

**Anne Arundel County**  
**OFFICE OF CENTRAL SERVICES**  
**Records Management Division**

Schedule No.

C-766

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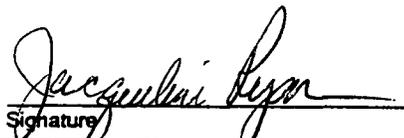
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

**AGENCY** Anne Arundel County Public Works

**DIVISION** Tech Support

Item No.	Description	Retention
1	<p>General Files - Administration</p> <p>Correspondence files relating to the administration and operation of the Technical Support Services division.</p>	<p>Retain material having continuing administrative or legal value to the operation of the office until such value ceases. Otherwise retain one (1) year, then destroy.</p>
2	<p>PCB Transformer Data</p> <p>Contains correspondence and data relating to the reporting of PCB equipment in use at the end of each calendar year.</p>	<p>Retain until equipment is removed from service or disposed of.</p>
3	<p>FLSA Time Sheets</p> <p>Contains time reporting sheets as required by the Fair Labor Standards Act.</p>	<p>Retain three (3) years, then destroy.</p>
4	<p>Pretreatment Program Files</p> <p>Contains correspondence with Industry, State &amp; Federal Regulatory authorities. Also contains applications, discharge permit files, monitoring data, and program development data.</p>	<p>Retain 5 years, then destroy.</p>
5	<p>Biomonitoring Files</p> <p>Contains reports and correspondence relating to bio-monitoring testing at the department's water reclamation facilities.</p>	<p>Retain 2 years, then destroy.</p>
6	<p>Hasardous Waste Disposal</p> <p>Contains reports &amp; correspondence relating to disposal.</p>	<p>Retain 3 years, then destroy.</p>

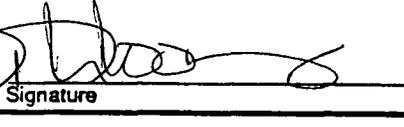
Schedule Approved by  
Records Management Officer

10/10/96   
Date Signature

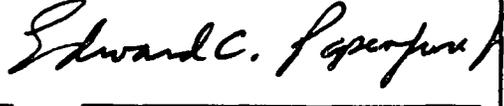
Schedule Approved by  
Chief Administrative Officer

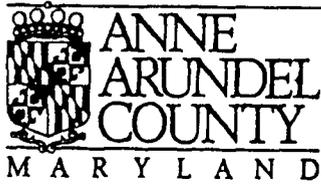
10/23/96   
Date Signature

Schedule Approved by  
Agency, or Division Representative

10/18/96   
Date Signature

Schedule Approved by  
State Archivist

APR 3 1997   
Date Signature



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**OFFICE OF CENTRAL SERVICES**  
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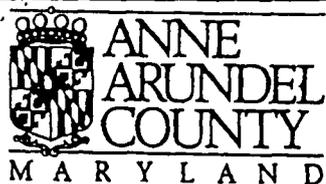
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Item No.	Description	Retention
7	<p>Chemist/Laboratory</p> <p>Contains drinking water lab certifications, results of laboratory audits, chemical and equipment inventories sampling and equipment literature and general correspondence relating to technical support provided to the labs.</p>	<p>Retain three (3) years, then destroy.</p>
8	<p>Regulatory Updates</p> <p>Contains Federal Register and COMAR Notices, Fact Sheets and impact summaries.</p>	<p>Retain three (3) years, then destroy.</p>
9	<p>Activity/Facility Inspections</p> <p>Contains results of inspections conducted by department safety observers.</p>	<p>Retain five (5) years, then destroy.</p>
10	<p>Marine Sanitation Pumpout System Dischargers</p> <p>Contains correspondence and evaluations of marina request to discharge boat wastes into the County's sewer system.</p>	<p>Retain 5 years, then destroy.</p>
11	<p>Hauled Waste Discharge Permits</p> <p>Contains copies of permits issued to septic haulers who discharge waste into the County's septage receiving points.</p>	<p>Retain five (5) years, then destroy.</p>
12	<p>Holding Tank Certificate Applications</p> <p>Contains applications received from residential and commercial customers relative to a reduced rate for generated septage which is disposed of at County's septage receiving points.</p>	<p>Retain until certificate voided, then destroy.</p>
13	<p>Sewage Sludge Utilization Permits (County)</p> <p>Contains authorization permits &amp; site data.</p>	<p>Retain 5 years, then destroy.</p>
14	<p>Sewage Sludge Utilization Permits (Bio Gro)</p> <p>Contains authorization permits &amp; site data.</p>	<p>Retain five (5) years after contract ends.</p>



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Item No.	Description	Retention
15	<p>Sewage Sludge Analysis</p> <p>Contains results of sewage sludge analyses for sewage sludge generated at County's water reclamation facilities</p>	<p>Retain ten (10) years, then destroy.</p>
16	<p>Sewage Sludge Generator Policy</p> <p>Contains monthly and annual reports relating to sewage sludge volumes generated at county water reclamation facilities.</p>	<p>Retain five (5) years, then destroy.</p>
17	<p>Sludge Management - Contractor Related</p> <p>Contains correspondence related to the County's sludge management with Bio Gro Systems, Inc., as well as monthly invoices and documentation relating to payment.</p>	<p>Retain five (5) years after contract ends, then destroy.</p>
18	<p>Certification</p> <p>Applications for certification, formulas for math, applications sent to the Board, certification memos, certification practice exam questions, certification profile, certification regulations, letters to the operators, license renewal, superintendents license.</p>	<p>Retain three (3) years. then destroy.</p>
19	<p>Training Programs</p> <p>A. Files on training programs offered by the Training Office.. Included in these files are course description, attendance rosters, cost analysis, agreements, evaluations, etc.</p> <p>B. Master Training File: Training program data on all departmental personnel. These records are kept on Dbase file.</p>	<p>Retain three (3) years, then destroy.</p> <p>Retained on Hard disk. Retain for 2 years after termination, then destroy.</p>