

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

Schedule No. 2667
 Page 1 of 4

Agency: Maryland Department of the Environment Division/Unit: Office of Budget
 Water Quality Financing Admin / Engineering & Capital Projects Program

Item No.	Description	Retention
1.	<p>PERMITS AND APPROVALS</p> <p>a. <u>Water & Sewerage Construction Permits:</u> These files contain permit applications, permits with general and special conditions, financial management plans, comment letters, and plans and specifications of permitted facilities. Engineering and Capital Project Program (ECP) is the custodian of these files.</p>	<p>Retain for four (4) years after the permit is issued, then destroy.</p>
	<p>b. <u>As Built Plans:</u> These plans submitted to MDE of actual construction completed of the previously permitted facilities. ECP is the custodian of these files.</p>	<p>Retain for four (4) years after the permit is issued or one (1) year after construction is completed, which ever occurs last, then destroy. Note: As Built Plans are retained permanently at the permittee's site as required by the construction permit.</p>
2.	<p>FUNDING RELATED DOCUMENTS</p> <p>a. <u>Pre-Application:</u> These files contain pre-applications, rating and ranking documentation, priority lists, grant/loan offers, comments and requests for additional information, and other correspondence related to pre-application submittal. Water Quality Financing Administration (WQFA) is the custodian of these files.</p>	<p>Retain for four (4) years after submittal, then destroy.</p>
	<p>b. <u>Needs Survey and Supported Documentation:</u> A computer generated needs survey of projects for the next five years and its supported documentation as specified by the US Environmental Protection Agency (EPA). WQFA is the custodian of these files.</p>	<p>Retain until after EPA approval of two subsequent surveys, then destroy, which means that WQFA would have two approved surveys at all times.</p>

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Item No.	Description	Retention
	<p>c. Annual Funding Lists: These files include EPA approved Annual Intended Use Plans of projects to be funded by State Revolving Loan Fund in a given fiscal year, Bond Bills approved by the Maryland General Assembly for projects to be funded by State Grants, and approved federal appropriations for federally funded projects. WQFA is the custodian of these files.</p>	<p>Retain for one (1) year after all projects on a list are completed and administratively closed, then destroy.</p>
	<p>d. Engineering/Technical Documents: These files include State Environmental Review Process (SERP), National Environmental Policy Act (NEPA) documents, clearinghouse, Growth Management/Smart Growth reviews, other federal and state agency comments, public comments, responses to the comments and other related documentation and correspondence. ECPP is the custodian of these files.</p>	<p>Retain for one (1) year after a project is completed and administratively closed, then destroy.</p>
	<p>e. Environmental Review Documents: These files include State Environmental Review Process (SERP), National Environmental Policy Act (NEPA) documents, clearinghouse, Growth Management/Smart Growth reviews, other federal and state agency comments, public comments, responses to the comments and other related documentation and correspondence. ECPP is the custodian of these files.</p>	<p>Retain for one (1) year after a project is completed and administratively closed, then destroy.</p>

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Agency: Maryland Department of the Environment Division/Unit: Office of Budget
 Water Quality Financing Admin / Engineering & Capital Projects Program

Item No.	Description	Retention
	<p>f. Funded Project Files: These files include pre-applications, applications, environmental reviews documents (item 2e above), funds conditions, funds agreements, Board of Public Works approvals of funds, payment request and approvals, funds balance, contracts review sheets and approvals, contract change orders and amendments approvals, construction monitoring reports, and other correspondence and documents related to funded projects and their expenditures. WQFA is the custodian of these files.</p>	<p>Retain at WQFA for three (3) years after a project is completed and administratively closed, then destroy. If a project is appealed, then retain for three (3) years after the resolution of the appeal, then destroy.</p>
	<p>g. SRF Loan Files: These files include copies of Project Priority List and Intended Use Plan pages that project is on, final loan application and agreement, loan origination and legal documents, borrower's organizational charts, and correspondence to and from borrower/legal offices leading up to loan execution. Also files include duplicate copies of what's in funded project files (item 2f above): environmental review documents, pre-application, contract approval letters, and Board of Public Works approval of the loan. WQFA is the custodian of these files.</p>	<p>Retain for the life of the loan (usually 20 years), then destroy.</p>
3.	<p>ACCOUNTING & ADMINISTRATIVE</p> <p>a. Project Files: These files include: State Revolving Loan Fund (SRF) project files, Cash Draw Request records, Billing records, Bay Restoration Fund (BRF) project files, and Linked Deposit records. WQFA is the custodian of these files.</p>	<p>Retain in office for 3 years following final activity on project accounting and until all audit requirements have been fulfilled. Then destroy.</p>
	<p>b. Accounting Maintenance Records: These files include: Monthly Reports and Schedules, Annual Reports and Schedules, General Ledgers and PeachTree Reports, and Bank Reconciliations. WQFA is the custodian of these files.</p>	<p>Retain in office for 3 years and until all audit requirements have been fulfilled. Then destroy.</p>

