

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

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

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**Agency**  
Maryland Environmental Trust

**Division/Unit**

Item No.	Description	Retention
1	<p><b>ACCOUNTING RECORDS</b></p> <p>A. Special Accounting Records Reports of audits conducted by the Legislative or DNR Auditors</p> <p>B. Budget and Fiscal Planning Records Approved budget and budget amendments</p> <p>C. Related to non-State funds (a/k/a private gift funds) and Private Checking Account</p> <ol style="list-style-type: none"> <li>1. Reports of audits, compilations or reviews of non-State funds</li> <li>2. Deposit records</li> </ol>	<p>A. Retain for ten (10) years and until all audit requirements have been fulfilled, then destroy.</p> <p>B. Retain for three (3) years and until all audit requirements from last Legislative Audit have been fulfilled, then destroy.</p> <p>C. 1. Retain for ten (10) years on site then destroy. 2. retain for five (5) years on site then destroy</p>

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature



Typed Name

WILLIAM H. LEAHY II

Title

DIRECTOR

Schedule Authorized by State Archivist

Date

3-31-17

Signature



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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 300
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1	<p>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)</p> <p>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</p> <p>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)</p> <p>Receipt Copies and Stubs Corporate Card Bills, logs, and backup documentation Renewable Licenses, Memberships &amp; Subscriptions Requisitions, Purchase Orders &amp; Receiving Reports (for other than computer equipment)</p> <p>F. Miscellaneous Accounting, Purchasing and Leasing Records for Computer Equipment (computer, printer, scanner)</p> <p>G. Miscellaneous Accounting and Purchasing Records for Purchase of Land or interest in Land</p>	<p>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.</p> <p>E. Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p> <p>F. Retain until equipment is no longer in service, then destroy.</p> <p>G. Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>

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**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.

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B. Electronic a/k/a email that is not printed on paper

B.retain for three (3) 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.

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**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
  
- 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
  
- 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.
  - 2. resumes and applications used in filling vacant positions in accordance with State of Maryland rules and regulations

- A. Retain for duration of employment, then retain in accordance with retention listed in 3B of this schedule
  
- B. Retain for five (5) years after employee departs, then destroy
  
- C. 1. Retain for one (1) year after filling the then-vacant position, then destroy.
  
- 2. Retain for one (1) year after filling the then-vacant position, then destroy.

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
3	<p>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</p> <p>E. Copies (originals are maintained at DNR HR) of Listing of Position Detail by Unit/Program/Subprogram/Salary Forecast</p> <p>F. Contracts with the following: long-term contractual employees, workers provided via a "temp service", seasonal employees, consultants, interns</p>	<p>D. Retain for one (1) year and until all audit requirements have been fulfilled, then destroy</p> <p>E. Retain for one (1) year and until all audit requirements have been fulfilled, then destroy</p> <p>F. Retain for one (1) year after end of employment, then destroy</p>

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**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

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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



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A. Conservation Easement file

B. Original (drafts are discarded) signed deed of conservation easement and any associated title policy

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 monthly basis; previous years on file at Maryland State Archives T2039

B. Transfer annually to State Archives

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C. Original (drafts are discarded) signed amendment to deed of conservation easement and Confirmatory Modification of Deed of Conservation Easement

D. Deeds for properties that MET owns in fee simple

C. Transfer annually to State Archives; previous years on file at Maryland State Archives T4702

D. Transfer annually to State Archives

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**ORGANIZATIONAL DOCUMENTS**

- 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

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Item 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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Item No.	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.

