## **DEPARTMENT OF GENERAL SERVICES** RECORDS MANAGEMENT DIVISION

Schedule No. 2805 of 1\_ Page 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency: Maryland Dept. of the Environment (MDE)

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

Biosolids Division

Item No.	Description	Retention		
1.	Sewage Sludge Utilization –Permits (Land Application, Transportation, Distribution, Permanent Facility, Incineration, Disposal, Research, Innovative Project) Files contain permit applications, related correspondence, public meeting/hearing records, permits and permit reports for sewage sludge utilization sites. Per Section 9-241 of the Environment Article, Annotated Code of Maryland, "To allow the public to identify every permit that the Department issues for a particular tract of land, the Department shall maintain a permanent record of all sewage sludge utilization permits issued under 9-236 of this subtitle."	Permanent. Retain 30 years after last activity, then transfer to the Maryland State Archives for permanent retention.		
2.	Sewage Sludge Analysis Reports: These files contain analysis reports for sewage sludge generators utilizing sewage sludge in Maryland. Per Section 9-241 of the Environment Article, Annotated Code of Maryland, "To allow the public to identify every permit that the Department issues for a particular tract of land, the Department shall maintain a permanent record of all sewage sludge utilization permits issued under 9-236 of this subtitle."	Permanent. Retain 15 years, then transfer to the Maryland State Archives for permanent retention.		
3.	Sewage Sludge Generator Reports: These files contain reports from generators of sewage sludge being utilized in Maryland. Per Section 9-241 of the Environment Article, Annotated Code of Maryland, "To allow the public to identify every permit that the Department issues for a particular tract of land, the Department shall maintain a permanent record of all sewage sludge utilization permits issued under 9-236 of this subtitle."	Permanent. Retain 15 years, then transfer to the Maryland State Archives for permanent retention.		
4.	Sewage Sludge Fiscal Receipts: These files contain records of paid permit and generator fees.	Retain files for three (3) years or until audit requirements have been met, and then destroy.		
5.	Sewage Sludge Supplemental Inspection and Monitoring Agreements Records: These files contain records about the activities related to these agreements between MDE and counties.	Retain files for three (3) years or until audit requirements have been met, and then destroy.		
6.	Sewage Sludge Administrative Files: These files contain all correspondence, studies, and regulation and budget development information not included in the other components listed on this retention schedule.	Retain files for three (3) years and then destroy.		

Schedule Approved by Department, Agency, or Division Representative.  Date Aux Plane	Schedule Authorized by State Archivist  Date  11.28.16
Signature:	Signature / www.dty.D.B.d.
Typed Name Allison Marong	Signature
Title <u>Division Chief</u>	

DGS 550-1

nstructions –Type or Print a DEPARTMENT		NT OF GENERAL		AGENCY RECORDS INVENTORY		
separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MAN. 7275 Waterloo Jessup, M	SERVICES S MANAGEMENT DIVI sterloo Road, P.O. Box ssup, Maryland 20794 410-799-1930		PAGE1 OF6		
Department/Agency     Maryland Dept. of Environment	Division     Land Management	nt Administrati	ion	3. Unit Biosolids Division		
DEFINITION: RECORD SERIES: A gr 4. Record Series Title Sewage Sludge Utilization - Permits	oup of related reco	rds normally filed and used as a unit for reference as well as retention and disposition purposes.  5. Earliest Year/Latest Year 1980 to2016				
These files contain permit applications sludge utilization sites. These files are	and supporting do a historical record ify every permit tha	ocuments, related of permitted states the Department	ted corres sewage sl nent issues	s/forms found in the series. Include the purpose or function of the series.) spondence, public meeting/hearing records, permits and permit reports for sewage udge utilization. Per Section 9-241 of the Environment Article, Annotated Code of s for a particular tract of land, the Department shall maintain a permanent record		
7. Record Series Format(s) List all	8. Record Series	es Sequence 9. Volu		96		
☑ Legal Size     ☐ Computer Tape     ☑ Numerical       ☐ Audio Tape     ☐ Floppy Disk     ☐ Chronologic		ical   Mic   Cor   Mic   Cor   Mic   Mic   Mic   Mic   Mic   Cor   Mic   Cor   Mic   Cor   Mic   Cor   Mic   Cor   Mic   Cor   Mic   Mic   Cor   Mic   Mic		e Drawer(s) profilm Reel(s) mputer Tape(s)		
☑ Bound Book ☐ Video Tape ☑ Geographic				ner (specify)feet of file shelf		
Other (specify)Engineering						
11. File is Used  Daily Weekly Month Annually	ıy 🗆	12. File Becomes Inactive After30 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) & Regu	lation(s)	16. Audit Requirements  ☑ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly requirements  Yes No Land application permits are filed alphabetically by Transportation and landfill permit s are filled by pen Other permits are filed by facility name.		18. Recommended Retention  Retain 30 years after last file activity, then transfer to the Maryland State Archives for permanent retention				
19. Name and Title of Preparer 20. Telephone 2			21. Date Septembe	er 23, 2016		