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Agency: Maryland Department of the Environment Division/Unit: Office of Budget
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Item No.	Description	Retention
	<p>c. Federal Grant Records and Reports: These files include: Applications and Award documentation, Transactions and Reimbursement records, Monthly and Annual reconciliations, and Financial Status Reports. WQFA is the custodian of these files.</p>	<p>Retain in office for 3 years following final Grant activity and until all audit requirements have been fulfilled. Then destroy.</p>
	<p>d. Bond Series Records: These files include: Indenture of Trust Agreements, including all Amendments and Supplements, Projected Revenue Certificates, Records of Debt Service Coverage and Payments, and Arbitrage Rebate Records. WQFA is the custodian of these files.</p>	<p>Retain in office for 3 years following final activity on Bond Series Transactions and until all audit requirements have been fulfilled. Then destroy.</p>
	<p>e. Administrative Records: These files include: Petty Cash; Travel Requests, Advances, and Reimbursements; Inventory and Supply Purchases; Service Providers; and Public Information Act Requests and Responses. WQFA is the custodian of these files.</p>	<p>Retain in office for 3 years and until all audit requirements have been fulfilled. Then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.
 Date 08/15/2013
 Signature Richard Pencek, Sr
 Typed Name Richard Pencek
 Title Chief Fiscal Officer, WQFA

Schedule Authorized by State Archivist
 Date 11-5
 Signature TW Bdr

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>14</u></p>
<p>1. Department/Agency: MDE</p>	<p>2. Division: Office of Budget and Infrastructure Financing</p>	<p>3. Unit: Engineering and Capital Projects Program (ECP)</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 1a. Permits and Approvals - Water & Sewerage Construction Permits</p>	<p>5. Earliest Year/Latest Year 2007 to Present</p>	
<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 contain permit applications, permits with general and special conditions, financial management plans, comment letters, and plans and specifications of permitted facilities. ECPP is the custodian of these files.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Maps, specs., plans, etc.</p> <p>NOTE: The network drives of all MWQFA computers are backed up daily by the OIMT of MDE and stored appropriately with all other back-up devices of the agency. A weekly backup is carried out for each server and this is stored in an off-site location for a period of 1 year before being recycled. The incremental backup that is run on each of the other 6 days of the week is stored on-site for a period of 60 days before being recycled.</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Included in premises files</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p> <hr/> <p>10. Annual Accumulation</p> <p>Included in premises file</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed for Review</p>	<p>12. File Becomes Inactive After</p> <p><u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MDE, 5th floor, ECPP File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Permanent - Retain for four (4) years after the permit is issued, then destroy.</p>	
<p>19. Name and Title of Preparer: Richard T. Pencek, Sr., Chief Fiscal Officer</p>	<p>20. Telephone Number (410) 537 - 3972</p>	<p>21. Date: 08/02/2013</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>14</u></p>
<p>1. Department/Agency: MDE</p>	<p>2. Division: Office of Budget and Infrastructure Financing</p>	<p>3. Unit: Engineering and Capital Projects Program (ECP)</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 1b. Permits and Approvals - As-Built Plans</p>	<p>5. Earliest Year/Latest Year 2007 to Present</p>	
<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 plans submitted to MDE of actual construction completed of the previously permitted facilities. ECP is the custodian of these files.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) Maps, specs., plans, etc.</p> <p>NOTE: The network drives of all MWQFA computers are backed up daily by the OIMT of MDE and stored appropriately with all other back-up devices of the agency. A weekly backup is carried out for each server and this is stored in an off-site location for a period of 1 year before being recycled. The incremental backup that is run on each of the other 6 days of the week is stored on-site for a period of 60 days before being recycled.</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Included in premises files</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p> <hr/> <p>10. Annual Accumulation Included in premises file</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed for Review</p>	<p>12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MDE, 5th floor, ECP File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Permanent - Retain for four (4) years after the permit is issued or one (1) year after construction is completed, which ever occurs last, then destroy. Note: As Built Plans are retained permanently at the permittee's site as required by the construction permit.</p>	
<p>19. Name and Title of Preparer: Richard T. Pencek, Sr., Chief Fiscal Officer</p>	<p>20. Telephone Number (410) 537 - 3972</p>	<p>21. Date: 08/02/2013</p>

