Schedule No. 2804 (supersedes Schedule No. 2390 approved by State Archivist on 3/31/06)

Page 1 of 13

Agency		
Maryland	Environmental	Trust

ACCOUNTING RECORDS  A. Special Accounting Records Reports of audits conducted by the Legislative or DNR Auditors  B. Budget and Fiscal Planning Records Approved budget and budget amendments  B. Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.  C. Related to non-State funds (a/k/a private gift funds) and Private Checking Account Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Retain for three (3)  E. Retain for three (3)  For large funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits, compilations or reviews of non-State funds Reports of audits audit audit requirements from last Legislative Audit have been fulfilled, then destroy.  C. 1. Retain for three (3)  For large funds Reports of audits audit audit	Item No.	Description	Retention
Approved budget and budget amendments  C. Related to non-State funds (a/k/a private gift funds) and Private Checking Account  1. Reports of audits, compilations or reviews of non-State funds  2. Deposit records  C. 1. Retain for ten (10) years on site then destroy.  C. 1. Retain for ten (10) years on site then destroy  2. retain for five (5) years on site then destroy  Schedule Approved by Department, Agency, or Division Representative.  Date  3.31.17  Signature	1	A. Special Accounting Records Reports of audits conducted by the Legislative or DNR	years and until all audit requirements have been
Private Checking Account  1. Reports of audits, compilations or reviews of non- State funds  2. Deposit records  Schedule Approved by Department, Agency, or Division Representative.  Date  Signature  WILLIAM H. LEANY II  Signature  Signature  Signature  Signature  Signature  Private Checking Account  1. Retain for fen (10) years on site then destroy.  2. retain for five (5) years on site then destroy.  Schedule Authorized by State Archivist  Date  3.31.17  Signature  Signature  Signature  Signature  Signature			years and until all audit requirements from last Legislative Audit have been fulfilled, then
Signature WILLIAM H. LEAHY II Signature  Signature WILLIAM H. LEAHY II Signature		Private Checking Account  1. Reports of audits, compilations or reviews of non- State funds	years on site then destroy.  2. retain for five (5) years on site then
Signature WILLIAM H. LEAHY II Signature Signature Signature			e Archivist
Typed Name WILLIAM H. LEAHY II Signature I wat D. Bah	or Division Date		
	Signature Typed Name	WILLIAM H. LEAHY II Simoth	D. Bah
		Signature	

2804

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

Schedule No. 2

Page 2 of 13

Agency

Maryland Environmental Trust

Item No.	Description	Retention
1	D. Documents relating to endowment funds and other permanently-restricted funds (such as (1) Dillon endowment, (2) Rural Legacy Fund, (3) federally-funded grants or contracts that contain restrictions) (includes original documents containing restrictions on the gift and banking statements)	D. Retain item (3) for seven (7) years after termination and then destroy. Retain items (1) and (2) permanently (transfer to State Archives after 15 years). Retain bank statements for seven (7) years and then destroy.
	E. Miscellaneous Accounting and Purchasing Records (including Accounting Records for reimburseable grants that are state or federal funded) for Other Than Computer Equipment and Purchase of Land or interest in Land	E. Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
	Bank statements, Check Copies Delivery Orders and Receipts Fuel Charges and Mileage Reports Paid Bills and Invoices Periodic Financial Reports (Close Out Time Sheets, Spending Forecast, Agency Budget Report, Expenditure Detail, Encumbrance, Revenue Detail Report, Revenue Status Report)	
	Receipt Copies and Stubs Corporate Card Bills, logs, and backup documentation Renewable Licenses, Memberships & Subscriptions Requisitions, Purchase Orders & Receiving Reports (for other than computer equipment)	
	<ul> <li>F. Miscellaneous Accounting, Purchasing and Leasing Records for Computer Equipment (computer, printer, scanner)</li> <li>G. Miscellaneous Accounting and Purchasing Records for Purchase of Land or interest in Land</li> </ul>	F. Retain until equipment is no longer in service, then destroy. G. Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

Schedule No. 2804

Page 3 of 13

Agency

Maryland Environmental Trust

Item No.	Description	Retention
2	CORRESPONDENCE  A. Paper Chronological arrangement of copies of outgoing letters, thank you letters, memorandums and other correspondence related to the activities and functions of the Maryland Environmental Trust. Includes paper/printed emails.  NOTE: periodically remind staff that after three years, correspondence in chron file (item 2A) will be destroyed, and to be sure to put all correspondence that requires permanent retention into easement file folder.	A. retain for three years and until all audit requirements have been fulfilled, then screen annually and destroy material that is no longer needed for current business with the following exception: transfer to the Maryland State Archive for permanent retention any material that serves to document the origin development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value.

Schedule No. 2804

Page 4 of 13

Agency

Maryland Environmental Trust

Schedule No. 2804

Page 5 of 13

Agency

Maryland Environmental Trust

Item No.	Description	Retention
3	PERSONNEL/HUMAN RESOURCES FILES	
	A. For active employees: Includes copies (originals are maintained at DNR HR) of all employment-related information and documents maintained on MET employees: timesheets (if any), grievance files (pertaining to 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> step grievances), employee assistance program files (concerning referrals made by supervisory personnel for employees accepting or rejecting these referrals to the Employee Assistance Program), worker's compensation First Report of Injury reports	A. Retain for duration of employment, then retain in accordance with retention listed in 3B of this schedule
	B. For inactive employees: Includes copies (originals are maintained at DNR HR) of all employment-related information and documents maintained on MET employees: timesheets (if any), grievance files (pertaining to 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> step grievances), employee assistance program files (concerning referrals made by supervisory personnel for employees accepting or rejecting these referrals to the EAP), worker's compensation First Report of Injury reports	B. Retain for five (5) years after employee departs, then destroy
	C. Vacancy Fill Request files - includes copies (originals are maintained at DNR HR) of:     1. all information and documentation (including interview forms but not resumes and applications) used in filling vacant positions in accordance with State of Maryland rules and regulations.	C. 1. Retain for one (1) year after filling the then-vacant position, then destroy.
	resumes and applications used in filling vacant positions in accordance with State of Maryland rules and regulations	2. Retain for one (1) year after filling the then-vacant position, then destroy.
DGS 550.		

Schedule No. 2804

Page 6 of 13

Agency

Maryland Environmental Trust

D. Copies (originals are maintained at DNR HR) of Personnel ID number (PIN) and Department of Budget and Management Office of Personnel Services and Benefits Annual Report	D. Retain for one (1) year and until all audit requirements have been fulfilled, then destroy
E. Copies (originals are maintained at DNR HR) of Listing of Position Detail by Unit/Program/Subprogram/Salary Forecast	E. Retain for one (1) year and until all audit requirements have been fulfilled, then destroy
F. Contracts with the following: long-term contractual employees, workers provided via a "temp service", seasonal employees, consultants, interns	F. Retain for one (1) year after end of employment, then destroy
	Management Office of Personnel Services and Benefits Annual Report  E. Copies (originals are maintained at DNR HR) of Listing of Position Detail by Unit/Program/Subprogram/Salary Forecast  F. Contracts with the following: long-term contractual employees, workers provided via a "temp service", seasonal

Schedule No. 2804

Page 7 of 13

Agency

Maryland Environmental Trust

Item No.	Description	Retention
4	GRANTS AND CONTRACTS	
	A. Coastal Zone Management Program	A. Retain for five (5) years after final grant report received and acknowledged and until all audit requirements have been fulfilled, then destroy
	B. Keep Maryland Beautiful Program; Bill James Grants; Dillon Award; Jan Hollman Award	B. Retain for three (3) years after final grant report received and acknowledged and until all audit requirements have been fulfilled, then destroy
	C. Rural Historic Village Protection Program (inactive)	C. Transfer annually to State Archives; previous years on file at Maryland State Archives T3625
	D. Contracts with vendors, consultants (not human resources-related)	D. Retain for three (3) years and until all audit requirements have been fulfilled, then destroy
	E. MOUs	E. Retain for three (3) years and until all audit requirements have been fulfilled, then destroy

Schedule No. 2804

Page 8

of

13

Agency

Maryland Environmental Trust

ltem No.	Description	Retention
4	F. Service & maintenance agreements, leases, automobile titles etc. related to vehicles in MET's fleet, whether owned by MET (if any) or by DNR	F. Retain until vehicle is no longer in service, then destroy
DGS 550		

Schedule No. 2804

Page 9 of 13

Agency

Maryland Environmental Trust

Item No.	Description	Retention
5	A. Conservation Easement file	A. Keep for one year then destroy: letters regarding logistical arrangements for easement monitoring visits; slides and photographs which are not part of easement baseline. Scan remaining paper, slides and photographs in accordance with Maryland State Archives standards, then destroy. For baseline information or monitoring photos created digitally, save in accordance with Maryland State Archives standards. Transfer electronic images to Maryland State Archives on a
	B. Original (drafts are discarded) signed deed of conservation	monthly basis; previous years on file at Maryland State Archives T2039
	easement and any associated title policy	B. Transfer annually to State Archives

Schedule No. 2804

Page 10 of 13

Agency

Maryland Environmental Trust

tem	tem Description Retention	
No.	Description	Retention
5	C. Original (drafts are discarded) signed amendment to deed of conservation easement and Confirmatory Modification of Deed of Conservation Easement	C. Transfer annually to State Archives; previous years on file at Maryland State Archives T4702
	D. Deeds for properties that MET owns in fee simple	D. Transfer annually to State Archives
	di di	

Schedule No. 2804

Page

11 of

13

Agency

Maryland Environmental Trust

tem No.	Description	Retention
6 6	a. Board of Trustees meeting Minutes b. Board of Trustees meeting agendas, explanatory items and handouts c. Current and prior versions of Bylaws d. Current and prior versions of all MET policies and procedures e. Annual reports f. legal opinions of Office of Attorney General provided to MET g. Board of Trustees-adopted: annual workplan, long-range plan, strategic plan, fundraising plan, initiatives, project plans that illustrate the development of MET h. Records of Trustees' tenure i. Cooperative Agreements between MET and other organizations j. independent/external financial reviews, compilations and audits (but not legislative audits) k. delegations of authority from Board of Trustees to staff or Board of Trustees to committees	Retain items (a) – (g) for ten (10) years and then transfer to State Archives under T-3557 previous years on file at Maryland State Archives T-3557 and S-1784.  Retain items (h)-(k) for ten (10) years and then destroy

2804

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

Schedule No.

