ANNE ARUNDEL COUNTY
MARYLAND

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No. C-770

Page No. 1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Department of Public Works DIVISION Water Operations

Item No.	Description	Retention
1.	DAMAGE ACCOUNTS - WLM Files contain information for the billing of repairs made by Utilities to property damaged by outside contractors and individual citizens.	RECOMMENDATION: RETAIN FIVE YEARS, THEN DESTROY.
2.	OPERATING AND MAINTENANCE (O&M) FILES Historical files for all Water sections pertaining to well logs, equipment information, facilities and wells. Descriptions and specifications for construction, maintenance, and operation of wells and water treatment facilities. Vehicle operating and maintenance files.	RECOMMENDATION: RETAIN FOR LIFE OF EQUIPMENT/ FACILITIES/VEHICLES LEAVE OUR AREA - FILES GO WITH THEM, THEN DESTROY.
3.	OPERATING REPORTS AND COST ANALYSIS Reports generated for chemistries, pumpage treatment processess, for operating and maintaining water treatment plants, as well as cost analysis and productivity comparisons for the water section.	RECOMMENDATION: RETAIN FIVE YEARS, THEN DESTROY.
4.	REGULATORY REPORTING Federal and State government mandatory reporting information required about chemistry, production and water treatment and operating processess.	RECOMMENDATION: RETAIN FIVE YEARS OR ONE YEAR AFTER STATE AUDIT, THEN DESTROY.
5.	GENERAL FILES - ALL WATER OPERATIONS SECTIONS Correspondence files on the administration, operation, and maintenance of Water Operations.	RECOMMENDATION: RETAIN FIVE YEARS, THEN DESTROY.
6.	FLSA TIMESHEETS - ALL WATER OPERATIONS SECTIONS Contains FLSA - Fair Labor Standard Act - timesheets for number of hours and types of leave used per employee.	RECOMMENDATION: RETAIN MANDATORY THREE YEARS - THEN DESTROY
7.	AGREEMENTS Baltimore City water purchases, Bell Atlantic leasing, and any miscellaneous water related agreements.	RECOMMENDATION: RETAIN UNTIL LICENSE EXPIRES, THEN DESTROY.

Schedule Approved by Records Management Officer — 1/10/95
3/8/96 — Jacqueline Ryan
Date — Signature

Schedule Approved by Chief Administrative Officer
10/23/96 — [signature]
Date — Signature

Schedule Approved by Agency, or Division Representative
2/28/96 — [signature]
Date — Signature

Schedule Approved by State Archvist
FEB 14 1997 — Edward C. Papenfuse Jr.
Date — Signature

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

AGENCY RECORDS INVENTORY

Page 1 Of 7

1. DEPARTMENT/AGENCY
A. A. Co. DPW-Bur of UTOP

2. DIVISION
Water Operations

3. UNIT
Administration

DEFINITION - Records 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
Damage Accounts-WLM

5. EARLIEST YEAR / LATETEST YEAR
1989 TO present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Files contain information for the billing of repairs made by utilities to property damaged by outside contractors and individuals

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☒ Legal Size
- ☐ Bound Book
- ☐ Audio Tape
- ☐ Microfilm
- ☐ Computer Tape
- ☐ Floppy Disk
- ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☒ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☐ Other (Specify) _____

2
Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

1/3
Number

11. FILE IS USED

☐ Daily ☐ Weekly ☒ Monthly

12. FILE BECOMES INACTIVE AFTER

3
Number ☐ Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
7409F B & A Blvd
Glen Burnie MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☒ No

16. AUDIT REQUIREMENTS

☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☒ Yes IDDU Provides Information about each damage ☐ No

18. RECOMMENDED RETENTION
5 Years

19. NAME AND TITLE OF PREPARER
Sarah A. Shanefelter, MAI

20. TELEPHONE NUMBER
410-222-6070

21. DATE
6/30/94

DGS 550-1 (Revised 1/92)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7273 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY
A. A. Co. DPW-Bur of UTOP

2. DIVISION
Water Operations

3. UNIT
Administration

DEFINITION - Records 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
Operations and Maintenance Files

5. EARLIEST YEAR / LATETEST YEAR
1980 TO present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Historical files for all water systems pertaining to well logs, equipment information, facilities and wells, descriptions and specifications for construction, maintenance and operation of wells and water facilities vehicle operation and maintenance files.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☒ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☐ Alphabetical
- ☒ Numerical
- ☐ Chronological
- ☒ Geographical
- ☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
- ☒ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☐ Other (Specify) _____

15 Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

3 Number

11. FILE IS USED

☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

2 Number ☐ Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
7409D B & A Blvd, Glen Burnie
Dorsey WTP
~~Arnold WTP~~

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☒ No

16. AUDIT REQUIREMENTS

☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☒ Yes Computer programs to access vehicle maintenance, well maintenance record ☐ No

18. RECOMMENDED RETENTION
For life of facility or vehicle

19. NAME AND TITLE OF PREPARER
Sarah A. Shanefelter, MAI

20. TELEPHONE NUMBER
410-222-6070

21. DATE
6/30/94

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

AGENCY RECORDS INVENTORY

Page 3 Of 7

1. DEPARTMENT/AGENCY
A. A. Co. DPW-Bur of UTOP

2. DIVISION
Water Operations

3. UNIT
Administration

DEFINITION - Records 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
Operating Report and Cost Analysis

5. EARLIEST YEAR / LATETEST YEAR
1970 TO present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Reports generated for chemistries, pumpage treatment processes, for operating and maintaining water treatment plants, as well as cost analysis and productivity comparisons for the water section.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☒ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☐ Other (Specify) _____