<b>INSTRUCTIONS</b> – 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		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		ELECTRONIC RECORDS INVENTORY  Page <u>  1  </u> of <u>  2  </u>	
<b>1 DEPARTMENT/AGENCY</b> Maryland Environmental Trust		<b>2 DIVISION</b> n/a		<b>3 UNIT</b> 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					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Landowner/Constituent Relations Management (CRM) Database				<b>5 EARLIEST YEAR/LATEST YEAR</b> <u>  1972  </u> TO <u>  2016  </u>	
<b>6 INPUT</b> - Identify source of information to be entered Land records, Maryland Register, self identification			<b>7 OUTPUT</b> - Identify the use/s of information generated by system MET uses for mailing lists and contacting landowners prior to conducting monitoring visits		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION</b> - Briefly describe the information/documents/forms contained in a series. Include 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)					
<b>9 POLICY ON ACCESS AND USE</b> – Explain or attach copy if established in writing. n/a					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> 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.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.  The data are stored in the "cloud" on the vendor's servers.					
<b>12 RECOMMENDED RETENTION</b> –  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.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Jon Chapman		<b>14 TELEPHONE NUMBER</b> 410-514-7904		<b>15 DATE</b> 6/10/2016	
<b>16 TITLE OF PREPARER</b> Stewardship Manager					
DGS 550-6 (rev. 10/12)					

<b>INSTRUCTIONS</b> – 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		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		ELECTRONIC RECORDS INVENTORY  Page <u>  2  </u> of <u>  2  </u>	
<b>1 DEPARTMENT/AGENCY</b> Maryland Environmental Trust		<b>2 DIVISION</b> n/a		<b>3 UNIT</b> 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					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Easement Database				<b>5 EARLIEST YEAR/LATEST YEAR</b>  <u>  1972  </u> TO <u>  2016  </u>	
<b>6 INPUT</b> - Identify source of information to be entered The conservation easement processing and background materials, land and records, environmental assessments			<b>7 OUTPUT</b> - Identify the use/s of information generated by system Stewardship of conservation easements, informing stakeholders and public of conservation attributes and restrictions,		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION</b> - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  Database of easements (including fields for acreage, county, year of grant, name of coholder, etc.)(Microsoft Access)					
<b>9 POLICY ON ACCESS AND USE</b> – Explain or attach copy if established in writing.  n/a					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> 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.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> 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.					
<b>12 RECOMMENDED RETENTION</b> – Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Jon Chapman		<b>14 TELEPHONE NUMBER</b> 410-514-7904		<b>15 DATE</b> 6/10/2016	
<b>16 TITLE OF PREPARER</b> Stewardship Manager					
DGS 550-6 (rev. 10/12)					

<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>26</u></p>
<p>1. Department/Agency Maryland Environmental Trust</p>	<p>2. Division n/a</p>	<p>3. Unit n/a</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 1. ACCOUNTING RECORDS</p>	<p>5. Earliest Year/Latest Year <u>1967</u> to <u>present</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.) A. Special Accounting Records Reports of audits conducted by the Legislative or DNR Auditors</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 checked="" type="checkbox"/> Chronological</p> <p><input 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> <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>10</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Department of Legislative Services</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 type="checkbox"/> None    <input checked="" 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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for ten (10) years and until all audit requirements have been fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Kristen O. Maneval, AAG, OAG/DNR</p>	<p>20. Telephone Number 410-260-8351</p>	<p>21. Date 1/20/2017</p>