Page

12 of

13

Agency

Maryland Environmental Trust

ltem No.	Description	Retention		
7	Landowner/Constituent Relations Management Database of current owners of eased properties, elected and appointed state and local officials, local land trust members and their contact information.	If of an easement donor, until we are notified of their death, then destroy. For others, until the transfer the eased property, leave office, disassociate themselves with entities of interest, this database is continually being updated.		
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2804

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

Schedule No.

Page

13 of

13

Agency

Maryland Environmental Trust

tem lo.	Description	Retention	
8	Easement database (includes fields for acreage, county, year of grant, name of co-holder, etc.)	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.	
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20			
× ×			

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH	DEPARTMENT OF GENERAL SER RECORDS MANAGEMENT DIVIS 7275 WATERLOO ROAD, P.O. BO JESSUP, MARYLAND 20794	ION X 275						
RECORDS RETENTION SCHEDULE (DGS 550-1)	(410) 799-1930	Page1 of2						
1 DEPARTMENT/AGENCY	2 DIVISION	3 UNIT						
Maryland Environmental Trust	n/a	n/a						
DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes								
4 ELECTRONIC RECORD SERIES TITLE		5 EARLIEST YEAR/LATEST YEAR						
Landowner/Constituent Relations Mar	nagement (CRM) Database	1972TO2016						
6 INPUT - Identify source of information to Land records, Maryland Register, self identifi	MET uses for maili	ntify the use/s of information generated by system in glists and contacting landowners prior to conducting						
8 ELECTRONIC RECORD SERIES DESCR	IPTION - Briefly describe the info	ormation/documents/forms nclude purpose and function of the system.						
Database of current owners of eased properties, elected and appointed state and local officials, Local Land Trust members, etc. and their contact information (Z2 Neon)								
9 POLICY ON ACCESS AND USE - Expla n/a	in or attach copy if established in w							
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Updated semi-annually following analysis using National Change of Address (USPS) database, prior to sending out newsletter, and as MET is notified of property transfers.								
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability		A FILE. Explain the progression established to						
The data are stored in the "cloud" on the ven								
12 RECOMMENDED RETENTION -								
If of an easement donor, until we are notified of their death, then destroy. For others, until they transfer the eased property, leave office, disassociate themselves with entities of interest, this database is continually being updated.								
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE						
Jon Chapman	410-514-7904	6/10/2016						
16 TITLE OF PREPARER		z.						
Stewardship Manager								
DGS 550-6 (rev. 10/12)								

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	RECORDS M 7275 WATERL JESSUP	OF GENERAL SERVICES ANAGEMENT DIVISION OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page2 of2				
DEPARTMENT/AGENCY     Maryland Environmental Trust	2 DIVISION n/a		3 UNIT n/a				
		d electronically and used as a	unit for reference as well as retention				
4 ELECTRONIC RECORD SERIES TITLE Easement Database	5 EARLIEST YEAR/LATEST YEAR1972 TO2016						
6 INPUT - Identify source of information to be entered The conservation easement processing and background materials, land and records, environmental assessments  7 OUTPUT - Identify the use/s of information generated by system Stewardship of conservation easements, informing stakeholders and public of conservation attributes and restrictions,							
8 ELECTRONIC RECORD SERIES DESCR		I fly describe the information ained in a series. Include	n/documents/forms purpose and function of the system.				
Database of easements (including fields for acreage, county, year of grant, name of coholder, etc.)(Microsoft Access)							
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.					
n/a			,				
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is added following monitoring visits by MET and easement coholders, in response to owner initiated requests to exercise reserved rights, in response to enforcement actions, in response to land use changes, etc.							
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.							
The data is stored in MS Access on a server maintained by the DNR's IT Services personnel. It is backed up nightly, and weekly is backed up to tape and removed to storage at Tawes State Office Building.							
12 RECOMMENDED RETENTION – Continuand destroying obsolete material.	nuous Record. N	faintain as a perpetual file	by updating when amended or revised				
13 TYPED OR PRINTED NAME OF PREPARER Jon Chapman	14 TELEPHO 410-514-7904	NE NUMBER	15 DATE 6/10/2016				
16 TITLE OF PREPARER							
Stewardship Manager							
DGS 550-6 (rev. 10/12)	Williams de trois de la California						

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 Environmental Trust  DEFINITION: RECORD SERIES: A group of relate purposes.  4. Record Series Title 1. ACCOUNTING RECORDS				a unit for re  5. Earlie  196	st Year/Latest Year 7 topresent	
A. Special Accounting Records						
Reports of audits conducted by the Legislative or D	NR Audito	ors				
7. Record Series Format(s) List all		Record Serie	es Sequence	9. Volume		
x Letter Size		Alphabetica		1 Number		
		☐ Numerical		x File Di	(augusto)	
		SECTION SECTIO		Microfil	m Reel(s)	
Audio Tape Floppy Disk		x Chronolog		Other (	ter Tape(s) specify)	
☐ Bound Book ☐ Video Tape		Geographic		10. Annual	Accumulation	
Other (specify)		Other (spec	sify)	0.1 Number		
			x File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)			
11. File is Used		,	12. File Becom	les Inactive Af	ter	
☐ Daily ☐ Weekly ☐ Monthly x ☐ An	nually		10 Number			
13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  x  Yes  No  Department of Legislative Services			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes x☐ No			16. Audit Requirements  ☐ None x☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe r  ☐ Yes x☐ No	Ret			nmended R en (10) yea en destroy.	etention ars and until all audit requirements have been	
19. Name and Title of Preparer		20. Telepho		21. Date	990	
Kristen O. Maneval, AAG, OAG/DNR	410-260-8351		51	1/20/201	7	

Instructions –Type or Print a separate form for each new or revised record series. Forward	2000 000 000 000		GENERAL SEI		AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550-1)	727	Jessup, Mai	oad, P.O. Box ryland 20794 99-1930	275	PAGE2 OF26	
Department/Agency	2. Divisio	on			3. Unit	
Maryland Environmental Trust	n/a				n/a	
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					0	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
1. ACCOUNTING RECORDS				1	967 topresent	
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)	260					
B. Budget and Fiscal Planning Records -	Approved	budget and b	oudget amend	ments		
b. Badget and Flood Flamming (1000) as	, ippiorod	budget and t	odagot amona	morno		
70				10		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
x Letter Size Microfilm		Alphabetica	al	2 Number		
Legal Size Computer Tape		☐ Numerical		x File Drawer(s)		
Computer rape		☐ Numerical		Microfilm Reel(s)		
Audio Tape Floppy Disk		x Chronolog	ical	Computer Tape(s)		
				Other (specify)		
Bound Book Video Tape		Geographic	cal	40.4		
Other (specify)		Other (spec	cify)	10. Annual Accumulation 0.25		
				Number		
				x ☐ File Drawer(s) ☐ Microfilm Reel(s)		
				Compu	N-1000 William Control of the Contro	
				Other (		
~				85************************************	· · · · · · · · · · · · · · · · · · ·	
11. File is Used			12. File Becom	es Inactive Af	er	
☐ Daily ☐ Weekly x ☐ Monthly ☐ An	nually		Number		lonth(s) x  Year(s)	
Beauty All Monthly Living	ridany		Number	<b>"</b>	oriuna) XIII real(a)	
42.0						
Current Location(s) (Bldg., Floor, Room)     Community Place, Third Floor, Crownsville, MD 21032			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office,)  ☐ Yes x ☐ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		***	16. Audit Requirements			
☐ Yes x☐ No						
			☐ None	x∐ State x	Federal Independent	
8						
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recom	mended R	etention	
☐ Yes x☐ No			50 2 66		ars and until all audit requirements from last	
					been fulfilled, then destroy.	
40 None and Title of December		00 T-I		170 may 2 may 2 may 2	7.	
19. Name and Title of Preparer		aces o we	one Number	21. Date		
Kristen O. Maneval, AAG, OAG/DNR		410-260-83	10	1/20/201	r	