Instructions – Type or Print a separate			RAL	AGENCY RECORDS INVENTORY			
form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo F Jessup, Ma	SERVICES DS MANAGEMENT DIV Vaterloo Road, P.O. Bo. essup, Maryland 20794 410-799-1930		PAGE2 OF6			
Department/Agency     Maryland Dept. of Environment	Division     Land Managemen	t Administrati	ion	3. Unit Biosolids Division			
DEFINITION: RECORD SERIES: A ground A. Record Series Title Sewage Sludge Analysis Reports	normally file	normally filed and used as a unit for reference as well as retention and disposition purposes.  5. Earliest Year/Latest Year 1986 to2016					
These files contain Sewage Sludge Ana	lysis for sewage slu the public to identify	dge generato every permit	rs utilizing t that the D	orms found in the series. Include the purpose or function of the series.) sewage sludge in Maryland. Per Section 9-241 of the Environment Article, Department issues for a particular tract of land, the Department shall maintain this subtitle."			
7. Record Series Format(s) List all	B. Record Series	s Sequence	9. Volume				
∐ Letter Size			45 Number				
Legal Size Computer Tape	☐ Numerical		File Drawer(s)				
☐ Audio Tape ☐ Floppy Disk	☐ Chronologic	☐ Microfi		ilm Reel(s) uter Tape(s)			
		☑ Other		(specify)_feet of file shelf			
☐ Bound Book ☐ Video Tape	Geographic	al	10. Annual Accumulation				
Other (specify)	Other (speci	fy)	_2Number				
			File Dr	☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify)_feet of file shelf			
11. File is Used		12. File Becor	nes Inactive A	After			
☑ Daily ☐ Weekly ☐ Monthly	15 Number		Month(s) ☑ Year(s)				
13. Current Location(s) (Bldg., Floor, Room) 6th floor, central file area	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)						
15. Access Restrictions (If Yes, cite Law(s) & Regulat	16. Audit Requirements  None State Federal Independent						
17. Is an Index System used? If yes, explain briefly a requirements  ☑ Yes ☐ No	18. Recor		Retention n transfer to the Maryland State Archives for permanent retention				
Sewage Sludge Analysis are filed alphabetically by fa							
19. Name and Title of Preparer Allison Marong, Chief, Biosolids Division	ne Number	21. Date Septem	ber 23, 2016				

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	DEPARTMENT SERVI RECORDS MA DIVIS 7275 Waterloo F 27 Jessup, Mary 410-799 2. Division Land Management	ICES ANAGEMENT SION Road, P.O. Bo 5 yland 20794 9-1930	T PAGE3 OF6		
DEFINITION: RECORD SERIES: A group o	f related records nor	mally filed an	nd used as a unit for reference as well as retention and disposition purposes.		
Record Series Title     Sewage Sludge Generator Reports			5. Earliest Year/Latest Year1986 to2016		
These files contain reports from generators utilized. Per Section 9-241 of the Environme	utilizing sewage sluc nt Article, Annotated	dge in Marylar d Code of Mar ent record of a s Sequence	nents/forms found in the series. Include the purpose or function of the series.)  and. Provides a historical record of the quantity of sewage sludge generated and aryland, "To allow the public to identify every permit that the Department issues for a all sewage sludge utilization permits issued under 9-236 of this subtitle."  9. Volume 20 Number    File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   Other (specify)feet of file shelf		
Other (specify) Other (specify)		ify)	1 Number    File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   Other (specify)_feet of file shelf		
11. File is Used		12. File Becomes Inactive After			
☑ Daily ☐ Weekly ☐ Monthly	Annually	15 Number	☐ Month(s) ☐ Year(s)		
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(s) ☐ Yes ☑ No		16. Audit Requirements  ☑ None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and de  ☑ Yes ☐ No  Generator Reports are by county, then alphabetically by far			mmended Retention years, then transfer to the Maryland State Archives for permanent retention		
19. Name and Title of Preparer Allison Marong, Chief, Biosolids Division	20. Telephor 410-537-331		21. Date September 23, 2016		