<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>26</u></p>
<p>1. Department/Agency Maryland Environmental Trust</p>	<p>2. Division n/a</p>	<p>3. Unit n/a</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 1. ACCOUNTING RECORDS</p>	<p>5. Earliest Year/Latest Year <u>1967</u> to <u>present</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.) B. Budget and Fiscal Planning Records - Approved budget and budget amendments</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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>2</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>10. Annual Accumulation <u>0.25</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 checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>1</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032</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 type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input checked="" type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for three (3) years and until all audit requirements from last Legislative Audit have been fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Kristen O. Maneval, AAG, OAG/DNR</p>	<p>20. Telephone Number 410-260-8351</p>	<p>21. Date 1/20/2017</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>3</u> OF <u>26</u></p>
<p>1. Department/Agency  Maryland Environmental Trust</p>	<p>2. Division  n/a</p>	<p>3. Unit  n/a</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  1. ACCOUNTING RECORDS</p>	<p>5. Earliest Year/Latest Year  <u>1967</u> to <u>present</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.)</p> <p>C. Related to non-State funds (a/k/a private gift funds) and Private Checking Account</p> <p>1. Reports of audits, compilations or reviews of non-State funds</p> <p>2. Deposit records</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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>4</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>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 checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>1</u>  Number                    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  100 Community Place, Third Floor, Crownsville, MD 21032</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 type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>C. 1. Retain for ten (10) years on site then destroy.  2. retain for five (5) years on site then destroy</p>	
<p>19. Name and Title of Preparer  Kristen O. Maneval, AAG, OAG/DNR</p>	<p>20. Telephone Number  410-260-8351</p>	<p>21. Date  1/20/2017</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>4</u> OF <u>26</u></p>
<p>1. Department/Agency Maryland Environmental Trust</p>	<p>2. Division n/a</p>	<p>3. Unit n/a</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 1. ACCOUNTING RECORDS</p>	<p>5. Earliest Year/Latest Year ___1967___ to ___present___</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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)</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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume ___3___ 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>10. Annual Accumulation ___0.1___ 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 checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After ___n/a___ Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032</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 type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain 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.</p>	
<p>19. Name and Title of Preparer Kristen O. Maneval</p>	<p>20. Telephone Number 410-260-8351</p>	<p>21. Date 1/20/2017</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 5 OF 26</p>
<p>1. Department/Agency  Maryland Environmental Trust</p>	<p>2. Division  n/a</p>	<p>3. Unit  n/a</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  1. ACCOUNTING RECORDS</p>	<p>5. Earliest Year/Latest Year  _____ to _____</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.)</p> <p>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. Includes: 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 &amp; Subscriptions; Requisitions, Purchase Orders &amp; Receiving Reports (for other than computer equipment).</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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  ____ 4 ____  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>10. Annual Accumulation  ____ 1 ____  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 checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  ____ 1 ____  Number            <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  100 Community Place, Third Floor, Crownsville, MD 21032</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 type="checkbox"/> No</p>	<p>16. Audit Requirements  <input 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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  E. Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer  Kristen O. Maneval</p>	<p>20. Telephone Number  410-260-8351</p>	<p>21. Date  1/20/2017</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>6</u> OF <u>26</u></p>
<p>1. Department/Agency Maryland Environmental Trust</p>	<p>2. Division n/a</p>	<p>3. Unit n/a</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 1. ACCOUNTING RECORDS</p>	<p>5. Earliest Year/Latest Year <u>1967</u> to <u>present</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.) F. Miscellaneous Accounting, Purchasing and Leasing Records for Computer Equipment (computer, printer, scanner)</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 checked="" type="checkbox"/> Chronological</p> <p><input 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> <p>10. Annual Accumulation <u>0.25</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>7</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032</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 type="checkbox"/> None    <input checked="" 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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention F. Retain until equipment is no longer in service, then destroy.</p>	
<p>19. Name and Title of Preparer Kristen O. Maneval, AAG, OAG/DNR</p>	<p>20. Telephone Number 410-260-8351</p>	<p>21. Date 1/20/2017</p>