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 Environmental Trust  DEFINITION: RECORD SERIES: A group of relate purposes.	DEPARTMENT OF GENERAL SEI RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930  2. Division n/a ed records normally filed and used as a			SION 275	AGENCY RECORDS INVENTORY  PAGE3 OF26  3. Unit n/a  ference as well as retention and disposition	
Record Series Title     ACCOUNTING RECORDS				200291205050505050	st Year/Latest Year 67 topresent	
Record Series Description (Briefly describe the types of information/documents/forms for series.)      Related to non-State funds (a/k/a private gift funds) and Private Check     Reports of audits, compilations or reviews of non-State funds      Deposit records						
Deposit records  7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
x Letter Size Microfilm		Alphabetica	d	4_ Number		
Legal Size Computer Tape		Numerical		x  File Drawer(s)		
Audio Tape Floppy Disk		x☐ Chronolog	ical	☐ Compu	iter Tape(s)	
☐ Bound Book ☐ Video Tape		Geographic	cal	Other (specify)		
Other (specify)	Other (specify)		1 Number  x File Di	rawer(s) m Reel(s) ter Tape(s)		
11. File is Used			12. File Becom	es Inactive Af	ter	
x ☐ Daily ☐ Weekly ☐ Monthly ☐ An	nually		1 Number			
Current Location(s) (Bldg., Floor, Room)     Community Place, Third Floor, Crownsville, MD 21032			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ☐ Yes x ☐ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes x ☐ No			16. Audit Requirements □ None x□ State □ Federal x□ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements  ☐ Yes ☐ No  18. Rec			18. Recom	C. 1	Retain for ten (10) years on site then destroy. in for five (5) years on site then destroy	
19. Name and Title of Preparer Kristen O. Maneval, AAG, OAG/DNR		20. Telepho 410-260-83	one Number 51	21. Date 1/20/201		

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 Environmental Trust	DEPARTMENT OF GENERAL SEI RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930  2. Division n/a			ISION	AGENCY RECORDS INVENTORY  PAGE4 OF26  3. Unit n/a	
## 100	Morms lound in the	e series. Include the	purpose or function o	5. Earlie1 fine series.) tricted fund	st Year/Latest Year 967 topresent ds (such as (1) Dillon endowment, (2) Rural Legacy as original documents containing restrictions on the	
7. Record Series Format(s) List all  x    Letter Size	8. Record Series Sequence  x Alphabetical  Numerical  x Chronological  Geographicat  Other (specify)		al ical	9. Volume3 Number  x		
11. File is Used  Daily Weekly x Monthly Annually			12. File Becomes Inactive After			
13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes x☐ No		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  Yes x No  16. Audit Requirements  None State Federal x Independent				
17. Is an Index System used? If yes, explain briefly and describe r ☐ Yes x☐ No	equirements		Retain item years), Ret	18. Recommended Retention  Retain items (1) and (2) permanently (transfer to State Archives after 15 years), Retain item (3) for seven (7) years after termination and then destroy. Retain bank statements for seven (7) years and then destroy.		
19. Name and Title of Preparer Kristen O. Maneval		20. Telepho 410-260-83	SWOODER HOUSE CORE	21. Date 1/20/2017		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF C RECORDS MANA 7275 Waterloo R	GEMENT DIV	ISION	AGENCY RECORDS INVENTORY		
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Jessup, Ma	ryland 20794 99-1930		PAGE5 OF26		
Department/Agency	2. Division			3. Unit		
Maryland Environmental Trust	n/a			n/a		
9						
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earlie	st Year/Latest Year		
ACCOUNTING RECORDS				to		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)						
				reimburseable grants that are state or federal		
				ncludes: Bank statements, Check Copies; Delivery		
				ic Financial Reports (Close Out Time Sheets,		
Spending Forecast, Agency Budget Report, Expenditure Detail, Encumbrance, Revenue Detail Report, Revenue Status Report); Receipt						
Copies and Stubs; Corporate Card Bills, I	TOOK OF BUILDING AND STORES OF SUPERING			PETAR TERRORATION CONTRACTOR CONTRACTOR SOCIETARIA ASSISTANTA DE CONTRACTOR		
Requisitions, Purchase Orders & Receiving	ng Reports (for other th	an computer e	equipment)			
7. Record Series Format(s) List all	8. Record Serie	es Seguence	9. Volume			
THE SOLD STREET STREET, STREET	g. 1606/4 CO.1	oo ooquerioo	4	8		
x Letter Size Microfilm	Alphabetica	al	Number	Number		
Legal Size Computer Tape	Numerical		100000000000000000000000000000000000000	x File Drawer(s)  Microfilm Reel(s)		
Audio Tape Floppy Disk	x Chronolog	gical		Computer Tape(s) Other (specify)		
☐ Bound Book ☐ Video Tape	Geographic	cal	40.4			
Other (specify)	Other (spec	cify)	10. Annuai	10. Annual Accumulation		
to-mile (1986 1948)	1 14-20 555	5555	Number	S		
			x∏ File Dr	gwor(e)		
			Microfile			
			Computer Tape(s)			
			Other (s	specify)		
11. File is Used		12. File Becom	es Inactive Aff	er		
3200.000.000000000000000000000000000000		_11				
x Daily Weekly Monthly Ann	ually	Number		lonth(s) x Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	Series Duplicat	ed Elsewhere? (If yes, specify agency or office.)		
100 Community Place, Third Floor, Crownsville, MD 21032		☐ Yes	하는 것 같은 사람들은 경우 등 기가는 역사 기계를 받는 것을 받는 것이 되었다. 그것 같은 사람들은 사람들은 기계를 하는 것이 되었다. 기계를 하는 것이 되었다면 되었다. 기계를 하는 것이 되었다면 되었다. 기계를 하는 것이 되었다면 되었다면 되었다. 기계를 하는 것이 되었다면 되었다면 되었다면 되었다면 되었다면 되었다면 되었다면 되었다면			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	uirements			
Yes No						
		∐ None	State	Federal Independent		
		0/2 25	M. Parties			
<ol> <li>Is an Index System used? If yes, explain briefly and describe re</li> <li>Yes x No</li> </ol>	18. Recom		# 100 A A A A A A A A A A A A A A A A A A			
		E. F	Retain for fi	ve (5) years and until all audit requirements have		
		b	een fulfille	d, then destroy.		
19. Name and Title of Preparer	5.00 (000,000,000,000,000,000,000,000,000,	one Number	21. Date			
Kristen O. Maneval	410-260-8351		1/20/201	7		

				-30007-112	AGENOV DEGODDO HAVENTODA	
Instructions –Type or Print a separate form for	or Print a separate form for DEPARTMENT OF C			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	1000		GEMENT DIV			
with Records Retention Schedule (DGS 550-1)	727		oad, P.O. Box	275	PAGE6 OF26	
	Jessup, Maryland 20794 410-799-1930					
Department/Agency	2. Divisio	on			3. Unit	
Maryland Environmental Trust	n/a				n/a	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
1. ACCOUNTING RECORDS				19	67 topresent	
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)					5000 SARR	
F. Miscellaneous Accounting, Purchasin	g and Leas	sing Records	for Computer	Equipment	(computer, printer, scanner)	
				Γ		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
x Letter Size Microfilm	2	☐ Alphabetica	al	Number	•	
Legal Size Computer Tape		☐ Numerical		x□ File Dr		
Audio Tape Floppy Disk		x☐ Chronolog	ical	Compu	ter Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographic	cal	Guilei (spesify)		
C Other (consists)		Other (spec	10. Annual Accumulation			
Other (specify)		U Other (spec	ліу) <u> </u>	0.25		
				MANAGER COR	900.1	
				x  File Drawer(s)  ☐ Microfilm Reel(s)		
				Computer Tape(s)		
				Other (	specify)	
11. File is Used			12. File Becom	les Inactive Af	ter	
☐ Daily ☐ Weekly ☐ Monthly x☐ Ar	nually		7 Number		fonth(s) x Year(s)	
	**************************************		0.00000000000	. —	approved Nobel Co. — Inc. propertions	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
100 Community Place, Third Floor, Crownsville, MD 21032			Yes	x No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
Yes x No			□ None y	v □ State □	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	etention	
☐ Yes x ☐ No					ntil equipment is no longer in service, then destroy.	
					and a state of the	
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	0	
Kristen O. Maneval, AAG, OAG/DNR		410-260-83	51	1/20/201	7	

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	SENERAL SER	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	oad, P.O. Box	275	PAGE7 OF26	
			ryland 20794			
Department/Agency	410-799-1930 2. Division				3. Unit	
Maryland Environmental Trust	n/a				n/a	
DEFINITION: RECORD SERIES: A group of related records normally filed and used					ference as well as retention and disposition	
purposes.  4. Record Series Title				5. Earlie	st Year/Latest Year	
1. ACCOUNTING RECORDS				19	67 topresent	
6. Record Series Description (Briefly describe the ty	ypes of info	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
G. Miscellaneous Accounting a	and Pur	chasing F	Records for	r Purcha	ase of Land or interest in Land	
·						
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
x Letter Size Microfilm		Alphabetica	al	Number		
Legal Size Computer Tape		Numerical			x ☐ File Drawer(s) ☐ Microfilm Reel(s)	
Audio Tape Floppy Disk		x☐ Chronolog	ical	Computer Tape(s)		
☐ Bound Book ☐ Video Tape		x∏ Geograph	ical	Other (specify)		
Other (specify)		Other (spec	sif.A	10. Annual Accumulation		
Cities (specify)		☐ Other (spec	.iiy)	y) 0.1 Number		
				File Dequarte)		
				x  File Drawer(s)		
				Computer Tape(s) Other (specify)		
				0		
11. File is Used			12. File Becom	es Inactive Af	ter	
☐ Daily ☐ Weekly x ☐ Monthly ☐ An	nually		Number		fonth(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
100 Community Place, Third Floor, Crownsville, MD 21032			Yes	x□ No	to Electricate (it ) as, specify against at office.	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes x ☐ No			□ None >	t∏ State Γ	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe or	equirements		18. Recom	mended R	etention	
☐ Yes x ☐ No			ANNERS NO ANNO		SEASON DE MESS STADO DAMEST	
			G. Retain for five (5) years and until all audit			
			requiren	ienis na	ave been fulfilled, then destroy.	
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	0	
Kristen O Maneval AAG OAG/DNR	410-260-8351		1/20/201	7		