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<p>1. Department/Agency: MDE</p>	<p>2. Division: Office of Budget and Infrastructure Financing</p>	<p>3. Unit: Water Quality Financing Administration (WQFA)</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 2a. Funding Related Documents - Pre-Applications</p>	<p>5. Earliest Year/Latest Year 1988 to Present</p>	
<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 contain pre-applications, rating and ranking documentation, priority lists, grant/loan offers, comments and requests for additional information, and other correspondence related to pre-application submittal. WQFA is the custodian of these files.</p>		
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<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>4</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MDE, 5th floor, WQFA File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Permanent - Retain for four (4) years after submittal, then destroy.</p>	
<p>19. Name and Title of Preparer: Richard T. Pencek, Sr., Chief Fiscal Officer</p>	<p>20. Telephone Number (410) 537 - 3972</p>	<p>21. Date: 08/02/2013</p>

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1. Department/Agency: MDE	2. Division: Office of Budget and Infrastructure Financing	3. Unit: Water Quality Financing Administration (WQFA)
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title 2b. Funding Related Documents - Needs Survey and Supported Documentation	5. Earliest Year/Latest Year 1972 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.) A computer generated needs survey of projects for the next five years and its supported documentation as specified by the US Environmental Protection Agency (EPA). WQFA is the custodian of these files.		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)</p> <p>NOTE: The network drives of all MWQFA computers are backed up daily by the OIMT of MDE and stored appropriately with all other back-up devices of the agency. A weekly backup is carried out for each server and this is stored in an off-site location for a period of 1 year before being recycled. The incremental backup that is run on each of the other 6 days of the week is stored on-site for a period of 60 days before being recycled.</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Included in premises files</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p> <hr/> <p>10. Annual Accumulation</p> <p>Included in premises file</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As needed for review</p>	<p>12. File Becomes Inactive After</p> <p><u>4</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>MDE, 5th floor, WQFA File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes = Contractor conducting the review <input type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention:</p> <p>Permanent - Retain until after EPA approval of two (2) subsequent surveys, then destroy, which means that WQFA would have two (2) approved surveys at all times.</p>	
<p>19. Name and Title of Preparer:</p> <p>Richard T. Pencek, Sr., Chief Fiscal Officer</p>	<p>20. Telephone Number</p> <p>(410) 537 - 3972</p>	<p>21. Date:</p> <p>08/02/2013</p>

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<p>1. Department/Agency: MDE</p>	<p>2. Division: Office of Budget and Infrastructure Financing</p>	<p>3. Unit: Water Quality Financing Administration (WQFA)</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 2c. Funding Related Documents - Annual Funding Lists</p>	<p>5. Earliest Year/Latest Year 1988 to Present</p>	
<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 include EPA approved Annual Intended Use Plans of projects to be funded by State Revolving Loan Fund in a given fiscal year, Bond Bills approved by the Maryland General Assembly for projects to be funded by State Grants, and approved federal appropriations for federally funded projects. WQFA is the custodian of these files.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)</p> <p>NOTE: The network drives of all MWQFA computers are backed up daily by the OIMT of MDE and stored appropriately with all other back-up devices of the agency. A weekly backup is carried out for each server and this is stored in an off-site location for a period of 1 year before being recycled. The incremental backup that is run on each of the other 6 days of the week is stored on-site for a period of 60 days before being recycled.</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Included in premises files</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p> <p>10. Annual Accumulation</p> <p>Included in premises file</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After - pre-application process is completed</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MDE, 5th floor, WQFA File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Permanent - Retain for one (1) year after all projects on a list are completed and administratively closed, then destroy.</p>	
<p>19. Name and Title of Preparer: Richard T. Pencek, Sr., Chief Fiscal Officer</p>	<p>20. Telephone Number (410) 537 - 3972</p>	<p>21. Date: 08/02/2013</p>

