

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

Schedule No. 2607

Page 1 of 2

Agency Maryland Department of the Environment
 Science Services Administration/ Public Health Division

Division/Unit

Item No.	Description	Retention
1.	<p>Supersedes schedule #2510.</p> <p>Annual Evaluation Reports These records are kept in bound books and are updated continuously. These records are essential in maintaining up-to-date information for each of Maryland's 68 shellfish harvesting areas and are used for information necessary for responding to actual or potential health-related problems in shellfish waters as related to public health. These are the records that are reviewed annually by the U.S. Food and Drug Administration. These records are part of the compliance component of the National Shellfish Sanitation Program.</p>	<p>Continuous Record. Maintain as a perpetual file by updating when amended or revised and transfer all superseded material to the Maryland State Archives, in accordance with the Archives' Rules and Regulations.</p>
2.	<p>Rainfall files These records are maintained for the conditional classifications of areas where waters are closed to shellfish harvesting for three days following rainfall accumulations of one inch or more. These records are kept in bound notebooks on a bookshelf. The records include rainfall information called in on a daily basis from volunteers throughout the State. These records also include bound notebooks of logs showing daily conditional area closures (or not). All of the records are reviewed annually by the U.S. Food and Drug Administration and are part of the compliance component of the National Shellfish Sanitation Program.</p>	<p>Retain for five years, and then destroy.</p>

<p>Scheduled Approved by Department, Agency, or Division Representative. Date <u>11-07-12</u> Signature <u>Susan Douglas</u> Typed Name <u>Susan Douglas</u> Title <u>Records Management Coordinator</u></p>	<p>Schedule Authorized by State Archivist Date <u>1/4/2013</u> Signature <u>[Signature]</u></p>
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**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No

Page 2 of 2

Agency Maryland Department of the Environment
Science Services Administration/ Public Health Division

Division/Unit

Item No.	Description	Retention
3.	<p>Detailed Shoreline Survey Files</p> <p>These files represent the field surveys conducted as part of the National Shellfish Sanitation Program. Each letter size file folder represents one survey area. Shoreline surveys are conducted for every area every 5 to 7 years. Only the current information is kept on file. A copy of each shoreline survey is sent to local health departments. These records are part of the compliance component of the National Shellfish Sanitation Program.</p>	<p>Only current information is retained for 5 to 7 years. Once a new survey of the same area is conducted, destroy the previous survey information.</p>
4.	<p>Shellfish Orders</p> <p>These files are letter-sized folders kept in chronological order documenting areas open or closed to shellfish harvesting. They are legal documents that have been used in court cases as evidence of illegal harvesting activities. These files also document the number of acres open or closed to shellfish harvesting over time. Maintaining historical records with these files demonstrates trends in shellfish water quality, which is used in a variety of ways, such as Managing for Results goal reporting. These records are part of the compliance component of the National Shellfish Sanitation Program.</p>	<p>Permanent. Retain for 50 years, and then transfer to the State Archives in accordance with the State Archives' Rules and Regulations</p>
5.	<p>Historical Files</p> <p>These records are kept in bound books. They contain information about the historical background for areas closed and/or open to shellfish harvesting. These files reflect changes over time in areas closed or open to shellfish harvesting. These records are important in documenting trends for improved shellfish water quality. These files are important since in some areas the current classification has been the same for over 20 years. These records are part of the compliance component of the National Shellfish Sanitation Program.</p>	<p>Permanent. Retain for 50 years, and then transfer to the State Archives in accordance with the State Archives' Rules and Regulations</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	
				Page 1 Of 5	
1. DEPARTMENT/AGENCY Environment		2. DIVISION Sciences Services Administration		3. UNIT Public Health Division.	
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 Annual Evaluation Reports				5. EARLIEST YEAR / LATEST YEAR 1960 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). These records are kept in bound books and are updated continuously. These records are essential in maintaining up-to-date information for each of Maryland's 68 shellfish harvesting areas and are used for information necessary for responding to actual or potential health-related problems in shellfish waters as related to public health. These are the records that are reviewed annually by the FDA. These records are part of the compliance component of the NSSP. Function: Files are reviewed annually by the FDA (federal Food and Drug Administration) under the NSSP for compliance review. In addition, MDE keeps official files for use by the DNR Natural Resources Police when enforcing laws related to shellfish harvesting from areas that MDE closes.					
7. RECORD SERIES FORMAT(S) X Letter Size Microfilm Legal Size Computer Tape X Bound Book Floppy Disk Audio Tape Video Tape Other (Specify)		8. RECORD SERIES SEQUENCE X Alphabetical X Numerical X Chronological Geographical Other (Specify)		9. VOLUME X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) -Boxes 10 Number	
		10. ANNUAL ACCUMULATION X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) Number			
11. FILE IS USED X Daily Weekly Monthly		12. FILE BECOMES INACTIVE AFTER 1 Month(s) X Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd, 5 th Floor		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Yes X No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes X No		16. AUDIT REQUIREMENTS None State X Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) X Yes -Reports and historical files have a number designating a map and section showing 68 harvesting areas, and are filed by that number. X No - other files are alphabetical or chronological.		RECOMMENDED RETENTION Annual Evaluation Reports -Updated on an on-going basis. Individual pages are replaced as new data is available.			
19. NAME AND TITLE OF PREPARER Kathy Brohawn, Env Program Manager I		20. TELEPHONE NUMBER 410.537.3608		21. DATE 11-07-2012	