Instructions –Type or Print a separate form for	DEPARTMENT OF	GENERAL SEL	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo I			application page 11 September - Application	
,		aryland 20794	are Biolock	PAGE8 OF26	
	seed cooke a livy	799-1930	-	E 927/2	
Department/Agency	2. Division			3. Unit	
Maryland Environmental Trust	n/a			n/a	
DEFINITION: RECORD SERIES: A group of related purposes.	records normally file	d and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
2. CORRESPONDENCE			19	67 topresent	
6. Record Series Description (Briefly describe the ty	pes of information/do	cuments/forms	found in th	e series. Include the purpose or function of the	
series.)					
A. Paper					
energy was a Supergraphy and a	and the second s			s and other correspondence related to the	
activities and functions of the Maryland Er  7. Record Series Format(s) List all		ncludes paper/p	9. Volume	alls.	
r, resold Selles Formal(s) List all	o. Record Se	nes Sequence	9. Volume		
x Letter Size Microfilm	Alphabeti	cal	Number		
Legal Size Computer Tape	☐ Numerica	d	x∏ File Di		
Audio Tape Floppy Disk	x☐ Chronole	ogical		ter Tape(s)	
☐ Bound Book ☐ Video Tape	Geographical		Other (	specify)	
	- 12-14-150-15-15-15-15-15-15-15-15-15-15-15-15-15-		10. Annual Accumulation		
Other (specify)	Other (sp	ecity)	1 Number		
			(72222000 (000	0000	
			x File Di  Microfil	23.05	
			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	ter Tape(s)	
			Other (	specify)	
11. File is Used	1	12. File Becom	L les Inactive Af	ter	
☐ Daily x ☐ Weekly ☐ Monthly ☐ Ann	ually	1 Number		fonth(s) x Year(s)	
_ can, _ weekly _ monthly _ Ann	J	Number			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
100 Community Place, Third Floor, Crownsville, MD 21032		☐ Yes x☐ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
Yes x No		100 24 ALM 44 WORD 100 04 14 22 1	10. Facilitequionono		
		x None	State [	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe re	quirements	18. Recom	mended R	etention	
☐ Yes x☐ No		A. r	etain for th	ree years and until all audit requirements have	
		b	een fulfille	d, then screen annually and destroy material that	
		is	s no longer	needed for current business with the following	
		e	exception: t	ransfer to the Maryland State Archive for	
		W	ermanent	retention any material that serves to document the	
		C	rigin, deve	lopment and accomplishments of the office and	
		h	as continu	ing administrative, fiscal, legal or historical value.	
19. Name and Title of Preparer	20. Teleph	none Number	21. Date		
Kristen O. Maneval, AAG, OAG/DNR	410-260-8	3351	1/20/201	7	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MA 7275 Waterlo Jessup	OF GENERAL SE ANAGEMENT DIV OO Road, P.O. Box Maryland 20794 410-799-1930	ISION	AGENCY RECORDS INVENTORY  PAGE9 OF26		
Department/Agency	2. Division	<u> </u>		3. Unit		
Maryland Environmental Trust	n/a			n/a		
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally	filed and used as	a unit for re	eference as well as retention and disposition		
Record Series Title			5. Earlie	st Year/Latest Year		
2. CORRESPONDENCE			1	967 topresent		
6. Record Series Description (Briefly describe the t	ypes of information	documents/forms	found in th	e series. Include the purpose or function of the		
series.)						
B. Electronic a/k/a email that is not printed of	on paper					
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume			
			_1,000,00	00 (est.)		
Letter Size Microfilm	Alpha	betical	Number			
Legal Size Computer Tape	x□ Nun	erical	File Dra			
Audio Tape Floppy Disk	x□ Chro	nological	☐ Microfil	m Reel(s) iter Tape(s)		
D Downst Doort D Vistor Town	And the second of the second o		x Other (specify) email			
Bound Book Video Tape	Geog	rapnical	10. Annual Accumulation			
x Other (specify) email	Othe	(specify)	115,000 (est.)			
	1		Number			
			File Dra	1.0		
			☐ Microfil☐ Compu	m Reel(s) iter Tape(s)		
			x☐ Other	(specify)_email		
11. File is Used		12. File Becon	nes Inactive Af	ter		
x □ Daily □ Weekly □ Monthly □ An	ough.	1 Number		//onth(s) x☐ Year(s)		
x Daily Weekly Monthly An	itidaliy	Number	L .	nontries) X Tear(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record		ted Elsewhere? (If yes, specify agency or office.)		
100 Community Place, Third Floor, Crownsville, MD 21032		Yes	☐ Yes x☐ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	16. Audit Requirements			
☐ Yes x☐ No		x□ None	□ State □	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe r	equirements	18. Recon	mended R	Retention		
☐ Yes x☐ No		B. r	etain for th	ree (3) years and until all audit requirements have		
				d, then screen annually and destroy material that		
		i	s no longer	needed for current business with the following		
		6	exception: t	ransfer to the Maryland State Archive for		
		. II		retention any material that serves to document the		
		98	1000 10	elopment and accomplishments of the office and		
10 Name and Title of Process	20 Tol	ephone Number	21. Date	ing administrative, fiscal, legal or historical value.		
<ol> <li>Name and Title of Preparer</li> <li>Kristen O. Maneval, AAG, OAG/DNR</li> </ol>	410-26		1/20/201	2 page		

Instructions –Type or Print a separate form for	DEPARTMENT OF C	ENEDAL SEE	RAL SERVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAG				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Re	oad, P.O. Box	275	PAGE 10 OF 26	
		ryland 20794			
Department/Agency	2. Division			3. Unit	
Maryland Environmental Trust	n/a			n/a	
				, and the second	
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as a	unit for re	ference as well as retention and disposition	
Record Series Title			5. Earlie	st Year/Latest Year	
3. PERSONNEL/HUMAN RESOURCES FILES			19	67 topresent	
	1.7				
<ol><li>Record Series Description (Briefly describe the ty series.)</li></ol>	pes of information/doci	uments/forms f	ound in th	e series. Include the purpose or function of the	
A. For active employees:					
Includes copies (originals are maintained	at DNR HR) of all emp	loyment-relate	d informat	ion and documents maintained on MET	
employees: timesheets (if any), grievance	e files (pertaining to 1st	2 <sup>nd</sup> and 3 <sup>rd</sup> ste	ep grievan	ces), employee assistance program files	
		ees accepting	or rejectin	g these referrals to the Employee Assistance	
Program), worker's compensation First Re	eport of Injury reports				
	29				
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume 1		
x Letter Size Microfilm	x ☐ Alphabetic	al	Number		
Legal Size Computer Tape	☐ Numerical		x☐ File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk	☐ Chronologi	cal	☐ Microfil	m Reel(s) ter Tape(s)	
	☐ Geographic		Other (specify)		
Bound Book Video Tape	Geographic	di	10. Annual Accumulation		
Other (specify)	Other (spec	cify)	0.2 Number		
			x ☐ File Dr		
			Compu		
			Other (	specify)	
11. File is Used	# <u>F</u> :	12. File Become	es Inactive Af	der	
☐ Daily ☐ Weekly x☐ Monthly ☐ Ann	ually	5 Number		Ionth(s) x Year(s)	
			=		
Current Location(s) (Bldg., Floor, Room)     Community Place, Third Floor, Crownsville, MD 21032		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
100 Community Place, Third Floor, Grownsville, Nib 21032		x Yes No originals at DNR Human Resources			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
x Yes		x None	State [	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe re	quirements	18. Recom	mended R	etention	
☐ Yes x☐ No		Retain for d	uration of	employment, then retain in accordance with	
		retention list	ted in 3B o	of this schedule	
19. Name and Title of Preparer	20. Telepho	one Number	21. Date		
Kristen O. Maneval, AAG, OAG/DNR	410-260-83	51	1/20/201	7	

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	SENERAL SE	RVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box					
	Jessup, Maryland 20794				PAGE11 OF26	
Department/Agency	2. Divisio	on			3. Unit	
Maryland Environmental Trust	n/a				n/a	
DEFINITION: RECORD SERIES: A group of related purposes.	d records r	normally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
3. PERSONNEL/HUMAN RESOURCES FILES				196	7 topresent	
				1,225		
6. Record Series Description (Briefly describe the ty	ypes of info	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
B. For inactive employees:						
Includes copies (originals are maintained						
employees: timesheets (if any), grievano		100000 FEB 1000 FE				
(concerning referrals made by supervisor		el for employ	ees accepting	or rejectin	g these referrals to the EAP), worker's	
compensation First Report of Injury repor  7. Record Series Format(s) List all	rts	8. Record Serie	e Saguanca	9. Volume		
x Letter Size		x Alphabetic		2Number		
X Letter Size Vilcionim	- 1	X Alphabetic	ai	Number		
Legal Size Computer Tape		□ Numerical		x ☐ File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk		Chronologic	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
SHOWING WAS IN CONTRACTOR THE			ALS:	Other (specify)		
Bound Book Video Tape	}	Geographic	cal	10 Appual	Accumulation	
Other (specify)	- 1	Other (spec	cify)	0.2		
				Number		
				x∏ File Dr	rawer(s)	
				☐ Microfil		
	1			Computer Tape(s)  Other (specify)		
				☐ Other (:	specify	
11. File is Used			12. File Becom	es Inactive Af	ter	
☐ Daily ☐ Weekly x ☐ Monthly ☐ Ann	nually		5 Number		fonth(s) x☐ Year(s)	
				<b>Ц</b> .		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)	
100 Community Place, Third Floor, Crownsville, MD 21032			x∐ Yes	☐ Yes ☐ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		-	DNR Human R 16. Audit Requ	an Resources		
x Yes No				requirements		
Public Information Act: General Provisions 4-311 and 4-331			x None	State [	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention	
☐ Yes x☐ No						
	L.			Retain for five (5) years after employee departs, then destroy		
					ACCEPTED NO. 100 PM	
19. Name and Title of Preparer		20. Telepho	one Number	21. Date		
Kristen O. Maneval, AAG, OAG/DNR		410-260-83		1/20/201	7	