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<p>1. Department/Agency: MDE</p>	<p>2. Division: Office of Budget and Infrastructure Financing</p>	<p>3. Unit: Engineering and Capital Projects Program (ECPP)</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 2d. Funding Related Documents - Engineering/Technical Documents</p>	<p>5. Earliest Year/Latest Year 2007 to Present</p>	
<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 include State Environmental Review Process (SERP), National Environmental Policy Act (NEPA) documents, clearinghouse, Growth Management/Smart Growth reviews, other federal and state agency comments, public comments, responses to the comments and other related documentation and correspondence. ECPP is the custodian of these files.</p>		
<p>7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)</p> <p>NOTE: The network drives of all MWQFA computers are backed up daily by the OIMT of MDE and stored appropriately with all other back-up devices of the agency. A weekly backup is carried out for each server and this is stored in an off-site location for a period of 1 year before being recycled. The incremental backup that is run on each of the other 6 days of the week is stored on-site for a period of 60 days before being recycled.</p>	<p>8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)</p>	<p>9. Volume Included in premises files <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p> <p>10. Annual Accumulation Included in premises file <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p>
<p>11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed for Review</p>	<p>12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MDE, 5th floor, ECPP File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Permanent - Retain for one (1) year after a project is completed and administratively closed, then destroy.</p>	
<p>19. Name and Title of Preparer: Richard T. Pencek, Sr., Chief Fiscal Officer</p>	<p>20. Telephone Number (410) 537 - 3972</p>	<p>21. Date: 08/02/2013</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>7</u> OF <u>14</u></p>
<p>1. Department/Agency: MDE</p>	<p>2. Division: Office of Budget and Infrastructure Financing</p>	<p>3. Unit: Engineering and Capital Projects Program (ECP)</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 2e. Funding Related Documents - Environmental Review Documents</p>	<p>5. Earliest Year/Latest Year 2007 to Present</p>	
<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 include State Environmental Review Process (SERP), National Environmental Policy Act (NEPA) documents, clearinghouse, Growth Management/Smart Growth reviews, other federal and state agency comments, public comments, responses to the comments and other related documentation and correspondence. ECPP is the custodian of these files.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)</p> <p>NOTE: The network drives of all MWQFA computers are backed up daily by the OIMT of MDE and stored appropriately with all other back-up devices of the agency. A weekly backup is carried out for each server and this is stored in an off-site location for a period of 1 year before being recycled. The incremental backup that is run on each of the other 6 days of the week is stored on-site for a period of 60 days before being recycled.</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Included in premises files</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p> <p>10. Annual Accumulation Included in premises file</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually <input checked="" type="checkbox"/> As Needed for Review</p>	<p>12. File Becomes Inactive After</p> <p><u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MDE, 5th floor, ECPP File Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Permanent - Retain for one (1) year after a project is completed and administratively closed, then destroy.</p>	
<p>19. Name and Title of Preparer: Richard T. Pencek, Sr., Chief Fiscal Officer</p>	<p>20. Telephone Number (410) 537 - 3972</p>	<p>21. Date: 08/02/2013</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>8</u> OF <u>14</u></p>
<p>1. Department/Agency: MDE</p>	<p>2. Division: Office of Budget and Infrastructure Financing</p>	<p>3. Unit: Engineering and Capital Projects Program (ECPP)</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 2f. Funding Related Documents - Funded Project Files</p>	<p>5. Earliest Year/Latest Year 1988 to Present</p>	
<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 include pre-applications, applications, environmental reviews documents, funds conditions, funds agreements, Board of Public Works approvals of funds, payment request and approvals, funds balance, contracts review sheets and approvals, contract change orders and amendments approvals, construction monitoring reports, and other correspondence and documents related to funded projects and their expenditures. WQFA is the custodian of these files.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p> <p>NOTE: The network drives of all MWQFA computers are backed up daily by the OIMT of MDE and stored appropriately with all other back-up devices of the agency. A weekly backup is carried out for each server and this is stored in an off-site location for a period of 1 year before being recycled. The incremental backup that is run on each of the other 6 days of the week is stored on-site for a period of 60 days before being recycled.</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Included in premises files</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p> <p>10. Annual Accumulation Included in premises file</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After - project is completed and administratively closed.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MDE, 5th floor, WQFA Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Permanent - Retain at WQFA for three (3) years after a project is completed and administratively closed, then destroy. If a project is appealed, then retain for three (3) years after the resolution of the appeal, then destroy.</p>	
