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

Schedule No. 2792

Page 1 of 2

Agency: Maryland Dept. of the Environment (MDE)

Division/Unit: Land Management Admin., Resource Management Program.

Item No.	Description	Retention		
1.	Unit management files – general of These files consist of letters, responsand supplementary information relamanagement.	Retain for three years, then destroy.		
2.	Policies and procedures. These files contain policy and procedure to general unit management.	Retain for three years, then destroy.		
3.	Personnel files. These files relate to personnel matter applications, job descriptions, evaluate letters of commendation and reprime	Retain for three years, then destroy.		
4.	Legislation files. Hardcopy files containing House an notes, and background information.	Retain for five years, then destroy.		
5.	CHS Facility Permit applications, correspondence. C45 - Controlled These files include information subsapplicants and permit holders and reprocess and hazardous waste activitipermit.	Permanent. Retain 50 years, then transfer to the Maryland State Archives for permanent retention.		
Schedule Approved by Department, Agency, or Division Representative. Date		chedule Authorized by State 6.28.16 ignature	ate Archivist	

DGS 550-1

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

Schedule No. 2792
Page 2 of 2

Agency: Maryland Dept. of the Environment (MDE)

Division/Unit: Land Management Admin., Resource Management Program.

Item No.	Description Continued	Retention					
6.	Regulatory development files. These files consist of internal memor regulatory text, supporting information of economic impact, public comment and copies of submissions made to the Documents. Files also include inform delegations of federal authority for puto the State.	Permanent. Retain 50 years, then transfer to the Maryland State Archives for permanent retention.					
7.	Low-level radioactive waste management of the containing of the membership in the Appalachian State Radioactive Waste Compact, and annual generators of low-level radioactive waste compact.	Permanent. Retain 50 years, then transfer to the Maryland State Archives for permanen retention.					
Agency,	or Division Representative.	edule Authorized by Sta	ate Archivist				
	a. appr	Signature					
Title _	Program Manager						

DGS 550-1A

		GENERAL SERVICES		AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550-1) 7275 Waterloo Ro Jessup, Mar		GEMENT DIVISION oad, P.O. Box 275 ryland 20794 99-1930		PAGE1_ OF7	
Department/Agency Maryland Dept. of Environment	Division Land Management Administration		AA	Unit Resource Management Program	
DEFINITION: RECORD SERIES: A group of relation purposes.	ed records normally filed	l and used as	a unit for r	eference as well as retention and disposition	
Record Series Title Unit management files – general correspondence			5. Earliest Year/Latest Year 1998 to2016		
Record Series Description (Briefly describe the series.) Letters, responses, internal memoranda, and supplying the series.					
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume		
☑ Letter Size ☐ Microfilm	☐ Alphabetica	al	1_ Number		
Legal Size Computer Tape	☐ Numerical		☑ File Dra	awer(s)	
Audio Tape Floppy Disk		cal	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Bound Book ☐ Video Tape	☐ Geographic	cal	Other (specify)		
Other (specify)	Other (spec		10. Annual Accumulation1 Number		
				m Reel(s) ter Tape(s)	
11. File is Used		12. File Becom	es Inactive Af	ter	
☐ Daily ☐ Weekly ☑ Monthly ☐ And	Number Month(s) Year(s)				
13. Current Location(s) (Bldg., Floor, Room) 6th floor office 6467		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☐ No	16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No		18. Recom			
19. Name and Title of Preparer	20. Telepho	one Number	21. Date		
Abigail Pascual, Head, Scrap Tire Unit 410-537-33			April 14,		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Maryland Dept. of Environment DEFINITION: RECORD SERIES: A group of relationary purposes. 4. Record Series Title					
Policies and procedures.			1998 to2016		
Record Series Description (Briefly describe the series.) Policy and procedure documents related to general.		cuments/forms found	d in the series. Include the purpose or function of the		
7. Record Series Format(s) List all	8. Record Serie	The second secon	olume		
☑ Letter Size ☐ Microfilm	Alphabetica		nber		
Legal Size Computer Tape	☐ Numerical		Drawer(s)		
☐ Audio Tape ☐ Floppy Disk			Microfilm Reel(s) Computer Tape(s)		
☐ Bound Book ☐ Video Tape	☐ Geographic		Other (specify)		
Other (specify) Other (specify)		Num	Annual Accumulation 1 nber File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)		
11. File is Used		12. File Becomes Inac	otive After		
☐ Daily ☐ Weekly ☒ Monthly ☐ An	nually	Number Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 6th floor office 6467		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☐ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No		16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes ☑ No	requirements	18. Recommended Retention Retain for 3 years, then destroy			
19. Name and Title of Preparer Abigail Pascual, Head, Scrap Tire Unit 20. Telephotomorphisms 410-537-33		55-082 THE 4-10 PC.	Date ril 14, 2016		