Instructions –Type or Print a separate form for	DEPART	TMENT OF G	SENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			GEMENT DIV			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	DAGE 42 OF 05	
	Jessup, Maryland 20794				PAGE12 OF26	
Department/Agency	2. Divisio		99-1930		3. Unit	
Maryland Environmental Trust	n/a				n/a	
,						
DEFINITION: RECORD SERIES: A group of related	d records n	ormally filed	and used as a	a unit for re	ference as well as retention and disposition	
purposes.  4. Record Series Title				5. Earlie	st Year/Latest Year	
3. PERSONNEL/HUMAN RESOURCES FILES				SUBSECTION OF THE PARTY	967 topresent	
6. Record Series Description (Briefly description)	cribe the ty	pes of inform	nation/docume	ents/forms	found in the series. Include the purpose or	
function of the series.)						
C. Vacancy Fill Request files - includes co				88		
			forms but not	resumes a	and applications) used in filling vacant positions in	
accordance with State of Maryland r		1923				
The state of the s	d in filling va	BUS WARRIES	28.0		ate of Maryland rules and regulations	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume 0.75		
x Letter Size Microfilm		x Alphabetic	al	Number		
Legal Size Computer Tape		☐ Numerical		x File Drawer(s)		
Audio Tape Floppy Disk		x☐ Chronolog	ical	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Bound Book ☐ Video Tape		Geographic	eal.	Other (specify)		
Boulid Book   Video Tape		☐ Geographic	di	10. Annual	Accumulation	
Other (specify)		Other (spec	cify)	0.25	_	
				Number		
				x∏ File Dr		
				☐ Microfilm Reel(s) ☐ Computer Tape(s)		
				Other (	COLON TO SERVICE TO SE	
11. File is Used		1	12. File Becom	es Inactive Af	ter	
11,116.13 0300			1	os madavo / a		
☐ Daily ☐ Weekly x☐ Monthly ☐ Ann	nually		Number		fonth(s) x Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14 Is Record S	Series Dunlica	ted Elsewhere? (If yes, specify agency or office.)	
100 Community Place, Third Floor, Crownsville, MD 21032			x 🗌 Yes	□ No	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
			DNR Human R			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  x ☐ Yes ☐ No			16. Audit Requ	urements		
Public Information Act: General Provisions 4-311			x□ None	State [	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention	
☐ Yes x ☐ No			1	. Retain fo	r one (1) year after filling the then-vacant position,	
			ti	nen destro	y.	
			2. Retain fo	r one (1) y	ear after filling the then-vacant position, then	
			destroy.	-		
19. Name and Title of Preparer		20. Telepho		21. Date		
Kristen O. Maneval, AAG, OAG/DNR		410-260-83	51	1/20/201	7	

Instructions -Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MAN	AGEMENT DIV	ISION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo	Road, P.O. Box	275	PAGE13 OF26	
		laryland 20794			
		-799-1930			
Department/Agency	2. Division			3. Unit	
Maryland Environmental Trust	n/a			n/a	
DEFINITION: RECORD SERIES: A group of relate	l d records normally file	d and used as a	a unit for re	ference as well as retention and disposition	
purposes.  4. Record Series Title			5 Fortio	st Year/Latest Year	
3. PERSONNEL/HUMAN RESOURCES FILES			\$1000 CONTRACTOR	67 topresent	
3. FERSONNEL/HOMAN RESOURCES FILES			19	ortopresent	
Record Series Description (Briefly describe the t	vnes of information/de	ocuments/forms	found in th	e series. Include the purpose or function of the	
series.)	ypes of information at	odine ita/ioniia	iodila iii iii	e series. Include the purpose of function of the	
55040000000000	NR HR) of Personnel	ID number (PIN	) and Dena	rtment of Budget and Management Office of	
Personnel Services and Benefits Annual			, and Depa		
, s.ss. ite se riese and serione Allifud	ম কংগ্ৰহ <b>াল</b> কৰা এই				
		7. 123			
7. Record Series Format(s) List all	8. Record S	eries Sequence	9. Volume 1		
x Letter Size Microfilm	Alphabe	ical	Number		
Legal Size Computer Tape	☐ Numerio	al	x File Drawer(s)		
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☐ Bound Book ☐ Video Tape	☐ Geograp	hical	Culer (	specify)	
			The state of the s	Accumulation	
Other (specify)	Other (s	Decity)	0.25 Number		
	i		x File Drawer(s)		
			☐ Microfilm Reel(s) ☐ Computer Tape(s)		
	Ô		Other (	HANGE TO ALLE	
		1	Waste of	08 A Maderica	
11. File is Used		12. File Becom	nes Inactive Af	ter	
☐ Daily ☐ Weekly x☐ Monthly ☐ An	nually	Number		flonth(s) x Year(s)	
eministration (control of the control of the contro		VONDUMES!		Control Contro	
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record S	Series Duplica	led Elsewhere? (If yes, specify agency or office.)	
100 Community Place, Third Floor, Crownsville, MD 21032		x Yes	□ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		DNR Human R 16. Audit Requ			
x Yes No			0.5250000000000000000000000000000000000		
Public Information Act: General Provisions 4-311		x None	State [	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements	18. Recom	mended R	etention	
☐ Yes x☐ No				ne (1) year and until all audit requirements have	
		480		d, then destroy	
19. Name and Title of Preparer	20 Teler	hone Number	21. Date	100 Company (100 Company 100 Company 1	
Kristen O. Maneval, AAG, OAG/DNR	410-260-		1/20/201		

Instructions Type or Drint a conserta form for	DEBAR	TMENT OF O	ENERAL SE	PVICES	AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward	7/2016/00/2016/2016/2016		SENERAL SEI SEMENT DIV				
with Records Retention Schedule (DGS 550-1)	2012220		oad, P.O. Box				
The state of the s	Jessup, Maryland 20794				PAGE14 OF26		
	410-799-1930						
Department/Agency	2. Divisio	n			3. Unit		
Maryland Environmental Trust	n/a				n/a		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
3. PERSONNEL/HUMAN RESOURCES FILES				19	67 topresent		
6. Record Series Description (Briefly describe the t	ypes of info	ormation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
E. Copies (originals are maintained at D	NR HR) of	Listing of Pos	sition Detail by	Unit/Progr	ram/Subprogram/Salary Forecast		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	7/-		
x Letter Size		☐ Alphabetica	ı	2 Number			
ALCO TORS AND		MALESTON NO NY	V-101	1 1-2207 6 20-0			
Legal Size Computer Tape	ļ	☐ Numerical		x ☐ File Drawer(s) ☐ Microfilm Reel(s)			
☐ Audio Tape ☐ Floppy Disk		x Chronolog	ical		☐ Microfilm Reel(s) ☐ Computer Tape(s)		
SECURE SAME OF MEMBERS OF				Other (specify)			
☐ Bound Book ☐ Video Tape		Geographic	cal	10. Annual Accumulation			
Other (specify)		Other (spec	cify)	0.5			
				Number			
				x∏ File Dr	awer(s)		
				☐ Microfilm Reel(s)			
				☐ Computer Tape(s) ☐ Other (specify)			
				U Other (	specify)		
11. File is Used			12. File Becom	es Inactive Af	ter		
☐ Daily ☐ Weekly x☐ Monthly ☐ An	nually		1 Number		tonth(s) x Year(s)		
Com Chooking VC Monthly C All	y		1 Tumber		, , , , , , , , , , , , , , , , , , ,		
129							
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
100 Community Place, Third Floor, Crownsville, MD 21032			x Yes	☐ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			DNR Human R 16. Audit Requ	500-875 NIKTYANATE!	·····		
Yes x No							
			x None	State [	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	etention		
☐ Yes x☐ No			Retain for o	one (1) yea	r and until all audit requirements have been		
			fulfilled, the	n destroy	8		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Kristen O. Maneval, AAG, OAG/DNR		410-260-83	51	1/20/201	7		

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 Environmental Trust	DEPARTMENT OF GENERAL SERVI RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 27 Jessup, Maryland 20794 410-799-1930 2. Division n/a			AGENCY RECORDS INVENTORY  PAGE15 OF26  3. Unit n/a		
DEFINITION: RECORD SERIES: A group of relate purposes.  4. Record Series Title  3. PERSONNEL/HUMAN RESOURCES FILES  6. Record Series Description (Briefly describe the taseries.)			5. Earliest Year/Latest Year 1967 topresent s found in the series. Include the purpose or function of the			
interns  7. Record Series Format(s) List all  x Letter Size Microfilm  Legal Size Computer Tape  Audio Tape Floppy Disk  Bound Book Video Tapa  Other (specify)  11. File is Used	8. Record Series Sequen  x Alphabetical  Numerical  x Chronological  Geographical  Other (specify)		9. Volume			
Daily x Weekly Monthly An  13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032  15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) x	Number					
19. Name and Title of Preparer Kristen O. Maneval	20. Telepho 410-260-83	one Number 51	21. Date 1/20/201			