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 5	
1. DEPARTMENT/AGENCY Environment		2. DIVISION Science Services Administration		3. UNIT Public Health Division	
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 Rainfall Files				5. EARLIEST YEAR/ LATEST YEAR 1960 TO Present	
<p>6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). These records are maintained for the conditional classifications of areas where waters are closed to shellfish harvesting for three days following rainfall accumulations of one inch or more. These records are kept in bound notebooks on a bookshelf. The records include rainfall information called in on a daily basis from volunteers throughout the state. These records also include bound notebooks of logs showing daily conditional area closures (or not). All of the records are reviewed annually by the FDA and are part of the compliance component of the NSSP.</p> <p>Function: Files are reviewed annually by the FDA (Federal Food and Drug Administration) under the NSSP for compliance review. In addition, MDE keeps official files for use by the DNR Natural Resources Police when enforcing laws related to shellfish harvesting from areas that MDE closes.</p>					
7. RECORD SERIES FORMAT(S)		8. RECORD SERIES SEQUENCE		9. VOLUME	
<input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input checked="" type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		<input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)		<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) -Boxes <hr style="width: 50px; margin-left: 0;"/> 10 Number	
				10. ANNUAL ACCUMULATION	
				<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) <hr style="width: 50px; margin-left: 0;"/> 10 Number	
11. FILE IS USED			12. FILE BECOMES INACTIVE AFTER		
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly			<hr style="width: 50px; margin-left: 0;"/> 5 Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd, 5 th Floor			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
			<input checked="" type="checkbox"/> Yes Shoreline survey files only -Local Health Departments <input type="checkbox"/> No		
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs			16. AUDIT REQUIREMENTS		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			<input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)			RECOMMENDED RETENTION		
<input checked="" type="checkbox"/> Yes -Reports and historical files have a number designating a map and section showing 68 harvesting areas, and are filed by that number. <input checked="" type="checkbox"/> No - other files are alphabetical or chronological.			Rainfall files -5 years; then destroy.		
19. NAME AND TITLE OF PREPARER Kathy Brohawn, Env. Program Manager I		20. TELEPHONE NUMBER 410.537.3608		21. DATE 11-07-2012	

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**
Environment

2. **DIVISION**
Science Services Adm.

3. **UNIT**
Public Health Division.

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**
Detailed Shoreline Survey Files

5. **EARLIEST YEAR / LATEST YEAR**

1960 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).
These files represent the field surveys conducted as part of the NSSP. Each letter size file folder represents one survey area. Shoreline surveys are conducted for every area every 5 to 7 years. Only the current information is kept on file. A copy of each shoreline survey is sent to local health departments. These records are part of the compliance component of the NSSP.