<p>19. Name and Title of Preparer: Richard T. Pencek, Sr., Chief Fiscal Officer</p>	<p>20. Telephone Number (410) 537 - 3972</p>	<p>21. Date: 08/02/2013</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>9</u> OF <u>14</u></p>
<p>1. Department/Agency: MDE</p>	<p>2. Division: Office of Budget and Infrastructure Financing</p>	<p>3. Unit: Water Quality Financing Administration (WQFA)</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 2g. Funding Related Documents - SRF Loan Files</p>	<p>5. Earliest Year/Latest Year 1988 to Present</p>	
<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 include copies of Project Priority List and Intended Use Plan pages that project is on, final loan application and agreement, loan origination and legal documents, borrower's organizational charts, and correspondence to and from borrower/legal offices leading up to loan execution. Also files include duplicate copies of what is in funded project files: environmental review documents, pre-application, contract approval letters, and Board of Public Works approval of the loan. WQFA is the custodian of these files.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)</p> <p>NOTE: The network drives of all MWQFA computers are backed up daily by the OIMT of MDE and stored appropriately with all other back-up devices of the agency. A weekly backup is carried out for each server and this is stored in an off-site location for a period of 1 year before being recycled. The incremental backup that is run on each of the other 6 days of the week is stored on-site for a period of 60 days before being recycled.</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Included in premises files</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p> <p>10. Annual Accumulation Included in premises files</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After – Immediately after Loan Closing</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MDE, 5th floor, WQFA Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Permanent - Retain for the life of the loan (usually 20 years), then destroy.</p>	
<p>19. Name and Title of Preparer: Richard T. Pencek, Sr., Chief Fiscal Officer</p>	<p>20. Telephone Number (410) 537 - 3972</p>	<p>21. Date: 08/02/2013</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>10</u> OF <u>14</u></p>
<p>1. Department/Agency: MDE</p>	<p>2. Division: Office of Budget and Infrastructure Financing</p>	<p>3. Unit: Water Quality Financing Administration (WQFA)</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 3a. Accounting & Administrative – Project Files</p>	<p>5. Earliest Year/Latest Year 1988 to Present</p>	
<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 include: State Revolving Loan Fund (SRF) project files, Cash Draw Request records, Billing records, Bay Restoration Fund (BRF) project files, and Linked Deposit records. WQFA is the custodian of these files.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p> <p>NOTE: The network drives of all MWQFA computers are backed up daily by the OIMT of MDE and stored appropriately with all other back-up devices of the agency. A weekly backup is carried out for each server and this is stored in an off-site location for a period of 1 year before being recycled. The incremental backup that is run on each of the other 6 days of the week is stored on-site for a period of 60 days before being recycled.</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Included in premises files</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p> <p>10. Annual Accumulation</p> <p>Included in premises file</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After – final activity on project accounting</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MDE, 5th floor, WQFA Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Retain in office for three (3) years following final activity on project accounting and until all audit requirements have been fulfilled. Then destroy.</p>	
<p>19. Name and Title of Preparer: Richard T. Pencek, Sr., Chief Fiscal Officer</p>	<p>20. Telephone Number (410) 537 - 3972</p>	<p>21. Date: 08/02/2013</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>11</u> OF <u>14</u></p>
<p>1. Department/Agency: MDE</p>	<p>2. Division: Office of Budget and Infrastructure Financing</p>	<p>3. Unit: Water Quality Financing Administration (WQFA)</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 3b. Accounting & Administrative – Accounting Maintenance Records</p>	<p>5. Earliest Year/Latest Year 1988 to Present</p>	
<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 include: Monthly Reports and Schedules, Annual Reports and Schedules, General Ledgers and Sage Reports, and Bank Reconciliations. WQFA is the custodian of these files.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p> <p>NOTE: The network drives of all MWQFA computers are backed up daily by the OIMT of MDE and stored appropriately with all other back-up devices of the agency. A weekly backup is carried out for each server and this is stored in an off-site location for a period of 1 year before being recycled. The incremental backup that is run on each of the other 6 days of the week is stored on-site for a period of 60 days before being recycled.</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Included in premises files</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p> <p>10. Annual Accumulation</p> <p>Included in premises file</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After – completion and review of fiscal year</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MDE, 5th Floor, WQFA Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Retain in office for three (3) years and until all audit requirements have been fulfilled. Then destroy.</p>	