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL S			RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward							
	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275						
with Records Retention Schedule (DGS 550-1)	1213		yland 20794	2/3	PAGE16 OF26		
			99-1930				
Department/Agency	2. Division	n			3. Unit		
Maryland Environmental Trust	n/a				n/a		
DEFINITION: RECORD SERIES: A group of relate	d records no	ormally filed a	and used as a	unit for refe	erence as well as retention and disposition purposes.		
4. Record Series Title				West HAS ON S	t Year/Latest Year		
4. GRANTS AND CONTRACTS				1967	topresent		
6. Record Series Description (Briefly describe the ty	ypes of info	rmation/docu	ments/forms f	ound in the	series. Include the purpose or function of the series.)		
A. Coastal Zone Management Program. This program	ram funds s	alaries of 1.5	staff. Docume	ents include	annual MOU with CZM, grant reports, timesheets, and		
invoices.							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume 3			
x Letter Size Microfilm	٥	x Alphabetic	cal	Number			
Legal Size Computer Tape		☐ Numerical	£3.	x∏ File Dra	CONTROL (* 1961)		
Audio Tape Floppy Disk		x☐ Chronolog	gical	Compute	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Bound Book ☐ Video Tape		Geographic	cal	Other (sp	Other (specify)		
Other (specify)		Other (spec	cifu)	10. Annual A	occumulation		
Office (Specify)		☐ Other (spec	Cily)	0.5 Number			
				ns_105			
				x ☐ File Dra			
				Compute			
				Other (sp	pecify)		
11. File is Used			12. File Becom	es Inactive Afte	er .		
			_1				
☐ Daily x☐ Weekly ☐ Monthly ☐ An	nually		Number	☐ Mo	onth(s) x Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ☐ Yes x☐ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements	<del></del>		
☐ Yes x☐ No				По	15-1-1 D.		
			None	x State x_	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe n	equirements		18 Recom	mended Re	stention		
☐ Yes x ☐ No			To. recom	inichaea ric	No. iii o i		
			Retain for f	ive (5) vear	s after final grant report received and acknowledged and until		
			(0.000000000000000000000000000000000000		have been fulfilled, then destroy.		
			an addit 160	, an emente	and additional trail desiry.		
19. Name and Title of Preparer		20. Telepho	one	21. Date			
Kristen O. Maneval		Number	nt to the state of	1/20/2017	,		
		410-260-83	351				

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 Environmental Trust	DEPARTMENT OF GENERAL SER RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930 2. Division n/a			SION	AGENCY RECORDS INVENTORY  PAGE17 OF26  3. Unit n/a		
DEFINITION: RECORD SERIES: A group of relate	d records n	ormally filed	and used as a	unit for re	ference as well as retention and disposition		
purposes.	4 1000145 11	iormany med	and used as c		1		
4. Record Series Title				200000 H0000000000000000000000000000000	st Year/Latest Year 67 topresent		
4. GRANTS AND CONTRACTS				19	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.)  B. Keep Maryland Beautiful Program; Bill James Grants; Dillon Award; Jan Hollman Award. These grants fund school and non-school groups doing environmental projects and local land trusts. Documents include grant applications and grant agreements.							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	*		
x Letter Size	ŧ	☐ Alphabetica	ıl	3 Number			
Legal Size Computer Tape		☐ Numerical		x  File Drawer(s)			
				Microfilm Reel(s)			
Audio Tape Floppy Disk		x Chronolog	ical	☐ Computer Tape(s) ☐ Other (specify)			
☐ Bound Book ☐ Video Tape		Geographic	al				
Other (specify)		Other (spec	sify)	10. Annual Accumulation0.25 Number			
				x File Dr Microfil Compu Other (s	n Reel(s) ter Tape(s)		
11. File is Used			12. File Becom	es Inactive Aff	er		
☐ Daily ☐ Weekly x☐ Monthly ☐ An	nually		2 Number		lonth(s) x ☐ Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ☐ Yes x☐ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes x☐ No			16. Audit Requirements  x☐ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe r ☐ Yes x☐ No	requirements		18. Recommended Retention  Retain for three (3) years after final grant report received and acknowledged and until all audit requirements have been fulfilled, the destroy.				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	8		
Kristen O. Maneval		410-260-83	51	1/20/201	7		

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	SENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward		ORDS MANAC				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			275	500 700 700 700 700 700 700 700 700 700	
	Jessup, Maryland 20794				PAGE18 OF26	
	410-799-1930					
Department/Agency	2. Division	n			3. Unit	
Maryland Environmental Trust	n/a				n/a	
DEFINITION: RECORD SERIES: A group of related	d records n	ormally filed a	and used as a	unit for refe	rence as well as retention and disposition purposes.	
4. Record Series Title					Year/Latest Year	
4. GRANTS AND CONTRACTS				1967 topresent		
6. Record Series Description (Briefly describe the ty	ypes of info	rmation/docu	ments/forms f	ound in the	series. Include the purpose or function of the series.)	
C. Rural Historic Village Protection Program (inactive	ve). Progra	ım was establ	ished in 1989	-1990 to se	up greenbelts of protected land around ten (10) historic	
villages in Maryland. Now inactive, but there may b	e residual o	documents are	ound the office	e to be trans	eferred to Archives.	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9, Volume	·	
100 100 100		VI	355	0.5		
x Letter Size Microfilm		Alphabetica	al	Number		
Legal Size Computer Tape		☐ Numerical		x☐ File Dra	wer(s)	
				Microfilm		
Audio Tape Floppy Disk		Chronologic	cal	☐ Compute		
☐ Bound Book ☐ Video Tape		x Geograph	ical			
D01((1)		П от/от		10. Annual A	ccumulation	
Other (specify)		Other (spec	city)	0 Number		
				====		
				x File Dra		
				☐ Microfilm ☐ Compute		
				Other (sp		
A CONTRACTOR			12 Ella Bassa	as lesstive AB	~	
11. File is Used			11	nes Inactive Afte	ır	
☐ Daily ☐ Weekly ☐ Monthly x☐ Ani	nually		Number Month(s) x Year(s)			
			034 - 044 (8-00) (			
13. Current Location(s) (Bldg., Floor, Room)					d Elsewhere? (If yes, specify agency or office.)	
100 Community Place, Third Floor, Crownsville, MD 21032			☐ Yes x☐ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements		
☐ Yes x☐ No						
			x None	State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended Re	etention	
☐ Yes x ☐ No						
			1	ransfer ann	ually to State Archives; previous years on file at Maryland	
				State Archive	es T3625	
19. Name and Title of Preparer		20. Telepho	one	21. Date		
Kristen O. Maneval, AAG, OAG/DNR		Number		1/20/2017		
		410-260-83	151			

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 Environmental Trust  DEFINITION: RECORD SERIES: A group of relate purposes.  4. Record Series Title  4. GRANTS AND CONTRACTS  6. Record Series Description (Briefly describe the taseries.)				a unit for re  5. Earlie 196	st Year/Latest Year 7 topresent	
\$10 (100)(100)(100)	not human	resources-re	lated). Docum	ents includ	le contracts for organizational consultants,	
conference venues, marketing, publishin			6		-	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
x☐ Letter Size ☐ Microfilm		x Alphabetic	al	2 Number		
Legal Size Computer Tape		☐ Numerical		x☐ File Drawer(s)		
Audio Tape Floppy Disk		Chronologic	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Bound Book ☐ Video Tape		☐ Geographic	·al	Other (specify)		
MARKE TO SEE THE SECOND		AMON APPLIES NO.	10.00	10. Annual Accumulation		
Other (specify)		Other (spec	cify)	0.2_ Number	-	
				x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)		
11. File is Used	192		12. File Becom	es Inactive Af	ter	
☐ Daily ☐ Weekly x ☐ Monthly ☐ An	nually		Number		lonth(s) x ☐ Year(s)	
					ACID 100000 MINO	
Current Location(s) (Bldg., Floor, Room)     Community Place, Third Floor, Crownsville, MD 21032			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ☐ Yes x☐ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes x☐ No			x∏ None	☐ State ☐	Federal Independent	
Is an Index System used? If yes, explain briefly and describe r     ▼Yes x No	equirements		18. Recommended Retention			
			Retain for three (3) years and until all audit requirements have bee fulfilled, then destroy			
19. Name and Title of Preparer		20. Telepho	one Number	21. Date		
Kristen O. Maneval, AAG, OAG/DNR		410-260-83	51	1/20/201	7	