60
Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

5
Number

11. FILE IS USED

☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

2
Number ☐ Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
7409D&F B & A Blvd, Glen Burnie
Arnold WTP
Dorsey WTP

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☒ No

16. AUDIT REQUIREMENTS

☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes Computer Generated ~~Water information~~ Cost information ☐ No

18. RECOMMENDED RETENTION
Five Years

19. NAME AND TITLE OF PREPARER
Sarah A. Shanefelter, MAI

20. TELEPHONE NUMBER
410-222-6070

21. DATE
6/30/94

DGS 550-1 (Revised 1/87)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

AGENCY RECORDS INVENTORY

Page 4 Of 7

1. DEPARTMENT/AGENCY
A. A. Co. DPW-Bur of UTOP

2. DIVISION
Water Operations

3. UNIT
Administration

DEFINITION - Records 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
Regulatory Reporting

5. EARLIEST YEAR / LATETEST YEAR
1987 to present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Federal and State government mandatory reporting information required about chemistry, production and water treatment and operating processes.

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☒ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
- ☒ Numerical
- ☒ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☐ Other (Specify) _____

22
Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

2
Number

11. FILE IS USED
☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER
2 Number ☐ Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
7409 D&F B & A Blvd, Glen Burnie
Dorsey WTP
~~Arnold WTP~~

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)
☐ Yes _____ ☒ No

16. AUDIT REQUIREMENTS
☐ None ☒ State ☒ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
☒ Yes Computer Generated State Reporting Information ☐ No

18. RECOMMENDED RETENTION
Five Years or One Year After Audit

19. NAME AND TITLE OF PREPARER
Sarah A. Shanefelter, MAI

20. TELEPHONE NUMBER
410-222-6070

21. DATE
6/30/94

DGS 550-1 (Revised 1/87)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY
A. A. Co. DPW-Bur of UTOP

2. DIVISION
Water Operations

3. UNIT
Administration

DEFINITION - Records 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
General Files- All Water Operations Sections

5. EARLIEST YEAR / LATETEST YEAR
1989 TO present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Correspondance files about the administration; operation and maintainance of Water Operations

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐X Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. VOLUME

- ☒ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☐ Other (Specify) _____

15
Number

10. ANNUAL ACCUMULATION

- ☒ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☐ Other (Specify) _____

0
Number

11. FILE IS USED

☒ Daily ☐ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

2
Number ☐ Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
7409 D&F B & A Blvd, Glen Burnie
Arnold WTP
Dorsey WTP

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☒ No

16. AUDIT REQUIREMENTS

☒ None ☐ State ☐ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ Yes _____ ☒ No

18. RECOMMENDED RETENTION
Five Years

19. NAME AND TITLE OF PREPARER
Sarah A. Shanefelter

20. TELEPHONE NUMBER
410-222-6070

21. DATE
6/30/94

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

AGENCY RECORDS INVENTORY

Page 6 Of 7

1. DEPARTMENT/AGENCY
A. A. Co. DPW-Bur of UTOP

2. DIVISION
Water Operations

3. UNIT
Administration

DEFINITION - Records 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
FLSA Timesheets

5. EARLIEST YEAR / LATETEST YEAR
1990 TO present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Fair labor Standard Act timesheets for number of hours and types of leave used per employee(120 employees)

7. RECORD SERIES FORMAT(S)

- ☐ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☒ Other (Specify) Notebook

8. RECORD SERIES SEQUENCE

- ☒ Alphabetical
- ☐ Numerical
- ☒ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. VOLUME

- ☐ File Drawer(s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape (s)
- ☒ Other (Specify) Notebook

5
Number

10. ANNUAL ACCUMULATION

- ☐ File Drawer (s)
- ☐ Microfilm Reel (s)
- ☐ Computer Tape(s)
- ☒ Other (Specify) Notebook

0
Number

11. FILE IS USED

☐ Daily ☒ Weekly ☐ Monthly

12. FILE BECOMES INACTIVE AFTER

3
Number

☐ Month(s) ☒ Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
7409 D&F B & A Blvd, Glen Burnie
Dorsey WTP
~~Arnold WTP~~

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

☐ Yes _____ ☒ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)

☐ Yes _____ ☒ No

16. AUDIT REQUIREMENTS

☐ None ☐ State ☒ Federal ☐ Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☒ Yes T & A on system ☐ No

18. RECOMMENDED RETENTION

3 Years Mandatory

19. NAME AND TITLE OF PREPARER
Sarah A. Shanefelter, MAI

20. TELEPHONE NUMBER
410-222-6070

21. DATE
6/30/94

DGS 550-4 (Revised 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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

AGENCY RECORDS INVENTORY

Page 7 Of 7

1. DEPARTMENT/AGENCY
A. A. Co. DPW-Bur of UTOP

2. DIVISION
Water Operations

3. UNIT
Administration

DEFINITION - Records 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
Agreements

5. EARLIEST YEAR / LATETEST YEAR
1970 TO present

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Baltimore County Water Purchases, Bell Atlantic leasing, and Miscellaneous Water related arguments

7. RECORD SERIES FORMAT(S)

- [x] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE

- [x] Alphabetical
- [ ] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

9. VOLUME

- [x] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

1/2
Number

10. ANNUAL ACCUMULATION

- [x] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

0
Number

11. FILE IS USED
As required

- [ ] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER
0 Number
- [ ] Month(s)
- [ ] Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
7409F B & A Blvd
Glen Burnie

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
- [x] Yes Court House ~~A/F - DPW~~
- [ ] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)
- [ ] Yes _____
- [x] No

16. AUDIT REQUIREMENTS
- [x] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
- [ ] Yes _____
- [ ] No

18. RECOMMENDED RETENTION
perpetual

19. NAME AND TITLE OF PREPARER
Sarah A. Shanefelter, MAI

20. TELEPHONE NUMBER
410-222-6070

21. DATE
6/30/94