<p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>7</u> OF <u>26</u></p>
<p>1. Department/Agency  Maryland Environmental Trust</p>	<p>2. Division  n/a</p>	<p>3. Unit  n/a</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  1. ACCOUNTING RECORDS</p>	<p>5. Earliest Year/Latest Year  <u>1967</u> to <u>present</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.)</p> <p><b>G. Miscellaneous Accounting and Purchasing Records for Purchase of Land or interest in Land</b></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 checked="" 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> <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 checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>n/a</u>  Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  100 Community Place, Third Floor, Crownsville, MD 21032</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 type="checkbox"/> None    <input checked="" 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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  <b>G. Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.</b></p>	
<p>19. Name and Title of Preparer  Kristen O. Maneval, AAG, OAG/DNR</p>	<p>20. Telephone Number  410-260-8351</p>	<p>21. Date  1/20/2017</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>8</u> OF <u>26</u></p>
<p>1. Department/Agency  Maryland Environmental Trust</p>	<p>2. Division  n/a</p>	<p>3. Unit  n/a</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  2. CORRESPONDENCE</p>	<p>5. Earliest Year/Latest Year  <u>1967</u> to <u>present</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.)</p> <p>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.</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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>5</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>10. Annual Accumulation  <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>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>1</u>  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  100 Community Place, Third Floor, Crownsville, MD 21032</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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>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.</p>	
<p>19. Name and Title of Preparer  Kristen O. Maneval, AAG, OAG/DNR</p>	<p>20. Telephone Number  410-260-8351</p>	<p>21. Date  1/20/2017</p>

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>9</u> OF <u>26</u></p>
<p>1. Department/Agency  Maryland Environmental Trust</p>	<p>2. Division  n/a</p>	<p>3. Unit  n/a</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  2. CORRESPONDENCE</p>	<p>5. Earliest Year/Latest Year  <u>1967</u> to <u>present</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.)  B. Electronic a/k/a email that is not printed on paper</p>		
<p>7. Record Series Format(s) List all</p> <p><input 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 checked="" type="checkbox"/> Other (specify) <u>email</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>1,000,000</u> (est.)  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>email</u></p> <p>10. Annual Accumulation  <u>115,000</u> (est.)  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>email</u></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>1</u>  Number                    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  100 Community Place, Third Floor, Crownsville, MD 21032</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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  B. retain for three (3) 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.</p>	
<p>19. Name and Title of Preparer  Kristen O. Maneval, AAG, OAG/DNR</p>	<p>20. Telephone Number  410-260-8351</p>	<p>21. Date  1/20/2017</p>



<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>10</u> OF <u>26</u></p>
<p>1. Department/Agency Maryland Environmental Trust</p>	<p>2. Division n/a</p>	<p>3. Unit n/a</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 3. PERSONNEL/HUMAN RESOURCES FILES</p>	<p>5. Earliest Year/Latest Year <u>1967</u> to <u>present</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.)</p> <p>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</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 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> <p>10. Annual Accumulation <u>0.2</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 checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>5</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No originals at DNR Human Resources</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Public Information Act: General Provisions 4-311 and 4-331</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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for duration of employment, then retain in accordance with retention listed in 3B of this schedule</p>	
<p>19. Name and Title of Preparer Kristen O. Maneval, AAG, OAG/DNR</p>	<p>20. Telephone Number 410-260-8351</p>	<p>21. Date 1/20/2017</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  PAGE <u>11</u> OF <u>26</u>
1. Department/Agency Maryland Environmental Trust	2. Division n/a	3. Unit n/a
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 3. PERSONNEL/HUMAN RESOURCES FILES	5. Earliest Year/Latest Year <u>1967</u> to <u>present</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.)  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		
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>2</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____  10. Annual Accumulation <u>0.2</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> 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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No DNR Human Resources	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Public Information Act: General Provisions 4-311 and 4-331	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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention  Retain for five (5) years after employee departs, then destroy	
19. Name and Title of Preparer Kristen O. Maneval, AAG, OAG/DNR	20. Telephone Number 410-260-8351	21. Date 1/20/2017