Instructions Type or Print a consents form for		SENERAL SERVICES		AGENCY RECORDS INVENTORY	
Instructions –Type or Print a separate form for each new or revised record series. Forward		ENT OF GENERAL SERVICES OS MANAGEMENT DIVISION		COSTA A THOUGH WAS A STREET OF THE STREET OF	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	5 Waterloo Road, P.O. Box 275			
	The second secon	aryland 20794		PAGE3 of7	
Department/Agency	2. Division	799-1930		3. Unit	
Maryland Dept. of Environment	Land Management A	dministration		Resource Management Program	
		diffinistration			
DEFINITION: RECORD SERIES: A group of relat purposes.	ed records normally file	d and used as a	unit for re	eference as well as retention and disposition	
4. Record Series Title		5. Earliest Year/Latest Year			
Personnel files.		1998 to2016			
Record Series Description (Briefly describe the	types of information/do	cuments/forms fo	ound in th	ne series. Include the purpose or function of the	
series.)					
Files related to personnel matters, including job a	pplications, job descript	ions, evaluations	, reclass	ifications, letters of commendation and reprimand,	
etc.					
7. Record Series Format(s) List all	8. Record Ser	ries Sequence	9. Volume		
☐ Letter Size ☐ Microfilm		cal	Number		
Legal Size Computer Tape	☐ Numerical		File Dra		
Audio Tape Floppy Disk	Chronolog	gical			
☐ Bound Book ☐ Video Tape	Geograph				
Other (specify)	Other (spe				
		Number			
		Manager Tree Co. Land Co. Land	Computer Tape(s)		
		Other (specify)			
11. File is Used		12. File Becomes Inactive After			
☐ Daily ☐ Weekly ☐ Monthly ☐ An	nually	Number Month(s) Year(s)			
		Transcript I see (a)			
13. Current Location(s) (Bldg., Floor, Room) 6th floor office 6467		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☐ No			
de Asses Barbinson Williams					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		16. Audit Requirements			
		None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recommended Retention			
Yes 🖾 No					
		Retain for 3 y	years, the	en destroy	
19. Name and Title of Preparer	20. Teleph	elephone Number 21. Date			
Abigail Pascual, Head, Scrap Tire Unit	410-537-3		April 14,		
	60 / Sept 3 / 1				

Instructions –Type or Print a separate form for	Print a congrate form for		VICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) RECORDS MA 7275 Waterlo Jessup,		MANAGEMENT DIVISION erloo Road, P.O. Box 275 up, Maryland 20794 410-799-1930		page4 of7	
1. Department/Agency 2. Division				3. Unit	
Maryland Dept. of Environment	Land Management Administration		i leg	Resource Management Program	
DEFINITION: RECORD SERIES: A group of relation purposes.	ed records normally filed	d and used as a	unit for re	eference as well as retention and disposition	
4. Record Series Title		5. Earliest Year/Latest Year			
Legislation files.		1998 to2014			
Record Series Description (Briefly describe the series.) Hardcopy files containing House and Senate bills.				ne series. Include the purpose or function of the	
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume		
Market Street D. Market	7		1_		
□ Letter Size □ Microfilm	Alphabetic	al	Number		
Legal Size Computer Tape	☐ Numerical		File Dra		
☐ Audio Tape ☐ Floppy Disk	□ Chronologi	ical Microfil		ntim Reel(s) outer Tape(s)	
			Other (specify)		
Bound Book Video Tape	Geographi	10. Annual Accumulation			
Other (specify)	Other (spe			(100)(100)(100)(100) - Pul 144 - Pul 144	
		Number			
				Computer Tape(s)	
11. File is Used		12. File Become	s Inactive Af	ter	
☐ Daily ☐ Weekly ☒ Monthly ☐ An	evelly.	5			
☐ Daily ☐ Weekly ☐ Monthly ☐ An	nually	Number Month(s) X Year(s)			
13. Current Location(s) (Bldg., Floor, Room) 6th floor office 6467		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
Yes No		None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes ☐ No	18. Recommended Retention Retain for 5 years, then destroy				
19. Name and Title of Preparer	20. Teleph	one Number	21. Date		
Abigail Pascual, Head, Scrap Tire Unit	314	April 14,	2016		

