

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

Schedule No. 2805

Page 1 of 1

**Agency:** Maryland Dept. of the Environment (MDE)  
**Division/Unit:** Land Management Admin., Resource Management Program.  
Biosolids Division

Item No.	Description	Retention
1.	<b><u>Sewage Sludge Utilization –Permits</u></b> (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.	<b><u>Sewage Sludge Analysis Reports:</u></b> 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.	<b><u>Sewage Sludge Generator Reports:</u></b> 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.	<b><u>Sewage Sludge Fiscal Receipts:</u></b> 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.	<b><u>Sewage Sludge Supplemental Inspection and Monitoring Agreements Records:</u></b> 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.	<b><u>Sewage Sludge Administrative Files:</u></b> 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.

<p>Schedule Approved by Department, Agency, or Division Representative.</p> <p>Date <u>Allison P. Marong</u></p> <p>Signature: _____</p> <p>Typed Name <u>Allison Marong</u></p> <p>Title <u>Division Chief</u></p>	<p>Schedule Authorized by State Archivist</p> <p>Date <u>11.28.16</u></p> <p>Signature <u>Timothy D. Boh</u></p>
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DGS 550-1

<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>6</u></p>
<p>1. Department/Agency Maryland Dept. of Environment</p>	<p>2. Division Land Management Administration</p>	<p>3. Unit Biosolids Division</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 Sewage Sludge Utilization - Permits</p>	<p>5. Earliest Year/Latest Year <u>1980</u> to <u>2016</u></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 and supporting documents, related correspondence, public meeting/hearing records, permits and permit reports for sewage sludge utilization sites. These files are a historical record of permitted sewage sludge utilization. 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."</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Engineering Drawings</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input checked="" type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>496</u> Number</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) <u>_____</u> feet of file shelf _____</p> <p>10. Annual Accumulation <u>16</u> Number</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) <u>_____</u> feet of file shelf _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>30</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <u>6<sup>th</sup> floor, central file area</u></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) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Land application permits are filed alphabetically by land owner name. Transportation and landfill permits are filled by permit number. Other permits are filed by facility name.</p>	<p>18. Recommended Retention Retain 30 years after last file activity, then transfer to the Maryland State Archives for permanent retention</p>	
<p>19. Name and Title of Preparer Allison Marong, Chief, Biosolids Division</p>	<p>20. Telephone Number 410-537-3314</p>	<p>21. Date September 23, 2016</p>

<b>Instructions</b> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES</b> <b>RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>  2  </u> OF <u>  6  </u>	
1. Department/Agency Maryland Dept. of Environment		2. Division Land Management Administration		3. Unit Biosolids Division	
<b>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</b>					
4. Record Series Title Sewage Sludge Analysis Reports			5. Earliest Year/Latest Year <u>  1986  </u> to <u>  2016  </u>		
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 Sewage Sludge Analysis 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."					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input 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) _____		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <u>  45  </u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>  </u> feet of file shelf _____  10. Annual Accumulation <u>  2  </u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>  </u> feet of file shelf _____	
11. File is Used  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>  15  </u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 6 <sup>th</sup> floor, central file area			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  Sewage Sludge Analysis are filed alphabetically by facility name.			18. Recommended Retention Retain 15 years, then transfer to the Maryland State Archives for permanent retention		
19. Name and Title of Preparer Allison Marong, Chief, Biosolids Division		20. Telephone Number 410-537-3314		21. Date September 23, 2016	

<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>3</u> OF <u>6</u></p>
<p>1. Department/Agency Maryland Dept. of Environment</p>	<p>2. Division Land Management Administration</p>	<p>3. Unit Biosolids Division</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 Sewage Sludge Generator Reports</p>	<p>5. Earliest Year/Latest Year <u>1986</u> to <u>2016</u></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 reports from generators utilizing sewage sludge in Maryland. Provides a historical record of the quantity of sewage sludge generated and utilized. 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."</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input checked="" type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>20</u> Number</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) <u>      </u> feet of file shelf _____</p> <hr/> <p>10. Annual Accumulation <u>1</u> Number</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) <u>      </u> feet of file shelf _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>15</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 6<sup>th</sup> floor, central file area</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) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Generator Reports are by county, then alphabetically by facility name.</p>	<p>18. Recommended Retention Retain 15 years, then transfer to the Maryland State Archives for permanent retention</p>	
<p>19. Name and Title of Preparer Allison Marong, Chief, Biosolids Division</p>	<p>20. Telephone Number 410-537-3314</p>	<p>21. Date September 23, 2016</p>

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<p>1. Department/Agency Maryland Dept. of Environment</p>	<p>2. Division Land Management Administration</p>	<p>3. Unit Biosolids Division</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 Sewage Sludge Fiscal Receipts</p>	<p>5. Earliest Year/Latest Year <u>1911</u> to <u>2016</u></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 file contain records of paid permit and generator fees.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input checked="" type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>2</u> Number</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) _____ feet of file shelf _____</p> <p>10. Annual Accumulation <u>0.5</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ feet of file shelf _____</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 <u>3</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 6<sup>th</sup> floor, central file area</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) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No  Fiscal Records are filed by county</p>	<p>18. Recommended Retention Retain files for three years or until audit requirements have been met, and then destroy.</p>	
<p>19. Name and Title of Preparer Allison Marong, Chief, Biosolids Division</p>	<p>20. Telephone Number 410-537-3314</p>	<p>21. Date March 25, 2016</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>5</u> OF <u>6</u></p>
<p>1. Department/Agency Maryland Dept. of Environment</p>	<p>2. Division Land Management Administration</p>	<p>3. Unit Biosolids Division</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 Sewage Sludge Supplemental Inspection and Monitoring Agreement Records</p>	<p>5. Earliest Year/Latest Year <u>1987</u> to <u>2016</u></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 records about the activities related to these agreements between MDE and counties</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input checked="" type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation <u>0.1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</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 <u>3</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 6<sup>th</sup> floor, central file area</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) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Filed by County</p>	<p>18. Recommended Retention Retain files for three years or until audit requirements have been met, and then destroy</p>	
<p>19. Name and Title of Preparer Allison Marong, Chief, Biosolids Division</p>	<p>20. Telephone Number 410-537-3314</p>	<p>21. Date March 25, 2016</p>

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 Waterloo Road, P.O. Box 275  
Jessup, Maryland 20794  
410-799-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency  
Maryland Dept. of Environment

2. Division  
Land Management Administration

3. Unit  
Biosolids Division

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  
Sewage Sludge Administrative Files

5. Earliest Year/Latest Year  
1986 to 2016

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 file contain all correspondence, studies, and regulation and budget development not included in the other components listed on this retention schedule.

7. Record Series Format(s) List all

- Letter Size  Microfilm
- Legal Size  Computer Tape
- Audio Tape  Floppy Disk
- Bound Book  Video Tape
- Other (specify) \_\_\_\_\_

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify) \_\_\_\_\_

9. Volume

10  
Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify) \_\_\_\_\_ feet of file shelf \_\_\_\_\_

10. Annual Accumulation

0.5  
Number

- File Drawer(s)
- Microfilm Reel(s)
- Computer Tape(s)
- Other (specify) \_\_\_\_\_ feet of file shelf \_\_\_\_\_

11. File is Used

- Daily  Weekly  Monthly  Annually

12. File Becomes Inactive After

3  
Number  Month(s)  Year(s)

13. Current Location(s) (Bldg., Floor, Room)  
6<sup>th</sup> 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 describe requirements  
 Yes  No

18. Recommended Retention  
Retain files for three years, 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