

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

Schedule No 2611

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Agency Maryland Department of the Environment
 Division/Unit Science Services Administration/ TMDL Development Program

Item No.	Description	Retention
1.	<p>Supersedes schedule #2441 Items 1 &4 and # 2513.</p> <p>Correspondence Files These files include drafts and working copies of approved internal Maryland Department of the Environment correspondence, interagency State correspondence, external (Environmental Protection Agency, the public, regulated entities) correspondence and draft (Secretary and Governor) correspondence related to Total Maximum Daily Load (TMDL) sites and projects.</p>	Retain until superseded, and then destroy.
2.	<p>TMDL -Waterbody-specific Decision-making Documents These files contain supporting documents used in water quality and watershed model development (e.g., correspondence, public notices, public meeting minutes, drafts, comments, comment response documents, etc.). This documentation details the steps of TMDL development, from first contact with stakeholders, through notification of EPA approval of each TMDL. These files also contain general TMDL technical records, essential hand calculations, key correspondence, notes, e-mail printouts and typically a CD with electronic files that support the Department's technical decisions.</p>	Retain for 25 years then transfer to State Archives

Scheduled Approved by Department, Agency, or Division Representative.

Date 12-12-12
 Signature Susan Douglas
 Typed Name Susan Douglas

Schedule Authorized by State Archivist

Date 1-18-13
 Signature Timothy D Bah

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 Administration (SSA)		3. UNIT TMDL Development 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 TMDL -Waterbody-specific Decision-making Files				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). These files contain supporting documents used in water quality and watershed model development (e.g., correspondence, public notices, public meeting minutes, drafts, comments, comment response documents, etc.). This documentation details the steps of Total Maximum Daily Load (TMDL) development and Biological Stressor Identification (BSID) studies, from first contact with stakeholders, through notification of EPA approval of each TMDL. These files also contain general TMDL/BSID Technical records, essential hand calculations, key correspondence, notes, and e-mail that support the Department's technical decisions.					
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 Numerical Chronological Geographical Other (Specify)		9. VOLUME X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) -Boxes <u>19</u> Number	
				10. ANNUAL ACCUMULATION X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify) <u>2</u> Number	
11. FILE IS USED X Daily Weekly Monthly		12. FILE BECOMES INACTIVE AFTER _____ Month(s) 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 No			
15. ACCESS RESTRICTIONS If yes, cite law(s) & regs Yes X No		16. AUDIT REQUIREMENTS None State Federal Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any software/hardware) Yes X No		RECOMMENDED RETENTION Retain permanently; periodically transfer to the State Archives.			
19. NAME AND TITLE OF PREPARER Melissa Chatham, Natural Resources Planner III		20. TELEPHONE NUMBER 410.537.3937		21. DATE 04/19/12	