Function: Files are reviewed annually by the FDA (federal Food and Drug Administration) under the NSSP for compliance review. In addition, MDE keeps official files for use by the DNR Natural Resources Police when enforcing laws related to shellfish harvesting from areas that MDE closes.

7. **RECORD SERIES FORMAT(S)**

X Letter Size Microfilm
Legal Size Computer Tape
X Bound Book Floppy Disk
Audio Tape Video Tape
Other (Specify)

8. **RECORD SERIES SEQUENCE**

X Alphabetical
X Numerical
X Chronological
Geographical
Other (Specify)

9. **VOLUME**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify) -Boxes
10
Number

10. **ANNUAL ACCUMULATION**

X File Drawer(s)
Microfilm Reel(s)
Computer Tape(s)
Other (Specify)
10
Number

11. **FILE IS USED**

X Daily Weekly Monthly

12. **FILE BECOMES INACTIVE AFTER**

5-7 Month(s) X Year(s)
Number

13. **CURRENT LOCATION(S)** (Bldg., Floor, Room)
1800 Washington Blvd, 5th Floor

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

X Yes Shoreline survey files only -Local Health Departments No

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

Yes X No

16. **AUDIT REQUIREMENTS**

None State X Federal Independent

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

X Yes -Reports and historical files have a number designating a map and section showing 68 harvesting areas, and are filed by that number.
X No - other files are alphabetical or chronological.

RECOMMENDED RETENTION

Shoreline survey files -retain current information only; once a new survey of the same area is conducted (5-7 years), destroy old files.

19. **NAME AND TITLE OF PREPARER**
Kathy Brohawn Env. Program Manager 1

20. **TELEPHONE NUMBER**
410.537.3608

21. **DATE**
11-07-2012

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 4 Of 5	
1. DEPARTMENT/AGENCY Environment		2. DIVISION Science Services Administration		3. UNIT Public Health Division	
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 Shellfish Orders				5. EARLIEST YEAR / LATEST YEAR 1960 TO Present	
<p>6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series). These files are letter-sized folders kept in chronological order documenting areas open or closed to shellfish harvesting. They are legal documents that have been used in court cases as evidence of illegal harvesting activities. These files also document the number of acres open or closed to shellfish harvesting over time. Maintaining historical records with these files demonstrates trends in shellfish water quality, which is used in a variety of ways, such as MFR goal reporting. These records are part of the compliance component of the NSSP.</p> <p>Function: Files are reviewed annually by the FDA (federal Food and Drug Administration) under the NSSP for compliance review. In addition, MDE keeps official files for use by the DNR Natural Resources Police when enforcing laws related to shellfish harvesting from areas that MDE closes.</p>					
7. RECORD SERIES FORMAT(S)		8. RECORD SERIES SEQUENCE		9. VOLUME	
<input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input type="checkbox"/> Other (Specify)		Alphabetical Numerical <input checked="" type="checkbox"/> Chronological Geographical Other (Specify)		<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) -Boxes <div style="text-align: center;"> $\frac{10}{\text{Number}}$ </div>	
				10. ANNUAL ACCUMULATION	
				<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) <div style="text-align: center;"> $\frac{10}{\text{Number}}$ </div>	
11. FILE IS USED		12. FILE BECOMES INACTIVE AFTER			
<input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		<div style="text-align: center;"> _____ Month(s) Year(s) Number </div>			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 1800 Washington Blvd, 5 th Floor		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)			
		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs		16. AUDIT REQUIREMENTS			
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware)		RECOMMENDED RETENTION			
<input checked="" type="checkbox"/> Yes -Reports and historical files have a number designating a map and section showing 68 harvesting areas, and are filed by that number. <input checked="" type="checkbox"/> No - other files are alphabetical or chronological.		Shellfish orders are kept permanently, and transfer ed to the State Archives periodically.			
19. NAME AND TITLE OF PREPARER Kathy Brohawn, Env. Program Manager 1		20. TELEPHONE NUMBER 410.537.3608		21. DATE 11-07-2012	