<p>19. Name and Title of Preparer: Richard T. Pencek, Sr., Chief Fiscal Officer</p>	<p>20. Telephone Number (410) 537 - 3972</p>	<p>21. Date: 08/02/2013</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>12</u> OF <u>14</u></p>
<p>1. Department/Agency: MDE</p>	<p>2. Division: Office of Budget and Infrastructure Financing</p>	<p>3. Unit: Water Quality Financing Administration (WQFA)</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 3c. Accounting & Administrative - Federal Grant Records and Reports</p>	<p>5. Earliest Year/Latest Year 1988 to Present</p>	
<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 include: Applications and Award documentation, Transactions and Reimbursement records, Monthly and Annual reconciliations, and Financial Status Reports. WQFA is the custodian of these files.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p> <p>NOTE: The network drives of all MWQFA computers are backed up daily by the OIMT of MDE and stored appropriately with all other back-up devices of the agency. A weekly backup is carried out for each server and this is stored in an off-site location for a period of 1 year before being recycled. The incremental backup that is run on each of the other 6 days of the week is stored on-site for a period of 60 days before being recycled.</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Included in premises files <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p> <p>10. Annual Accumulation Included in premises file <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After – final grant activity</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MDE, 5th floor, WQFA Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Retain in office for three (3) years following final Grant activity and until all audit requirements have been fulfilled. Then destroy.</p>	
<p>19. Name and Title of Preparer: Richard T. Pencek, Sr., Chief Fiscal Officer</p>	<p>20. Telephone Number (410) 537 - 3972</p>	<p>21. Date: 08/02/2013</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>13</u> OF <u>14</u></p>
<p>1. Department/Agency: MDE</p>	<p>2. Division: Office of Budget and Infrastructure Financing</p>	<p>3. Unit: Water Quality Financing Administration (WQFA)</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 3d. Accounting & Administrative – Bond Series Records</p>	<p>5. Earliest Year/Latest Year 1988 to Present</p>	
<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 include: Indenture of Trust Agreements, including all Amendments and Supplements, Projected Revenue Certificates, Records of Debt Service Coverage and Payments, and Arbitrage Rebate Records. WQFA is the custodian of these files.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p> <p>NOTE: The network drives of all MWQFA computers are backed up daily by the OIMT of MDE and stored appropriately with all other back-up devices of the agency. A weekly backup is carried out for each server and this is stored in an off-site location for a period of 1 year before being recycled. The incremental backup that is run on each of the other 6 days of the week is stored on-site for a period of 60 days before being recycled.</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume Included in premises files <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p> <p>10. Annual Accumulation Included in premises file <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After – final activity on Bond Series</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MDE, 5th floor, WQFA Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Retain in office for three (3) years following final activity on Bond Series Transactions and until all audit requirements have been fulfilled. Then destroy.</p>	
<p>19. Name and Title of Preparer: Richard T. Pencek, Sr., Chief Fiscal Officer</p>	<p>20. Telephone Number (410) 537 - 3972</p>	<p>21. Date: 08/02/2013</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>14</u> OF <u>14</u></p>
<p>1. Department/Agency: MDE</p>	<p>2. Division: Office of Budget and Infrastructure Financing</p>	<p>3. Unit: Water Quality Financing Administration (WQFA)</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 3e. Accounting & Administrative – Administrative Records</p>	<p>5. Earliest Year/Latest Year 1988 to Present</p>	
<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 include: Petty Cash; Travel Requests, Advances, and Reimbursements; Inventory and Supply Purchases; Service Providers; and Public Information Act Requests and Responses. WQFA is the custodian of these files.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p> <p>NOTE: The network drives of all MWQFA computers are backed up daily by the OIMT of MDE and stored appropriately with all other back-up devices of the agency. A weekly backup is carried out for each server and this is stored in an off-site location for a period of 1 year before being recycled. The incremental backup that is run on each of the other 6 days of the week is stored on-site for a period of 60 days before being recycled.</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Included in premises files</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p> <p>10. Annual Accumulation</p> <p>Included in premises file</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file room</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After – final activity on / for each transaction.</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) MDE, 5th floor, WQFA Offices</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Retain in office for three (3) years and until all audit requirements have been fulfilled. Then destroy.</p>	
<p>19. Name and Title of Preparer: Richard T. Pencek, Sr., Chief Fiscal Officer</p>	<p>20. Telephone Number (410) 537 - 3972</p>	<p>21. Date: 08/02/2013</p>