## CHARLES COUNTY GOVERNMENT RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

| Schedul | e No | - کے . | -830 |
|---------|------|--------|------|
| Page    | 1    | of     | 2    |

| Agency       |              |    |
|--------------|--------------|----|
| CHARLES COUN | NTY GOVERNME | N٦ |

Division/Unit MANAGEMENT INFORMATION SYSTEMS

|             | ·  |  |
|-------------|--|--|
| Item<br>No. | Description  | Retention  |
| 1           | GENERAL CORRESPONDENCE  Subject arrangement of original incoming letters, outgoing letters, memorandum, and any and all correspondence of the department or it's division. | Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department or it's divisions. Transfer periodically to the MD State Archives. |
| 2           | TIME AND ATTENDANCE  Files may contain some or all of the following: leave requests, comptime request, weekly timesheets, etc.   | Retain for 3 years, then destroy.  |
| 3           | EMPLOYEE PERSONNEL RECORDS  Files may contain some or all of the following: evaluations, awards, training, written correspondence, etc.                                    | Retain for 3 years after termination, then destroy.  |
| 4           | FISCAL YEAR BUDGETS  Budget expenditure files for departments, tracking of expenses, invoices, purchase orders, check request, etc.  | Retain for 3 years, then destroy.  |
|             |  |  |

| Schedul | e Approved  | by | Depai  | rtment, |
|---------|-------------|----|--------|---------|
| Agency, | or Division | Re | preser | tative, |

Date

Signature Lucul

Typed Name Eugene T. Lauer Title County Administrator

Schedule Authorized by State Archivist

JUN 2 2 1998 Date

Signature Shoul C. Paperpus for

## CHARLES COUNTY GOVERNMENT RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

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Schedule No. C-830

(Continuation Sheet)

Agency CHARLES COUNTY GOVERNMENT Division/Unit
MANAGEMENT INFORMATION SYSTEMS

| CHARLES COUNTY GOVERNMENT MANAGEMENT INFORMATION SYSTEMS |  |   |  |  |  |  |
|--|--|---|--|--|--|--|
| Item<br>No.  | Description  | Retention   |  |  |  |  |
|  | ADMINISTRATION, NETWORK & OPERATIONS   |   |  |  |  |  |
| 1  | SOFTWARE MANUALS & LICENSES  | Dispose based upon copyright law applicable to  |  |  |  |  |
|  | Files may contain some or all of the following: manuals, licenses & certification codes, vendor, and upgrade information   | product, product release,<br>annual audit, upgrade<br>policy and/or competitive<br>upgrade policies in effect.  |  |  |  |  |
| 2  | HARDWARE INFORMATION (electronic database)   | Retain for life of asset plus three years, then   |  |  |  |  |
|  | Files may contain some or all of the following: serial numbers, model numbers, asset tag numbers, various hardware information, etc.   | destroy.  |  |  |  |  |
| 3  | AS/400 SYSTEM BACKUP TAPES   | Retain until new release of operating system or major   |  |  |  |  |
|  | AS/400 Operating System, security, configuration, and documentation. Application systems source code and data files.   | application/system enhancements; then destroy (recycle tape).   |  |  |  |  |
| 4  | AS/400 DATA BACKUP TAPES   | Daily backup save for one (1) month; Monthly backup   |  |  |  |  |
|  | Security files, data files (documents; applications).  | save for one (1) calendar<br>year; Weekly backup save<br>for one (1) month.<br>Calendar year end-7<br>years; then destroy<br>(recycle tape).                                |  |  |  |  |
| 5  | NETWORK SERVER(S) BACKUP TAPES  Office automation outputs (email, wordprocessor documents, spreadsheets, etc.). Application file data and source code, network operating system. | Daily backups save for one (1) month; Weekly backups save for one (1) month; Monthly backups save for one (1) year; then Calendar year end-1 year, t destroy (recycle tape) |  |  |  |  |

