

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

Schedule No. **2612**

Page **1** of **2**

Agency **Maryland Department of the Environment** Division/Unit
Science Services Administration / Water Quality Standards, 303d, and Dredging Section

Item No.	Description	Retention
	Supersedes schedule # 2512 and 2514	
1.	<p>Reports These records show policy and implementation. They include reports, notes and project reports for the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island, Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.</p>	Retain for 50 years then transfer to State Archives
2.	<p>Memos, minutes, notes and correspondence These records include memos, notes, correspondence, meeting minutes, requisitions and miscellaneous information related to the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island, Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.</p>	Screen ^{annually} and retain any material having historical value that serves to document the origin, development, functions and accomplishments of the agency for 50 years, then transfer to the State Archives. Retain all other material for 3 years, and then destroy.
3.	<p>Laboratory data sheets Laboratory reports and data related to the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island, Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.</p>	Retain for 5 years, then destroy
4.	<p>303d List (web site and shared drive) These records show a searchable data list. This includes over 2,000 records, 2002 – present.</p>	Retain for 50 years then transfer to State Archives in accordance with the State Archives Rules and Regulations for Electronic Records

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

Schedule Authorized by State Archivist
 Date 1-18-13
 Signature Timothy D. Boh

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

Schedule No.

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Agency Maryland Department of the Environment Division/Unit
Science Services Administration / Water Quality Standards, 303d, and Dredging Section

Item No.	Description	Retention
5.	Dredging Web site (shared drive) Notes, correspondence and project reports and electronic data to be placed on the MDE web site.	Reference material – retain one year, then destroy

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

2. DIVISION
 Science Service Administration.

3. UNIT Water Quality Standards, 303d and Dredging Section

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
 Laboratory data Sheets

5. EARLIEST YEAR / LATEST YEAR
 2006 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 include laboratory reports and data related to the Hart-Miller Island Exterior Monitoring Program, Site 104, Poplar Island, Pooles Island dredging sites, Biocriteria, and EPA Biological Taxonomy Standards.

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape Video Tape <input checked="" type="checkbox"/> Other (Specify) -Kept on hard drive of computer.	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify)	9. VOLUME <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/> 1 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/> 1 Number

11. FILE IS USED
 Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

 5
 Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
 1800 Washington Blvd, 5th 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 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
 Data sheets -Retain for 5 years, then destroy.

19. NAME AND TITLE OF PREPARER
 Matt Rowe, Program Manager

20. TELEPHONE NUMBER
 410 .537 .3578

21. DATE
 05/09/2012

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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3. UNIT Water Quality Standards, 303d, and Dredging Section

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
 303 D List (WEB site and shared drive)

5. EARLIEST YEAR / LATEST YEAR
 2002 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 show a searchable data list. This includes over 2,000 records, 2002 - present.

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm

Legal Size Computer Tape

Bound Book Floppy Disk

Audio Tape Video Tape

X Other (Specify) -Records kept on hard drive of computer.

8. RECORD SERIES SEQUENCE

Alphabetical

Numerical

Chronological

Geographical

X Other (Specify)

9. VOLUME

File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (Specify) Web site
 and shared drive

 Number

10. ANNUAL ACCUMULATION

File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (Specify) Web site
 and shared drive

 Number

11. FILE IS USED

X Daily Weekly X Monthly

12. FILE BECOMES INACTIVE AFTER

_____ Month(s) 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)

Yes X No

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

Yes X No

16. AUDIT REQUIREMENTS

X 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, and transfer periodically to the State Archives in accordance with Archives Rules and Regulations for Electronic Records.

19. NAME AND TITLE OF PREPARER
 Matthew Rowe, Program Manager

20. TELEPHONE NUMBER
 410-537-3578

21. DATE
 05/09/2012

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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and Dredging Section

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
Dredging Web site (shared drive)

5. EARLIEST YEAR / LATEST YEAR

2010 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).

Notes, correspondence, and project reports and all electronic data to be placed on the MDE web site

7. RECORD SERIES FORMAT(S)

Letter Size Microfilm

 Legal Size Computer Tape

 Bound Book Floppy Disk

 Audio Tape Video Tape

 Other (Specify) -Records kept on hard drive of computer.

8. RECORD SERIES SEQUENCE

Alphabetical

 Numerical

 Chronological

 Geographical

 Other (Specify)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

1 Month(s) 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)

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

Dredging Web site -Retain reference copies for 1 year, then destroy.

19. NAME AND TITLE OF PREPARER
Matthew Rowe, Program Manager

20. TELEPHONE NUMBER
410-537-3578

21. DATE
05/09/2012