Instructions –Type or Print a separate for	m DEPARTMENT C	OF GENERAL	SERVICES	AGENCY RECORDS INVENTORY	
for each new or revised record series.		NAGEMENT DIVISION			
Forward with Records Retention Schedul		PAGE 4 OF 6			
(DGS 550-1)	Jessup,	Maryland 20794			
	4	110-799-1930			
Department/Agency	2. Division		3. Unit		
Maryland Dept. of Environment	Land Managemen	t Administratio	n	Biosolids Division	
DEFINITION: RECORD SERIES: A grou	p 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			TOTAL PARTY	5. Earliest Year/Latest Year	
Sewage Sludge Fiscal Receipts				1911 to2016	
6. Record Series Description (Briefly des	cribe the types of information	on/documents/	forms found in	n the series. Include the purpose or function of the	
series.)					
These file contain records of paid permit	and generator fees.				
			12.		
7. Record Series Format(s) List all	8. Record Series Sequence		9. Volume		
☑ Letter Size ☐ Microfilm			2 Number		
Legal Size Computer Tape	Numerical		☐ File Drawe		
☐ Audio Tape ☐ Floppy Disk	Chronological		Computer	Computer Tape(s)	
☐ Bound Book ☐ Video Tape	☑ Geographical		Other (spe	cify)_feet of file shelf	
	and plants		10. Annual Acc	cumulation	
Other (specify)	Other (specify)				
			Number		
		File Drawe			
		Computer			
		Other (specify)_feet of file shelf			
11. File is Used		12. File Becom	nes Inactive After		
☐ Daily ☐ Weekly ☐ Monthly		Number	☐ Mont	h(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
6th floor, central file area		☐ Yes   ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation	on(s)	16. Audit Requirements			
Yes No		☑ None ☐ State ☐ Federal ☐ Independent			
		M woule	☐ State ☐ Fe	nderar   Independent	
17. Is an Index System used? If yes, explain briefly an	18. Recommended Retention				
⊠ Yes □ No			rs or until audit requirements have been met, and then		
Fiscal Records are filed by county	destroy.	.or unoc you	S. S		
3,334,3					
19. Name and Title of Preparer	20. Telepho	one	21. Date		
Allison Marong, Chief, Biosolids Division		Number		March 25, 2016	
	410-537-33	14			

separate form for each new or revised record series. Forward with Records Retention Schedule (DGS DI 7275 Waterloo Jessup, N		NT OF GENERAL RVICES MANAGEMENT VISION Road, P.O. Box 275 laryland 20794 -799-1930		PAGE5 OF6		
Maryland Dept. of Environment	Land Managemen	nt Administration		Biosolids Division		
Record Series Title     Sewage Sludge Supplemental Inspecti Records	on and Monitoring A	Agreement information/d	5. Earl	Issed as a unit for reference as well as retention and disposition purposes.  Itiest Year/Latest Year		
7. Record Series Format(s) List all    Letter Size		al cal	1 Number    File Drawer(s)     Microfilm Reel(s)     Computer Tape(s)     Other (specify)    10. Annual Accumulation			
11. File is Used ☐ Daily ☐ Weekly ☐ Monthly ☒ Annually		12. File Becomes Inactive After3 Number				
13. Current Location(s) (Bldg., Floor, Room) 6th floor, central file area  15. Access Restrictions (If Yes, cite Law(s) & Regular  ☐ Yes ☑ No	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 requirements  ☑ Yes ☐ No Filed by County		commended Retention files for three years or until audit requirements have been met, and then destroy				
19. Name and Title of Preparer  Allison Marong, Chief, Biosolids Division  20. Telephone Number 410-537-3314			21. Date March 25, 2016			

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Bo 275 Jessup, Maryland 20794 410-799-1930 2. Division Land Management Administrate		PAGE6 OF6  Box  3. Unit				
DEFINITION: RECORD SERIES: A group of	f related records no	rmally filed ar	nd used as a unit for reference as well as retention and disposition purposes.				
4. Record Series Title			5. Earliest Year/Latest Year				
Sewage Sludge Administrative Files		F-1	1986 to2016				
			ments/forms found in the series. Include the purpose or function of the series.) evelopment not included in the other components listed on this retention schedule.				
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume				
			10				
☑ Letter Size ☐ Microfilm	☐ Alphabetica	ı	Number				
Classician Communication			C Sta Samuel				
Legal Size Computer Tape	Numerical	. ~2	☐ File Drawer(s) ☐ Microfilm Reel(s)				
☐ Audio Tape ☐ Floppy Disk	☐ Chronologic	cal	Computer Tape(s)				
			Other (specify)feet of file shelf				
☐ Bound Book ☐ Video Tape	Geographic	al					
Other (specify)	Other (spec	iful	10. Annual Accumulation				
Carlet (aposity)	Culei (spec	y)	0.5				
			File Drawer(s)				
	Activities and the second		Microfilm Reel(s)				
			☐ Computer Tape(s) ☐ Other (specify)feet of file shelf				
11. File is Used		12. File Becomes Inactive After					
☐ Daily ☐ Weekly ☒ Monthly	☐ Annually	3 Number	☐ Month(s) ☑ Year(s)				
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(s)  Yes No		16. Audit Requirements  ☑ None ☐ State ☐ Federal ☐ Independent					
17. Is an Index System used? If yes, explain briefly and de ☐ Yes ☑ No	scribe requirements		mmended Retention as for three years, and then destroy				
19. Name and Title of Preparer	20 Telepho	ne	21. Date				
20. Telephone lison Marong, Chief, Biosolids Division Number 410-537-3314			March 25, 2016				