

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

Schedule No 2610

Page 1 of 1

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

Item No.	Description	Retention
1.	<p>Supersedes schedule #2441 Item #2, Item #3 and # 2513</p> <p><b>TMDL -Administrative Files</b>                      These files include working copies of Total Maximum Daily Load (TMDL) Memoranda of Understanding with EPA, TMDL Annual Work Plans and Federal Financial Status Reports (FSRs), supporting files regarding budget requests, unofficial copies of contracts, grants, related work plans, deliverables and project correspondence.</p>	<p>Retain for 5 years after the period covered by the contract, grant, or budget, then destroy; except for the following, transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments to the office and has continuing administrative, fiscal, legal or historical value.</p>
2.	<p><b>TMDL -General Technical Files</b>                      These files include documentation of general methodologies used in Total Maximum Daily Load (TMDL) development, Biological Stressor Identification (BSID) studies, miscellaneous technical references cited in TMDLs and/or BSID, and other general materials that might be referenced in support of specific TMDLs or BSID.</p>	<p>Reference documents will be retained until superseded or no longer needed for reference purposes, then destroy.</p>

Scheduled Approved by Department, Agency, or Division Representative  
 Date 1-30-13  
 Signature Susan Douglas  
 Typed Name Susan Douglas  
 Title Records Management Coordinator

Schedule Authorized by State Archivist

Date 3/4/2013  
 Signature [Handwritten Signature]

<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		AGENCY RECORDS INVENTORY  Page 1 Of 2	
<b>1. DEPARTMENT/AGENCY</b> Environment		<b>2. DIVISION</b> Science Services Administration (SSA)		<b>3. UNIT</b> TMDL Development Program.	
<b>DEFINITION</b> - Records series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
<b>4. RECORDS SERIES TITLE</b> TMDL -Administrative Files				<b>5. EARLIEST YEAR / LATEST YEAR</b>  1987 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). These files include working copies of Total Maximum Daily Load (TMDL) Memoranda of Understanding with EPA, TMDL Annual Work Plans and Federal financial status reports (FSRs), supporting files regarding budget requests, unofficial copies of contracts, grants, related workplans, deliverables and project correspondence.					
<b>7. RECORD SERIES FORMAT(S)</b>  X Letter Size      Microfilm  Legal Size      Computer Tape  X Bound Book      Floppy Disk  Audio Tape      Video Tape  Other (Specify)		<b>8. RECORD SERIES SEQUENCE</b>  Alphabetical  Numerical  X Chronological  Geographical  Other (Specify)		<b>9. VOLUME</b>  X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)-Boxes  <u>4</u> Number	
				<b>10. ANNUAL ACCUMULATION</b>  X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (Specify)  <u>4</u> Number	
<b>11. FILE IS USED</b>  X Daily      Weekly      Monthly			<b>12. FILE BECOMES INACTIVE AFTER</b>  <u>5</u> Month(s)      X Year(s) Number		
<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)  X Yes -MDE's Office of Budget and AESA Procurement keep official contracts, workplans, grant applications, amendments, budget records and FSRs.      No		
<b>15. ACCESS RESTRICTIONS</b> If yes, cite law(s) & regs  Yes      X No			<b>16. AUDIT REQUIREMENTS</b>  None      X State      X Federal      Independent		
<b>17. IS AN INDEX SYSTEM USED?</b> (If yes, explain briefly and describe any software/hardware)  Yes      X No			<b>RECOMMENDED RETENTION</b> Retain for 5 years after the period covered by the contract, grant, or budget, then destroy.		
<b>19. NAME AND TITLE OF PREPARER</b> Lee Currey, Program Manager		<b>20. TELEPHONE NUMBER</b> 410.537.3913		<b>21. DATE</b> 04-19-2012	

