as Maryland Dept of Agriculture or EPA) to the CBRAP grant manager. There may at times be information included that reflects overall budget summaries by year or grant cycle</p>	Retain for 5 years after the period covered by the contract, grant, or budget, then destroy

<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 (MDE)	<b>2. DIVISION</b> Science Services Administration (SSA)	<b>3. UNIT</b> Water Quality Protection & Restoration (WQPR)
<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> Chesapeake Bay Regulatory and Accountability Program (CBRAP)		<b>5. EARLIEST YEAR / LATEST YEAR</b> 2010 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)  1. Administrative records; 2. Correspondence records; 3. Projects documentation; 4. Fiscal tracking records		
<b>7. RECORD SERIES FORMAT(S)</b>  Letter Size      Microfilm  Legal Size      Computer Tape  Bound Book      Floppy Disk  Audio Tape      Video Tape  <input checked="" type="checkbox"/> Other (Specify) electronic media Compact Discs	<b>8. RECORD SERIES SEQUENCE</b>  Alphabetical  Numerical  <input checked="" type="checkbox"/> Chronological  Geographical  Other (Specify)	<b>9. VOLUME</b>  File Drawer(s) Microfilm Reel(s) Computer Tape(s) 1 FFY2010 Other (Specify) electronic media Compact Discs Number  <b>10. ANNUAL ACCUMULATION</b>  File Drawer(s) Microfilm Reel(s) Computer Tape(s) 1 FFY2010 Other (Specify) electronic media Compact Discs Number
<b>11. FILE IS USED</b>  <input checked="" type="checkbox"/> Daily      Weekly      Monthly	<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>5</u> Year(s) Number	
<b>13. CURRENT LOCATION(S)</b> (Bldg, Floor, Room) MDE Headquarters, 1800 Washington Blvd, Baltimore MD 21230	<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      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>	
<b>19. NAME AND TITLE OF PREPARER</b>  Paul Emmart, Section Head, WQPR Program, SSA, MDE	<b>20. TELEPHONE NUMBER</b>  410-537-3689	<b>21. DATE</b>  17 April 2012