0h

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)               | RECORDS<br>7275                              | IT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 P, MARYLAND 20794 | AGENCY RECORDS INVENTORY  PAGE OF   |  |
|--|--|---|---|--|
| ▼ I, D epartment/Agency  | 2. Division                                  |   | 3. Unit   |  |
|  | Mrgt. I                                      | nto Sep.  |   |  |
| DEFINITION - RECORD SERIES - A group of related rec  | ords normally filed a                        | nd used as a unit for reference as  | well as retention and disposition purposes.   |  |
| 4. Record Series Title AS/400 System Bac   | Кир  |   | 5. Earliest Year Latest Year Oct. 1997 toOct. 1997  snapshet  |  |
| 4. Hecord Series Inte  AS/400 System Bac.  6. Record Series Description (Briefly describe the types of A5/400 Operating Systems  Application Systems | I informationn/docum<br>em 2 Se<br>Source    | ents/forms found in the series. Inc<br>currety & Confi<br>Code and de                   | stude the purpose or function of the series.  Survivor & document  atrunt                                   |  |
| 7. Record Series Format(s)  □ Letter Size □ Microfilm  □ Legal Size □ Computer Tape  | 8. Record Series                             | ial .   | 9. Volume    File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   Other (specify)                        |  |
| ☐ Bound Book ☐ Floppy Disk  ☐ Audio Tape ☐ Video Tape ☐ Other (specify) ——————   | Chronological  Geographical  Other (specify) |   | 10. Annual Accumulation    File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   Number   Other (specify) |  |
| 11. File is Used  Daily Weekly  Lowery   | ☐ Monthly                                    | 12. File Becomes Inactive Afte Number   | r<br>Month(s)   Year(s)<br>Leaturg Syp Release  |  |
| 13. Current Location(s) (Bldg., Floor, Room)<br>Charles Co. Sheriffs Office<br>(Fire Proof Safe)   |  | 14. Is Record Series Duplicate (If yes, specify agency or □ Yes X                       | office)   |  |
| 15 Access Restrictions Kyes   No (If Yes, cite Law(s) & Regulation(s)  Word for Diaoter Recovery   | _  | 16. Audit Requirements  None □ State  | □ Federal □ independent   |  |
| 17. Is an Index System Used? (If yes, explain briefly and any hadware/software   | l describe                                   | 18. Recommended Retention  Until New A  System or M  System enha  Destroy               | rajor application   |  |
| 19. Name and Title of Preparer 20.  B. O Jevle - MIS Director 3.   | Telephone Number                             | -0724   | Date 1/15/98  |  |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICE<br>RECORDS MANAGEMENT DIVISION<br>7275 WATERLOO ROAD<br>P.O. BOX 275<br>JESSUP, MARYLAND 20794 | i i  |
|--|--|--|
| ▼ /, Department/Agency   | 2. Division  | 3. Unit  |
|  | Manage ment Info. &  | Hys.   |
| DEFINITION - RECORD SERIES - A group of related reco   | <i>-</i>   | 7  |
| 4. Record Series Title AS/400 Data Back  | шр   | 5. Earliest Year/Latest Year to  |
| 6. Record Series Description (Briefly describe the types of Security Files, Data y   | informationn/documents/forms found in the seri   | es. Include the purpose or function of the series.   |
| 7. Record Series Format(s)  Letter Size  | 8. Record Series Sequence  Alphabetical  Numerical  Chronological  Geographical  Other (specify)                             | 9. Volume    File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   Other (specify)    10. Annual Accumulation   File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   Number   Other (specify) |
| 11. File is Used<br>Daily Dewy   | Monthly  Wyeary  12. File Becomes Inactive Number  | ive Atter  Month(s)  Graph Year(s)   |
| 13. Current Location(s) (Bldg., Floor, Room)<br>Charles County Sheriffs Office   | 14. Is Record Series Du<br>(If yes, specify age  |  |
| 15. Access Restrictions & Yes O No (If Yes, cite Law(s) & Regulation(s)  Backup/Restire Purpe's  | 16. Audit Requirements   | s<br>State     Federal   Independent   |
| 17. Is an Index System Used? (If yes, explain briefly and any hadware/software   | describe  18. Recommended Retermined Back  Monthly Back  7000 KHz  | ention Kup Save for I month chip - Malerdan yr I month (fen End - Tylears)   |
| 19. Name and Title of Preparer 20.  B. D. Jovle - MIS Director 3 DGS 550-4 (Rev. 1/93)   | Telephone Number   | 21. Date 1/15/98   |

| Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1) | RECORDS (                       | T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 P. MARYLAND 20794 | PAGE OF   |
|--|---------------------------------|--|---|
| ▼ I, D epartment/Agency  | 2. Division                     |  | 3. Unit   |
|  | Mrgh W                          | lafo. Sip.   |   |
| DEFINITION - RECORD SERIES - A group of related rec  | ords normally filed an          | nd used as a unit for reference  | as well as retention and disposition purposes.  |
| 4. Record Series Title  Metwork Server(s)  | ackup                           |  | 5. Earliest Year/Latest Year to   |
|  |                                 | ents/forms found in the series.  | Include the purpose or function of the series.  |
| 6. Record Series Description (Briefly describe the types of affice automation ( speadsheets) apply network operation                   | outputs (<br>cution f<br>system | email, word<br>Like data i   | processor docu,<br>Source Circle,   |
| 7. Record Series Format(s)   | 8. Record Series S              | Sequence   | 9. Volume   |
| ☐ Letter Size ☐ Microfilm  | ☐ Alphabetica                   | al   | Microfilm Reel(s)  Computer Tape(s)   |
| ☐ Legal Size 🗡 Computer Tape   | □ Numerical                     |  | Number D Other (specify)  |
| ☐ Bound Book ☐ Floppy Disk   | ☐ Chronologi                    | cal  |   |
| ☐ Audio Tape ☐ Video Tape ☐ Other (specify) ————   | Geographic  Other (spec         |  | 10. Annual Accumulation    File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   Number   Other (specify) |
| 11. File is Used  Daily  Weekly  | _ Monthly                       | 12. File Becomes Inactive, Number  | After Y Month(s)  □ Year(s)   |
| 13. Current Location(s) (Bidg., Floor, Room) Charles Co. Sheriffs Office   |                                 | 14. Is Record Series Duplic<br>(If yes, specify agency<br>□ Yes                        |   |
| 15. Access Restrictions  |                                 | 16. Audit Requirements   |   |
| (If Yes, cite Law(s) & Regulation(s)  Backup/Restore Rupe  | ses                             | None 🗆 State   | e 🛘 Federal 🗎 Independent   |
| 17. Is an Index System Used? (If yes, explain briefly and any hadware/software  ☐ Yes ☐ No   | d describe                      | 18. Recommended Retention Doubly Backer Weekly backle Monthly Backer KEC               | po save for / mo. up save for / yo. up save for / yr.   |
| 001100000  | Telephone Number                |  | 1. Date   |
| B. D. Joyle - MIS Director.  | 301-645-                        | 0/24   | 1/15 / 70   |

| Instructions - Type or print a separate form for        |                          |                                    | AGENCY RECORDS         | SINVENTORY                            |
|---|--------------------------|------------------------------------|------------------------|---------------------------------------|
| each new or revised record series; forward with         |                          |                                    |                        |                                       |
| Record Retention Schedule                               |                          | •                                  | PAGE 3                 | 1                                     |
| (DGS 550-1)   |                          |                                    | OF 6                   | 4                                     |
|   |                          |                                    |                        | · · · · · · · · · · · · · · · · · · · |
| 1. Department/Agency                                    | 2. Division              |                                    | 3. Unit                |                                       |
| UTILITIES   |                          | ADMINISTRATION                     |                        |                                       |
| DEFINITION - RECORD SERIES - A group of relate          | d records normally filed | and used as a unit for reference   | as well as retention a | nd disposition purposes.              |
| 4. Record Series Title                                  |                          |                                    | 5. Earliest Year/Late  | st Year                               |
| METERS  |                          |                                    | 1992 to                | 1997                                  |
|   |                          |                                    |                        |                                       |
| 6. Record Series Description (Briefly describe the type | es of info/documents/f   | orms found in the series. Include  | the purpose or functi  | on of the series).                    |
|   |                          |                                    |                        |                                       |
|   |                          |                                    |                        |                                       |
| History includes number of new and replace              | ment meters installed b  | y size, leak tests performed, etc. |                        |                                       |
|   |                          |                                    |                        |                                       |
|   |                          |                                    |                        |                                       |
| 7. Record Series Format (s)                             | 8. Record Series Seq     | uence                              | 9. Volume              |                                       |
| ı   |                          |                                    |                        | File Drawer(s)                        |
| X Letter Size [] Microfilm                              |                          |                                    | 1                      | Microfilm Reel(s)                     |
|   | [] Alphabetical          |                                    | Number                 | Computer Tape(s)                      |
| [] Legal Size [] Computer Tape                          |                          |                                    |                        | Other (specify)                       |
|   | [] Numerical             |                                    | ×                      | File folders                          |
| [] Bound Book [] Floppy Disk                            | -                        |                                    |                        |                                       |
|   | X Chronologica           | I                                  | 10. Annual Accumula    | ation                                 |
| [] Audio Tape [] Video Tape                             |                          |                                    |                        | File Drawer(s)                        |
| · · · · · · · · · · · · · · · · · · ·                   | [] Geographical          |                                    | <1                     | Microfilm Reel(s)                     |
| [] Other (specify)                                      |                          | •                                  | Number                 | Computer Tape(s)                      |
|   | Other (specify           | A)                                 |                        | Other (specify)                       |
| ·   | li Guici (apecin)        |                                    | . x                    | File folders                          |
|   |                          |                                    | ^                      | THE IDIOCIS                           |
| 11. File is Used  |                          | 12. File Becomes Inactive After    |                        |                                       |
| [] Daily [] Weekly                                      | X Monthly                | 5 []                               | Months X               | Years                                 |
| L Daily L Weekly  | A Worthing               | Number                             | MIOITUIS X             | i cais                                |
| 13. Current Location(s) (Bldg., Floor, Room)            |                          | 14. Is Record Series Duplicated    | Elsawbara?             |                                       |
| 13. Culterit Location(s) (Blug., Floor, Room)           |                          |                                    |                        |                                       |
| Control Blds. Applies the Bisseted Office               |                          | (If yes, specify agency or office  | æ)                     |                                       |
| Control Bldg - Asst to the Director's Office            |                          | n v                                | V Al-                  |                                       |
|   |                          | [] Yes                             | X No                   |                                       |
| 15. Access Restrictions [] Yes                          | X No                     | 16. Audit Requirements             | _                      |                                       |
| (If yes, cite Law(s) & Regulation(s))                   | •                        | X None                             | 0                      | Federal .                             |
|   |                          | [] State                           | <u>0</u>               | Independent                           |
| •   | iefly and describe any   | 18. Recommended Retention          | •                      |                                       |
| hardware/software)                                      |                          | ,                                  |                        |                                       |
| [] Yes X  | No                       |                                    |                        |                                       |
|   |                          | Retain for 7 y                     | ears, then destroy.    |                                       |
|   |                          |                                    | ,                      | •                                     |
|   |                          |                                    | 1                      |                                       |
| 19. Name and Title of Preparer                          | 20. Telephone            | e Number                           | 21. Date               |                                       |
| Robin C. Byrd   |                          | 609-7400                           |                        |                                       |