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>12</u> OF <u>26</u></p>
<p>1. Department/Agency Maryland Environmental Trust</p>	<p>2. Division n/a</p>	<p>3. Unit n/a</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 3. PERSONNEL/HUMAN RESOURCES FILES</p>	<p>5. Earliest Year/Latest Year <u>1967</u> to <u>present</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.)</p> <p>C. Vacancy Fill Request files - includes copies (originals are maintained at DNR HR) of:</p> <p>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.</p> <p>2. resumes and applications used in filling vacant positions in accordance with State of Maryland rules and regulations</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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>0.75</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>10. Annual Accumulation <u>0.25</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 checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>1</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No DNR Human Resources</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Public Information Act: General Provisions 4-311</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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>1. Retain for one (1) year after filling the then-vacant position, then destroy.</p> <p>2. Retain for one (1) year after filling the then-vacant position, then destroy.</p>	
<p>19. Name and Title of Preparer Kristen O. Maneval, AAG, OAG/DNR</p>	<p>20. Telephone Number 410-260-8351</p>	<p>21. Date 1/20/2017</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>13</u> OF <u>26</u></p>
<p>1. Department/Agency Maryland Environmental Trust</p>	<p>2. Division n/a</p>	<p>3. Unit n/a</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 3. PERSONNEL/HUMAN RESOURCES FILES</p>	<p>5. Earliest Year/Latest Year <u>1967</u> to <u>present</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.)  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</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 checked="" type="checkbox"/> Chronological</p> <p><input 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> <p>10. Annual Accumulation <u>0.25</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 checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>1</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No DNR Human Resources</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Public Information Act: General Provisions 4-311</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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  D. Retain for one (1) year and until all audit requirements have been fulfilled, then destroy</p>	
<p>19. Name and Title of Preparer Kristen O. Maneval, AAG, OAG/DNR</p>	<p>20. Telephone Number 410-260-8351</p>	<p>21. Date 1/20/2017</p>

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<p>1. Department/Agency Maryland Environmental Trust</p>	<p>2. Division n/a</p>	<p>3. Unit n/a</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 3. PERSONNEL/HUMAN RESOURCES FILES</p>	<p>5. Earliest Year/Latest Year <u>1967</u> to <u>present</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.) E. Copies (originals are maintained at DNR HR) of Listing of Position Detail by Unit/Program/Subprogram/Salary Forecast</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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>2</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>10. Annual Accumulation <u>0.5</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 checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>1</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No DNR Human Resources</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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for one (1) year and until all audit requirements have been fulfilled, then destroy</p>	
<p>19. Name and Title of Preparer Kristen O. Maneval, AAG, OAG/DNR</p>	<p>20. Telephone Number 410-260-8351</p>	<p>21. Date 1/20/2017</p>

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<p>1. Department/Agency Maryland Environmental Trust</p>	<p>2. Division n/a</p>	<p>3. Unit n/a</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 3. PERSONNEL/HUMAN RESOURCES FILES</p>	<p>5. Earliest Year/Latest Year     <u>1967</u> to <u>present</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.)      F. Contracts with the following: long-term contractual employees, workers provided via a "temp service", seasonal employees, consultants, interns</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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume     <u>1.5</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) _____</p> <p>10. Annual Accumulation     <u>0.25</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) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After     <u>1</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032</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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Public Information Act General Provisions 4-311 and 4-331</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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for one (1) year after end of employment, then destroy</p>	
<p>19. Name and Title of Preparer Kristen O. Maneval</p>	<p>20. Telephone Number 410-260-8351</p>	<p>21. Date 1/20/2017</p>

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<p>1. Department/Agency  Maryland Environmental Trust</p>	<p>2. Division  n/a</p>	<p>3. Unit  n/a</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  4. GRANTS AND CONTRACTS</p>	<p>5. Earliest Year/Latest Year  <u>1967</u> to <u>present</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.)  A. Coastal Zone Management Program. This program funds salaries of 1.5 staff. Documents include annual MOU with CZM, grant reports, timesheets, and invoices.</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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>3</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>0.5</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 checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>1</u>  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  100 Community Place, Third Floor, Crownsville, MD 21032</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 type="checkbox"/> None    <input checked="" 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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain for five (5) years after final grant report received and acknowledged and until all audit requirements have been fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer  Kristen O. Maneval</p>	<p>20. Telephone Number  410-260-8351</p>	<p>21. Date  1/20/2017</p>