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Instructions –Type or Print a separate for for each new or revised record series. Forward with Records Retention Schedul (DGS 550-1)	RECORDS MA 7275 Waterlo Jessup,	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		PAGE _ 5 _ OF		
Department/Agency Maryland Dept. of Environment	nt Administration		Unit Resource Management Program			
DEFINITION: RECORD SERIES: A grou	o of related records normal	lly filed and use	ed as a unit fo	r reference as well as retention and disposition purposes.		
Record Series Title : CHS Facility Perr Correspondence			5. Earliest Year/Latest Year1979 to2016			
series.) These files include information submitted				the series. Include the purpose or function of the		
conducted under the permit.	1 0 0 10 0		I o Matana			
7. Record Series Format(s) List all	8. Record Series Sequence		9. Volume 472			
☑ Letter Size ☐ Microfilm			Number			
☑ Legal Size ☐ Computer Tape	☐ Numerical		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify)_lineal feet			
Audio Tape Floppy Disk	☐ Chronological					
Bound Book	Geographical		40. Assurab Ass			
Other (specify)_Maps, engineering drawings, plans, etc. DVDs and CDs	Other (specify)		10. Annual Acc	zumulation		
				r(s) teel(s) Tape(s) cify _lineal feet_		
11. File is Used		12. File Becomes Inactive After				
☑ Daily ☐ Weekly ☐ Monthly	50 Number					
13. Current Location(s) (Bldg., Floor, Room) 6th floor, central file area	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No					
15. Access Restrictions (If Yes, cite Law(s) & Regulating Yes No Potentially subject to restrictions regarding confidential or national security issues with respect to military install.		16. Audit Requirements ☐ None ☑ State ☑ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly at ☐ Yes ☐ No Records are arranged alphabetically by facility.		18. Recommended Retention Permanent. Retain record for 50 years, then transfer to the State Archives for permanent retention.				
19. Name and Title of Preparer		20. Teleph	one	21. Date		
Edward Hammerberg, Technical Special	Number 410-537-3		4/8/16			

Instructions –Type or Print a separate form DEPARTMENT C		OF GENERAL SERVICES IANAGEMENT DIVISION loo Road, P.O. Box 275 b, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY	
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	PAGE6 OF7				
Department/Agency Maryland Dept. of Environment	nt Administration		Unit Resource Management Program		
DEFINITION: RECORD SERIES: A group of	of related records normal	lly filed and use	ed as a unit fo	r reference as well as retention and disposition purposes.	
4. Record Series Title : Regulatory Develop		any med and used as a unit to		5. Earliest Year/Latest Year1979 to2016	
series.) These files consist of internal memoranda, hearing transcripts, copies of documents in	ct, supporting ir	nformation suc submissions	th as evaluations of economic impact, public comments, made to the Division of State Documents. Files also		
include information related to delegations o 7. Record Series Format(s) List all	Record Series Sequence	gram impieme	9. Volume	State.	
✓ Letter Size	Alphabetical		3 Number		
☑ Legal Size ☐ Computer Tape	Numerical		File Drawer		
Audio Tape Floppy Disk			☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)		
Bound Book Uideo Tape	Geographical		10. Annual Accumulation		
Other (specify)	Other (specify)				
			File Drawer Microfilm R Computer	teel(s)	
11. File is Used		12. File Becomes Inactive After			
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually		50 Number			
13. Current Location(s) (Bldg., Floor, Room) 6th floor, central file area	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(☐ Yes ☑ No	16. Audit Requirements ☐ None ☑ State ☑ Federal ☐ Independent		ederal Independent		
17. Is an Index System used? If yes, explain briefly and o ☑ Yes ☐ No Chronological by year, then by programmatic area.	18. Recommended Retention Permanent. Retain record for 50 years, then transfer to the State Archives for permanent. Retain record for 50 years, then transfer to the State Archives for permanent.				
19. Name and Title of Preparer		20. Telepho	one	21. Date	
Edward Hammerberg, Technical Specialist	Number 410-537-3314		4/8/16		

Instructions –Type or Print a separate	form DEPARTMENT	DEPARTMENT OF GENERAL SERVICES		AGENCY RECORDS INVENTORY	
for each new or revised record series. Forward with Records Retention Schero (DGS 550-1)	dule 7275 Waterle	ANAGEMENT DIVIS no Road, P.O. Box 2 , Maryland 20794 410-799-1930	380 9855	PAGE OF	
Department/Agency Maryland Dept. of Environment	2. Division Land Manageme	nt Administration		3. Unit Resource Management Program	
DEFINITION: RECORD SERIES: A gr 4. Record Series Title : Low-level radio			r reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 1980 to2016		
series.) These files contain information relevan	nt to Maryland's membership			the series. Include the purpose or function of the v Level Radioactive Waste Compact, and annual reports	
from generators of low-level radioactiv 7. Record Series Format(s) List all Letter Size	Nur				
13. Current Location(s) (Bldg., Floor, Room) 6th floor, central file area; and room 6266. 15. Access Restrictions (If Yes, cite Law(s) & Regu	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☐ No 16. Audit Requirements ☐ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ☑ Yes ☐ No Chronological by year.		18. Recommen	nded Rete		
19. Name and Title of Preparer Edward Hammerberg, Technical Spec	20. Telephone Number 410-537-3314		21. Date 4/8/16		