| Instructions - Type or print a separate form for      |                          |                                    | AGENCY RECO          | ORDS INVENTORY                        |
|---|--------------------------|------------------------------------|----------------------|---------------------------------------|
| each new or revised record series; forward with       |                          |                                    |                      |                                       |
| Record Retention Schedule                             |                          |                                    | PAGE                 | 32                                    |
| (DGS 550-1)   |                          |                                    | OF                   | 64                                    |
|   | <u> </u>                 |                                    |                      |                                       |
| 1. Department/Agency                                  | 2. Division              |                                    | 3. Unit              |                                       |
| UTILITIES   |                          | ADMINISTRATION                     |                      |                                       |
| DEFINITION - RECORD SERIES - A group of relat         | ed records normally file | d and used as a unit for reference | as well as retenti   | on and disposition purposes.          |
| 4. Record Series Title                                |                          |                                    | 5. Earliest Year/    | Latest Year                           |
| PURCHASING INFORMATION                                |                          |                                    | 1995                 | to 1997                               |
|   |                          |                                    |                      |                                       |
| 6. Record Series Description (Briefly describe the ty | pes of info/documents/   | forms found in the series. Include | the purpose or fu    | unction of the series).               |
|   |                          |                                    |                      |                                       |
| Information pertaining to Purchasing policy           | bids, BPO card names     | and numbers, etc.                  |                      | •                                     |
|   |                          |                                    |                      |                                       |
|   |                          |                                    |                      |                                       |
|   |                          |                                    |                      |                                       |
| 7. Record Series Format (s)                           | 8. Record Series Sec     | quence                             | 9. Volume            |                                       |
|   |                          |                                    |                      | File Drawer(s)                        |
| X Letter Size [] Microfilm                            |                          |                                    | 3                    | Microfilm Reel(s)                     |
| -   | [] Alphabetical          |                                    | Number               | Computer Tape(s)                      |
| [] Legal Size [] Computer Tape                        |                          |                                    | 1                    | Other (specify)                       |
| g angular g annual angular                            | Numerical                |                                    |                      | X File folders                        |
| [] Bound Book [] Floppy Disk                          |                          |                                    |                      |                                       |
| g Board Book g Nopp, Blok                             | X Chronologica           | al                                 | 10. Annual Accu      | mulation                              |
| [] Audio Tape [] Video Tape                           | A Gilloridiogica         | 41                                 | 10.7411100171000     | File Drawer(s)                        |
| L Addio Tape L Video Tape                             | [] Geographica           |                                    | <1                   | Microfilm Reel(s)                     |
| Other (specify)                                       | 1 Geographica            | ı                                  | Number               | Computer Tape(s)                      |
| U Other (specify)                                     | Other (speci             | 6.A                                | Number               | •                                     |
|   | U Other (speci           | <u> </u>                           |                      | Other (specify)  X File folders       |
|   | ,                        |                                    |                      | A File loiders                        |
| 11. File is Used                                      | <del></del>              | 12. File Becomes Inactive After    | N.                   | /A                                    |
|   | X Monthly                |                                    | •                    |                                       |
| [] Daily [] Weekly                                    | X Monthly                | Number 0                           | Months               | [] Years                              |
| 42 Oursett costion(s) (Plds Floor Poors)              |                          | Number                             |                      |                                       |
| 13. Current Location(s) (Bldg., Floor, Room)          |                          | 14. Is Record Series Duplicated    |                      |                                       |
| Control Blanca A and a No. Director I. Office         |                          | (If yes, specify agency or office  | •                    |                                       |
| Control Bldg - Asst to the Director's Office          |                          | Purchasing O                       |                      |                                       |
|   |                          | X Yes                              | N                    | 0                                     |
| 15. Access Restrictions [] Yes                        | X No                     | 16. Audit Requirements             |                      |                                       |
| (If yes, cite Law(s) & Regulation(s))                 |                          | X None                             |                      | [] Federal                            |
|   |                          | [] State                           |                      | [] Independent                        |
| ,   | oriefly and describe any | 18. Recommended Retention          |                      |                                       |
| hardware/software)                                    |                          |                                    |                      |                                       |
| [] Yes  | ( No                     | Bid Info - Retain for 5 y          |                      | ·                                     |
|   |                          | li                                 | filled, then destroy |                                       |
| ·   |                          | Policy, etc Retain until su        | uperseded, then d    | lestroy.                              |
|   |                          |                                    | ·                    | · · · · · · · · · · · · · · · · · · · |
| 19. Name and Title of Preparer                        | 20. Telephor             | ne Number                          | 21. Date             |                                       |
| Robin C. Byrd   | •                        | 609-7400                           |                      |                                       |