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<p>1. Department/Agency Maryland Environmental Trust</p>	<p>2. Division n/a</p>	<p>3. Unit n/a</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 4. GRANTS AND CONTRACTS</p>	<p>5. Earliest Year/Latest Year <u>1967</u> to <u>present</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.)</p> <p>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.</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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>3</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>10. Annual Accumulation <u>0.25</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 checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>2</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032</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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for three (3) years after final grant report received and acknowledged and until all audit requirements have been fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Kristen O. Maneval</p>	<p>20. Telephone Number 410-260-8351</p>	<p>21. Date 1/20/2017</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>18</u> OF <u>26</u></p>
<p>1. Department/Agency  Maryland Environmental Trust</p>	<p>2. Division  n/a</p>	<p>3. Unit  n/a</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  4. GRANTS AND CONTRACTS</p>	<p>5. Earliest Year/Latest Year  <u>1967</u> to <u>present</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.)  C. Rural Historic Village Protection Program (inactive). Program was established in 1989-1990 to set up greenbelts of protected land around ten (10) historic villages in Maryland. Now inactive, but there may be residual documents around the office to be transferred to Archives.</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>0.5</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</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>1</u>  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  100 Community Place, Third Floor, Crownsville, MD 21032</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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Transfer annually to State Archives; previous years on file at Maryland State Archives T3625</p>	
<p>19. Name and Title of Preparer  Kristen O. Maneval, AAG, OAG/DNR</p>	<p>20. Telephone Number  410-260-8351</p>	<p>21. Date  1/20/2017</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>19</u> OF <u>26</u></p>
<p>1. Department/Agency  Maryland Environmental Trust</p>	<p>2. Division  n/a</p>	<p>3. Unit  n/a</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  4. GRANTS AND CONTRACTS</p>	<p>5. Earliest Year/Latest Year  <u>1967</u> to <u>present</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.)  D. Contracts with vendors, consultants (not human resources-related). Documents include contracts for organizational consultants, conference venues, marketing, publishing, etc.</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 type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>2</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>0.2</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 checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>1</u>  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  100 Community Place, Third Floor, Crownsville, MD 21032</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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  Retain for three (3) years and until all audit requirements have been fulfilled, then destroy</p>	
<p>19. Name and Title of Preparer  Kristen O. Maneval, AAG, OAG/DNR</p>	<p>20. Telephone Number  410-260-8351</p>	<p>21. Date  1/20/2017</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>20</u> OF <u>26</u></p>
<p>1. Department/Agency  Maryland Environmental Trust</p>	<p>2. Division  n/a</p>	<p>3. Unit  n/a</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  4. GRANTS AND CONTRACTS</p>	<p>5. Earliest Year/Latest Year  <u>1967</u> to <u>present</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.)  E. MOUs with other state agencies.</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 checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>3</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>0.3</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 checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>5</u>  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  100 Community Place, Third Floor, Crownsville, MD 21032</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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention    Retain for three (3) years and until all audit requirements have been fulfilled, then destroy</p>	
<p>19. Name and Title of Preparer  Kristen O. Maneval, AAG, OAG/DNR</p>	<p>20. Telephone Number  410-260-8351</p>	<p>21. Date  1/20/2017</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>21</u> OF <u>26</u></p>
<p>1. Department/Agency  Maryland Environmental Trust</p>	<p>2. Division  n/a</p>	<p>3. Unit  n/a</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  4. GRANTS AND CONTRACTS</p>	<p>5. Earliest Year/Latest Year  <u>1967</u> to <u>present</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.)  F. Service &amp; maintenance agreements, leases, automobile titles etc. related to vehicles in MET's fleet, whether owned by MET (if any) or by DNR</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 type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>0.5</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>5</u>  Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  100 Community Place, Third Floor, Crownsville, MD 21032</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 type="checkbox"/> None    <input checked="" 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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention    Retain until vehicle is no longer in service, then destroy</p>	
<p>19. Name and Title of Preparer  Kristen O. Maneval</p>	<p>20. Telephone  Number  410-260-8351</p>	<p>21. Date  1/20/2017</p>