Instructions –Type or Print a separate form for			SENERAL SE		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVISION			Description of			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275			275	PAGE20 OF26		
	Jessup, Maryland 20794						
1 Department/Agency	2. Division	410-79	9-1930		3. Unit		
Department/Agency     Manufacid Environmental Trust	n/a				######################################		
Maryland Environmental Trust	Illa				n/a		
We will all the same and the sa	d records norr	mally filed a	ind used as a	7035 Rev 36 6	rence as well as retention and disposition purposes.		
Record Series Title				NESSERVE WITH THE	t Year/Latest Year		
4. GRANTS AND CONTRACTS				196	7 topresent		
	(125.75)	798 70W	W 824 - 8	Water Special			
		nation/docu	ments/forms f	ound in the	series. Include the purpose or function of the series.)		
E. MOUs with other state agencies.							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
x ☐ Letter Size ☐ Microfilm		Alphabetica		3 Number			
x Letter Size Microfilm  Legal Size Computer Tape		☐ Numerical		x File Dra			
				100	Microfilm Reel(s)		
Audio Tape Floppy Disk		x Chronolog	ical	14 - 2 Lance 17 Commen	Computer Tape(s)		
Bound Book Video Tape		Geographic	cal		Other (specify)		
Other (specify)		Other (spec	rify)	10. Annual A 0.3	ccumulation		
	1	outer (open		Number			
				92-20			
				x File Draw			
				☐ Microfilm ☐ Compute			
	ŕ			Other (sp	pecify)		
Process Agency			40 51- 0		ac.		
11. File is Used			12. File Becon	nes Inactive Afte	ar		
Daily x Weekly Monthly An	nually		Number	☐ Mo	onth(s) x Year(s)		
13. Current Location(s) (Bldg., Floor, Room)				man difficulty in the second	d Elsewhere? (If yes, specify agency or office.)		
100 Community Place, Third Floor, Crownsville, MD 21032			☐ Yes	x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements			
Yes x No			800	00—20	3 25.73		
			x None	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended Re	etention		
☐ Yes x☐ No							
			F	Retain for the	ree (3) years and until all audit requirements have been		
			10	ulfilled, then			
19. Name and Title of Preparer		20. Telepho		21. Date	<del>-</del>		
Kristen O. Maneval, AAG, OAG/DNR		Number		1/20/2017			
		410-260-83	51				

Instructions –Type or Print a separate form for	DEPART	MENT OF G	SENERAL SEI	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward							
	RECORDS MANAGEMEN 7275 Waterloo Road, P.						
with Records Retention Schedule (DGS 550-1)				213	PAGE21 OF26		
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Division				3. Unit		
Maryland Environmental Trust	n/a				n/a		
DEEINITION: DECORD SERIES: A group of relate	d records no	rmally filed a	and used as a	unit for refe	rence as well as retention and disposition purposes.		
4. Record Series Title	a records no	illially liled a	ilid used as a	Earliest Year/Latest Year			
4. GRANTS AND CONTRACTS				0.5456.6.00355067.60400			
4. GIVANTO AND CONTINACTO				1967topresent			
6. Record Series Description (Briefly describe the t	ypes of infor	mation/docur	ments/forms f	ound in the	series. Include the purpose or function of the series.)		
F. Service & maintenance agreements, leases, aut	omobile titles	s etc. related	to vehicles in	MET's flee	t, whether owned by MET (if any) or by DNR		
7. Record Series Format(s) List all		8. Record Serie	ne Caguanaa	9. Volume			
7. Record Series Format(s) List all		o. Record Serie	es sequence				
x Letter Size ☐ Microfilm		x  Alphabetic	al	Number			
Legal Size Computer Tape		☐ Numerical		x∏ File Dra	wer(s)		
		(Section 1)		Microfilm	Reel(s)		
Audio Tape Floppy Disk		Chronologic	cal	☐ Compute			
☐ Bound Book ☐ Video Tape	Geographi		cal	ON MESSAGNATURES			
Other (specify)		Other (specify)		10. Annual Accumulation			
Griff (Specify)		Cirici (apocity)		Number			
			□ File Decision		6.56 colorida		
				x  File Drawer(s)  ☐ Microfilm Reel(s)			
				Computer Tape(s)			
				Other (sp	pecify)		
11. File is Used			12. File Becom	es Inactive Afte	or .		
			5	200,000			
☐ Daily ☐ Weekly ☐ Monthly x☐ An	nually		Number	☐ Month(s) x☐ Year(s)			
			111 5 11				
Current Location(s) (Bldg., Floor, Room)     Community Place, Third Floor, Crownsville, MD 21032			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ☐ Yes x☐ No				
, , , , , , , , , , , , , , , , , , , ,							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Yes x No			□ None :	√ □ State □	Federal Dindependent		
		None x ☐ State ☐ Federal ☐ Independent					
Is an Index System used? If yes, explain briefly and describe requirements     Yes x No			18. Recommended Retention				
			Retain until vehicle is no longer in service, then destroy				
W2 10 W 10 20 80 P 20 20	r	22 (SA)	L	12 15 E-1000			
19. Name and Title of Preparer		20. Telepho	MONOR.				
Kristen O. Maneval		Number		1/20/2017			
410-260-83		51					

Instructions –Type or Print a separate form for	DEPARTMENT OF (	GENERAL SERV	RVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANA		0.555000			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R		100000 III			
(555 555 1)		ryland 20794		PAGE22 OF26		
		99-1930				
Department/Agency	2. Division			3. Unit		
Maryland Environmental Trust	n/a			n/a		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year			
5. STATE DEEDS AND EASEMENTS		-	1972topresent			
6. Record Series Description (Briefly describe the t	ypes of information/doc	uments/forms fo	ound in th	e series. Include the purpose or function of the		
series.)						
A. Conservation Easement file:		T 35 (80) (2				
documents relating to condemnation or extinguishment; other documents ref     Soil Erosion and Sediment Control Guidelines for Forest Harvest Operations in		critical corresponde     a. landowner project				
of these documents in item 1		b. landowner intent	na aantampara	neous written acknowledgement letter)		
		d. legal matters (this n		rrespondence enclosing draft conservation easements and requests for		
		approvals) e. notifications (not in	cluding those	for monitoring visits resulting in no issues found)		
		f. follow-up letters req				
		approvals)	g Board of Tru	stees memos and minutes and Board of Public Works memos, items and		
				addressing violations or potential violations		
		i. enforcement of violations and defense against encroachment     j. regarding need for and approval of Forest Stewardship Plans				
		k. other key matters essential to the defense of a transaction  I. inquiries from potential purchasers of properties already conserved with an MET easement about possible uses /				
		interpretations, if the potential purchaser ended up purchasing the property or, even if the potential purchaser did not end up purchasing the property, if the memo reflects substantial research or interpretation of the easement				
			sues (ex. maintenance of a historic structure)			
baseline documentation reports (including photographs and slides) and curre	ent conditions reports for	-		elating to review of requests/enforcement roperty (site visit form, Green Infrastructure Evaluation Report, letters to and		
conservation easements	from local governmen	it, letters to and	I from Maryland Board of Public Works, other primary resources in support of ters from DNR Wildlife and Heritage or Maryland Historical Trust)) and			
	D. Kirkelingson me	corporate (Articles, By	ylaws, resolutio	n, certificate of good standing		
5, title insurance policy or evidence of title investigation (including grantor/grant	lee index)	6. full appraisals (or se or used by landowner		sals if full appraisals are not available) used to substantiate the purchase price the tax deduction		
7. Form 8283 (for transactions in which the landowner claimed a federal tax dec	duction)	8. surveys and maps				
fee property land inspection records essential to the stewardship and defens		10 .contracts and leases relative to long-term land management activities				
tee property land inspection records essential to the stewardship and detens     the conservation easement monitoring reports including photographs and slides		Forest Stewardship and other forest and/or soil management plans				
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume			
x Letter Size Microfilm	Alphabetica	al	111 file drawers			
Legal Size Computer Tape	x Numerical	13	x∏ File Dr	awer(s)		
☐ regaroize ☐ computer rape	X Numerical		Microfil			
☐ Audio Tape ☐ Floppy Disk	☐ Chronologi	cal	Compu	CONTROL OF THE CONTRO		
☐ Bound Book ☐ Video Tape	☐ Geographic	cal	x Other	(specify)electronic files		
	MAR - 2007 - 20	22207	10. Annual	Accumulation		
x Other (specify) A1 stored in expanding wallet folder	Other (spec	cify)	2-5.5 file Number	e drawers		
			x∏ File Dr	awer(s)		
			x			
	T.			- 1		

11. File is Used  x☐ Daily ☐ Weekly ☐ Monthly ☐ Annually		12. File Becomes Inactive Aftern/a Number					
13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  ☐ Yes x☐ No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  x Yes No  Public Information Act to the extent files contain sensitive personal or financial information about easement grantors: General Provisions 4-334,4-336		16. Audit Requirements  ☐ None x ☐ State x ☐ Federal ☐ Independent					
Is an Index System used? If yes, explain briefly and describe requirements     x		18. Recommended Retention Keep for one year then destroy: letters regarding logistical arrangements for easement monitoring visits; slides and photographs which are not part of easement baseline. Scan remaining paper, slide and photographs in accordance with Maryland State Archives standards, then destroy. For baseline information or monitoring phot created digitally, save in accordance with Maryland State Archives standards. Transfer electronic images to Maryland State Archives on monthly basis; previous years on file at Maryland State Archives T203					
19. Name and Title of Preparer	20. Telepho	one Number	21. Date				
Kristen O. Maneval, AAG, OAG/DNR	410-260-83	1/20/2017					

DGS 550-4 (Rev. 1/93)