| Instructions - Type or print a separate form for  |                           |                                  | AGENCY REC        | ORDS     | INVENTORY               |  |
|---|---------------------------|----------------------------------|-------------------|----------|-------------------------|--|
| each new or revised record series; forward with   |                           |                                  |                   |          |                         |  |
| Record Retention Schedule   |                           |                                  | PAGE              | 33       |                         |  |
| (DGS 550-1)   |                           |                                  | OF                | 64       |                         |  |
|   |                           |                                  |                   |          |                         |  |
| 1. Department/Agency  | 2. Division               |                                  | 3. Unit           |          |                         |  |
| UTILITIES   |                           | ADMINISTRATION                   |                   |          |                         |  |
| DEFINITION - RECORD SERIES - A group of relate  | ed records normally filed | and used as a unit for reference | as well as reten  | ntion ar | d disposition purposes. |  |
| 4. Record Series Title  |                           |                                  | 5. Earliest Year  | r/Lates  | t Year                  |  |
| PERSONNEL FILES   |                           |                                  | 1985              | to       | 1997                    |  |
|   |                           |                                  |                   | •        |                         |  |
| 6. Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series).  Personnel file, leave records, timesheets, organizational charts, etc. |                           |                                  |                   |          |                         |  |
| 7. Record Series Format (s)   | 8. Record Series Seq      | uence                            | 9. Volume         |          |                         |  |
|   |                           |                                  |                   | X        | File Drawer(s)          |  |
| X Letter Size [] Microfilm  |                           |                                  | 1                 |          | Microfilm Reel(s)       |  |
|   | X Alphabetical            |                                  | Number            |          | Computer Tape(s)        |  |
| X Legal Size [] Computer Tape   |                           |                                  |                   |          | Other (specify)         |  |
|   | [] Numerical              |                                  |                   |          |                         |  |
| [] Bound Book [] Floppy Disk  |                           |                                  |                   |          |                         |  |
|   | [] Chronologica           | ·                                | 10. Annual Acc    | cumula   | tion                    |  |
| [] Audio Tape [] Video Tape   |                           |                                  |                   | X        | File Drawer(s)          |  |
|   | [] Geographical           | 1                                | <1                |          | Microfilm Reel(s)       |  |
| [] Other (specify)  |                           |                                  | Number            |          | Computer Tape(s)        |  |
|   | [] Other (specif          | y)                               |                   |          | Other (specify)         |  |
|   |                           |                                  |                   |          |                         |  |
|   |                           |                                  |                   |          |                         |  |
| 11. File is Used  |                           | 12. File Becomes Inactive After  | 1                 | N/A      |                         |  |
| [] Daily X Weekly   | Monthly                   | 0                                | Months            | 0        | Years                   |  |
|   |                           | Number                           |                   |          |                         |  |
| 13. Current Location(s) (Bldg., Floor, Room)  |                           | 14. Is Record Series Duplicated  | Elsewhere?        |          |                         |  |
|   |                           | (If yes, specify agency or offic | ce)               |          |                         |  |
| Control Bldg - Director's Office  |                           | Some is in Pe                    | ersonnel Office   | •        |                         |  |
|   |                           | X Yes                            | 1_0               | No       |                         |  |
| 15. Access Restrictions X Yes   | [] No                     | 16. Audit Requirements           |                   |          | · .                     |  |
| (If yes, cite Law(s) & Regulation(s))   | Privacy                   | X None                           |                   | 0        | Federal                 |  |
|   |                           | [] State                         |                   |          | Independent             |  |
| 17. Is an Index System used? (If yes, explain b   | riefly and describe any   | 18. Recommended Retention        |                   |          | •                       |  |
| hardware/software)  |                           |                                  |                   |          |                         |  |
| [] Yes  | No                        | 1 .                              | ears after termin | nation,  |                         |  |
|   |                           | then destroy.                    |                   |          |                         |  |
|   |                           |                                  |                   |          |                         |  |
|   |                           | <u> </u>                         | Υ                 |          |                         |  |
| 19. Name and Title of Preparer  | 20. Telephon              |                                  | 21. Date          |          |                         |  |
| Jerry Michael   |                           | 609-7400                         |                   |          |                         |  |