<p><u>Instructions</u> -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><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE <u>22</u> OF <u>26</u></p>
1. Department/Agency Maryland Environmental Trust	2. Division n/a	3. Unit n/a
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 5. STATE DEEDS AND EASEMENTS	5. Earliest Year/Latest Year <u>1972</u> to <u>present</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.)		
A. Conservation Easement file:		
1. documents relating to condemnation or extinguishment; other documents referenced in the easement itself (ex. Soil Erosion and Sediment Control Guidelines for Forest Harvest Operations in Maryland), BUT NOT drafts of any of these documents in item 1	2. critical correspondence: a. landowner project goals b. landowner intent c. tax matters (including contemporaneous written acknowledgement letter) d. legal matters (this may include correspondence enclosing draft conservation easements and requests for approvals) e. notifications (not including those for monitoring visits resulting in no issues found) f. follow-up letters requesting additional information g. approvals (including Board of Trustees memos and minutes and Board of Public Works memos, items and approvals) h. post-monitoring correspondence 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 l. 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 m. documents related to resolved issues (ex. maintenance of a historic structure) n. correspondence with co-holders relating to review of requests/enforcement	
3. baseline documentation reports (including photographs and slides) and current conditions reports for conservation easements	4. due diligence both related to the property (site visit form, Green Infrastructure Evaluation Report, letters to and from local government, letters to and from Maryland Board of Public Works, other primary resources in support of conservation attributes (example: letters from DNR Wildlife and Heritage or Maryland Historical Trust)) and corporate (Articles, Bylaws, resolution, certificate of good standing	
5. title insurance policy or evidence of title investigation (including grantor/grantee index)	6. full appraisals (or summary appraisals if full appraisals are not available) used to substantiate the purchase price or used by landowner to substantiate the tax deduction	
7. Form 8283 (for transactions in which the landowner claimed a federal tax deduction)	8. surveys and maps	
9. fee property land inspection records essential to the stewardship and defense of the property	10. contracts and leases relative to long-term land management activities	
11. conservation easement monitoring reports including photographs and slides and photo point maps	12. Forest Stewardship and other forest and/or soil management plans	
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 checked="" type="checkbox"/> Other (specify) <u>A1 stored in expanding wallet folder</u>	8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input checked="" type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____	9. Volume <u>111</u> file drawers _____ Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>electronic files</u>  10. Annual Accumulation <u>2-5.5</u> file drawers _____ Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>electronic files</u>