		_				
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECOR	RDS MANAC	ENERAL SER GEMENT DIVI	SION	AGENCY RECORDS INVENTORY	
with records retention scriedate (555 555-1)			yland 20794	210	PAGE23 OF26	
Department/Agency	2. Division	Υ;			3. Unit	
Maryland Environmental Trust	n/a				n/a	
DEFINITION: RECORD SERIES: A group of relate purposes.	a recoras no	ormally filed a	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title			5. Earliest Year/Latest Year			
5. STATE DEEDS AND EASEMENTS			1972 topresent			
6. Record Series Description (Briefly describe the t	ypes of infor	mation/docu	ments/forms	found in th	e series. Include the purpose or function of the	
series.)					** <i>*</i> *	
B. Original (drafts are discarded) signed	deed of cons	servation ea	sement and a	ıny associa	ated title policy	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
Control of the Contro			PALMARA	1	9	
x Letter Size Microfilm		Alphabetica	Č.	Number		
Legal Size Computer Tape		x Numerical		x□ File Dr	V. SEATSTON	
Audia Tana		x∏ Chronologi	ical Microfilm			
Audio Tape Floppy Disk		x Critoriologi	Cal	Other (		
☐ Bound Book ☐ Video Tape	☐ Geographical			1.557605375		
Construction Makes the second		Other (spec	4.	West Williams	Accumulation	
x Other (specify) A1 stored in expanding wallet folder Other (specify)			iry)	0.2 Number		
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	Ŷ.			☐ Microfile		
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11. File is Used			12. File Becom	es Inactive Af	ter	
☐ Daily ☐ Weekly ☐ Monthly x☐ An	nually		n/a Number		fonth(s) Year(s)	
E martin VIII - Incomentation VIII - A Educate and VIII - A Comment VIII - A Educate and VII	a presave.▼					
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
100 Community Place, Third Floor, Crownsville, MD 21032			x Yes □ No			
			mdlandrec.net			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes x☐ No			16. Audit Requirements			
L 139 1 110			x None State Federal Independent			
		Contraction Contra				
17. Is an Index System used? If yes, explain briefly and describe requirements			19 Recommended Retection			
T/. Is an index System used / if yes, explain briefly and describe requirements  ☐ Yes x☐ No			18. Recommended Retention			
			Т	nually to State Archives		
19. Name and Title of Preparer		20. Telepho	95.00	21. Date		
Kristen O. Maneval, AAG, OAG/DNR	410-260-8351		1/20/201	7		

					AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL S				AGENOT RESOLUTION		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box						
Will Necolds Neterlion Schedule (BGS 330-1)	Jessup, Maryland 20794			213	PAGE24 OF26		
	410-799-1930						
Department/Agency	2. Divisio	on			3. Unit		
Maryland Environmental Trust	n/a				n/a		
	25						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year				
5. STATE DEEDS AND EASEMENTS			1972 topresent				
6. Record Series Description (Briefly describe the t	ypes of inf	formation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
series.)		_					
C. Original (drafts are discarded) signed amendme	ent to deed	of conservation	on easement a	and Confin	matory Modification of Deed of Conservation		
Easement							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
x Letter Size Microfilm		☐ Alphabetica	ı	0.2 Number	-		
Legal Size Computer Tape		☐ Numerical		x∏ File Dr	awer(s)		
		П.		Microfilm Reel(s)  Computer Tape(s)			
Audio Tape Floppy Disk		x Chronolog	ical	Other (	5000 N N N N N N N N N N N N N N N N N N		
Bound Book Video Tape		Geographic	al				
x Other (specify) A1 stored in expanding wallet folder Other (sp			sify)	10. Annual	Accumulation		
			APPENDIX MUNIC SPEED TO THE TOTAL PROPERTY OF THE TOTAL PROPERTY O		Number		
				— Ello Dr	Tuor(a)		
				x  File Drawer(s)			
			Computer Tape(s)				
				Other (	specify)		
11. File is Used			12. File Becom	es Inactive Af	ter		
			n/a	77 <u></u> 1123	50 6000100		
☐ Daily ☐ Weekly ☐ Monthly x☐ An	inually		Number		fonth(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032			x Yes No				
Ac 1			mdlandrec.net				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes x☐ No			16. Audit Requ	uirements			
			x 🔲 None	State [	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
☐ Yes x☐ No			The state of the s				
			Transfer annually to State Archives; previous years on file at Maryland State Archives T4702				
			State Archives 14702				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	0		
Kristen O Maneval	410-260-835		WO ST	1/20/2017			

Instructions –Type or Print a separate form for	TMENT OF GE	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with	RECC	ORDS MANAG	EMENT DIVI	SION		
Records Retention Schedule (DGS 550-1)	7275	5 Waterloo Roa	ad, P.O. Box	275	PAGE25 OF26	
		Jessup, Mary	/land 20794		FAGE20 0120	
1000 Ada 30 80 7000	No. 121 phy	410-799	<del>)</del> -1930		Reportant Years	
Department/Agency	2. Divisio	n			3. Unit	
Maryland Environmental Trust	n/a				n/a	
DEFINITION: RECORD SERIES: A group of related r	ecords norr	nally filed and	used as a un	it for refere	ence as well as retention and disposition purposes.	
4. Record Series Title				5. Earlie	st Year/Latest Year	
5. STATE DEEDS AND EASEMENTS			1972 topresent			
19	and 27	1140 - 1240 - 1	1			
Record Series Description (Briefly describe the type	es of inform	ation/docume	nts/forms four	nd in the s	eries. Include the purpose or function of the	
series.)	W. 121 St	20 E E E	- 21.32	- 4	ESSENTING IN THE PROPERTY OF T	
D. Deeds for properties that MET owns in fee simple	includes or	iginal signed [	Deed into ME	T, copies of	of MET's inspection reports of the property, title	
policy (if any))	<del>-</del>	F	CAMBRIDGE ST	Γ		
7. Record Series Format(s) List all		8. Record Series	s Sequence	9. Volume 		
x Letter Size Microfilm		Alphabetical	ı	Number		
Legal Size Computer Tape		x Numerical		x∏ File Dr		
Audio Tape Floppy Disk		Chronologic	al	Compu	uter Tape(s)	
☐ Bound Book ☐ Video Tape		☐ Geographica	al	Other (	specify)	
UP Other (consists) Ad absord in succession will delibe			Other (specify)		Accumulation	
x Other (specify)A1 stored in expanding wallet folder		U Other (speci	пу)	0.1 Number	— :	
				2.00		
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				uter Tape(s)		
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11, File is Used			12. File Becon	nes Inactive A	after	
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☐ Daily ☐ Weekly ☐ Monthly x☐ Annua	illy		Number		Month(s) Year(s)	
		1				
to constitution with the first basel						
Current Location(s) (Bldg., Floor, Room)     Community Place, Third Floor, Crownsville, MD 21032			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  x ☐ Yes ☐ No			
100 Sommonly Fidou, Tillio Fidou, Grownsville, WD 21032			mdlandrec.net			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes x☐ No			x□ None	State	Federal Independent	
				) Interest the same	## (2007)\$6-8501 ## (2009)\$***********************************	
17. Is an Index System used? If yes, explain briefly and describe requ  ☐ Yes ☐ No		18. Recommended Retention				
First four digits are number of fee simple property; next three letters at	Transfer annually to State Archives					
Grantor's name, last two digits are decade and year of original grant,						
Four letters are abbreviation for county where property is located.		00 Talaah	L			
19. Name and Title of Preparer				21. Date	VX	
Kristen O. Maneval, AAG, OAG/DNR 410-260-835			31	1/20/2017		

				AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)		5 55	oad, P.O. Box			
, , , , , , , , , , , , , , , , , , , ,	33.000		yland 20794		PAGE26 OF26	
	410-799-1930					
1. Department/Agency	2. Divisio	on			3. Unit	
Maryland Environmental Trust	n/a				n/a	
DEFINITION: RECORD SERIES: A group of related purposes.	normally filed	and used as a	a unit for re	eference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year			
6. ORGANIZATIONAL DOCUMENTS			1968 topresent			
				L		
6. Record Series Description (Briefly describe the ty						
series.) (a) Board of Trustees meeting Minutes; (b)						
versions of Bylaws; (d) Current and prior versions of General provided to MET; (g) Board of Trustees-ad	e 66 700		200	50 55 57 WK		
that illustrate the development of MET; (h) Records						
independent/external financial reviews, compilation		80.00	42	1000		
or Board of Trustees to committees				,, , ,		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	Company of	
x Letter Size Microfilm		Alphabetica	d	15 file o	drawers,_27 binders	
Legal Size Computer Tape		☐ Numerical		x□ File D		
☐ Audio Tape ☐ Floppy Disk		x Chronolog	ical	1029	Im Reel(s) uter Tape(s)	
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x Other (specify)3 ring binder Other		Other (spec	ner (specify)		rawers, 0.5 binders	
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				x□ File D	rawer(s)	
	N.		1 No. 2000		Im Reel(s)	
				100 mg	uter Tape(s) (specify)_binder	
11. File is Used			12. File Becom	nes Inactive A	fter	
☐ Daily ☐ Weekly x☐ Monthly ☐ An	nually		Number	☐ Month(s) ☐ Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)      ☐ Yes x☐ No			
TOO COMMUNITY FLOOR, THING FLOOR, CHOWNSVILLE, MD 21002						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  ☐ Yes x☐ No			16. Audit Requirements			
Yes X NO			x None State Federal Independent			
			TO THE PERSON THE PROPERTY OF THE PERSON THE			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
☐ Yes x☐ No			Retain items (a) – (g) for ten (10) years and then transfer to State			
			Archives under T-3557; previous years on file at Maryland State			
					S-1784. Retain items (h) – (k) for ten (10) years	
			and then de	estroy.	300000000000000000000000000000000000000	
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	9	
Kristen O. Maneval, AAG, OAG/DNR	410-260-8351		1/20/20	17		