<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</p> <p>___n/a___</p> <p>Number                    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s)    (Bldg., Floor, Room)</p> <p>100 Community Place, Third Floor, Crownsville, MD 21032</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Public Information Act to the extent files contain sensitive personal or financial information about easement grantors: General Provisions 4-334,4-336</p>		<p>16. Audit Requirements</p> <p><input type="checkbox"/> None   <input checked="" type="checkbox"/> State   <input checked="" type="checkbox"/> Federal   <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>First four digits are number of easement; next three letters are first three letters of original Grantor's name, last two digits are decade and year of original easement grant, last Four letters are abbreviation for county where property is located.</p>		<p>18. Recommended Retention</p> <p>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 monthly basis; previous years on file at Maryland State Archives T2039</p>	
<p>19. Name and Title of Preparer</p> <p>Kristen O. Maneval, AAG, OAG/DNR</p>		<p>20. Telephone Number</p> <p>410-260-8351</p>	<p>21. Date</p> <p>1/20/2017</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>23</u> OF <u>26</u></p>
<p>1. Department/Agency Maryland Environmental Trust</p>	<p>2. Division n/a</p>	<p>3. Unit n/a</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 5. STATE DEEDS AND EASEMENTS</p>	<p>5. Earliest Year/Latest Year _1972_ to _present_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) B. Original (drafts are discarded) signed deed of conservation easement and any associated title policy</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 checked="" type="checkbox"/> Other (specify) <u>A1 stored in expanding wallet folder</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _1_ 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>10. Annual Accumulation _0.2_ 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 _n/a_ Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No mdlandrec.net</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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  Transfer annually to State Archives</p>	
<p>19. Name and Title of Preparer Kristen O. Maneval, AAG, OAG/DNR</p>	<p>20. Telephone Number 410-260-8351</p>	<p>21. Date 1/20/2017</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>24</u> OF <u>26</u></p>
<p>1. Department/Agency Maryland Environmental Trust</p>	<p>2. Division n/a</p>	<p>3. Unit n/a</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 5. STATE DEEDS AND EASEMENTS</p>	<p>5. Earliest Year/Latest Year <u>1972</u> to <u>present</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.) C. Original (drafts are discarded) signed amendment to deed of conservation easement and Confirmatory Modification of Deed of Conservation Easement</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 checked="" type="checkbox"/> Other (specify) <u>A1 stored in expanding wallet folder</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>0.2</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>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>n/a</u> Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No mdlandrec.net</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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Transfer annually to State Archives; previous years on file at Maryland State Archives T4702</p>	
<p>19. Name and Title of Preparer Kristen O. Maneval</p>	<p>20. Telephone Number 410-260-8351</p>	<p>21. Date 1/20/2017</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>25</u> OF <u>26</u></p>
<p>1. Department/Agency Maryland Environmental Trust</p>	<p>2. Division n/a</p>	<p>3. Unit n/a</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 5. STATE DEEDS AND EASEMENTS</p>	<p>5. Earliest Year/Latest Year _1972_ to _present_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) D. Deeds for properties that MET owns in fee simple (includes original signed Deed into MET, copies of MET's inspection reports of the property, title policy (if any))</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 checked="" type="checkbox"/> Other (specify) <u>A1 stored in expanding wallet folder</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _0.25_ 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>10. Annual Accumulation _0.1_ 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 _n/a_ Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 100 Community Place, Third Floor, Crownsville, MD 21032</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No mdlandrec.net</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 type="checkbox"/> Yes    <input type="checkbox"/> No First four digits are number of fee simple property; next three letters are first three letters of original Grantor's name, last two digits are decade and year of original grant, last Four letters are abbreviation for county where property is located.</p>	<p>18. Recommended Retention  Transfer annually to State Archives</p>	
<p>19. Name and Title of Preparer Kristen O. Maneval, AAG, OAG/DNR</p>	<p>20. Telephone Number 410-260-8351</p>	<p>21. Date 1/20/2017</p>

<p><u>Instructions</u> –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><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE <u>26</u> OF <u>26</u></p>
<p>1. Department/Agency  Maryland Environmental Trust</p>	<p>2. Division  n/a</p>	<p>3. Unit  n/a</p>
<p><b>DEFINITION: RECORD SERIES:</b> 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  6. ORGANIZATIONAL DOCUMENTS</p>	<p>5. Earliest Year/Latest Year  <u>1968</u> to <u>present</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.) (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</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 checked="" type="checkbox"/> Other (specify) <u>3 ring binder</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume  <u>15</u> file drawers, <u>27</u> binders  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <u>binder</u></p> <hr/> <p>10. Annual Accumulation  <u>3</u> file drawers, <u>0.5</u> binders  Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <u>binder</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After  <u>n/a</u>  Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)  100 Community Place, Third Floor, Crownsville, MD 21032</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 type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  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.</p>	
<p>19. Name and Title of Preparer  Kristen O. Maneval, AAG, OAG/DNR</p>	<p>20. Telephone Number  410-260-8351</p>	<p>21. Date  1/20/2017</p>