| Instructions Type as print a congrete form for       |                              |                                      | ACENOV DECORE         |                           |
|--|------------------------------|--------------------------------------|-----------------------|---------------------------|
| Instructions - Type or print a separate form for     |                              |                                      | AGENCY RECORE         | S INVENTORY               |
| each new or revised record series; forward with      |                              | -                                    |                       |                           |
| Record Retention Schedule                            |                              |                                      | PAGE                  | 34                        |
| (DGS 550-1)  |                              |                                      | OF                    | 64                        |
|  |                              |                                      |                       |                           |
| 1. Department/Agency                                 | 2. Division                  |                                      | 3. Unit               |                           |
| UTILITIES  |                              | ADMINISTRATION                       |                       |                           |
| DEFINITION - RECORD SERIES - A group of relat        | ed records normally file     | ed and used as a unit for reference  | as well as retention  | and disposition purposes. |
| 4. Record Series Title                               |                              |                                      | 5. Earliest Year/Lat  | est Year                  |
| DEVELOPER/CIP FILES                                  |                              |                                      | 1992 to               | 1997                      |
|  |                              |                                      |                       |                           |
| 6. Record Series Description (Briefly describe the t | pes of info/documents        | /forms found in the series. Include  | e the purpose or func | tion of the series).      |
|  |                              |                                      |                       |                           |
|  |                              |                                      |                       |                           |
| Description and company and according to             | والمبدر المحم ومستنامات محمد | an nortaine to their anneifications. | laanst-vation         |                           |
| Drawings and correspondence regarding p              | ump stations and wells       | as pertains to their specifications/ | construction.         |                           |
|  |                              |                                      |                       |                           |
|  | 1                            |                                      | 1                     | <del></del>               |
| 7. Record Series Format (s)                          | 8. Record Series Se          | quence                               | 9. Volume             |                           |
|  |                              |                                      |                       | File Drawer(s)            |
| X Letter Size [] Microfilm                           |                              | ·                                    | 11                    | Microfilm Reel(s)         |
|  | X Alphabetica                | l e                                  | Number                | Computer Tape(s)          |
| [] Legal Size [] Computer Tape                       |                              |                                      | X                     | Other (specify)           |
|  | ] Numerical                  |                                      |                       | Bookcase                  |
| [] Bound Book [] Floppy Disk                         |                              |                                      |                       |                           |
|  | [] Chronologic               | al                                   | 10. Annual Accumu     | lation                    |
| [] Audio Tape [] Video Tape                          |                              |                                      |                       | File Drawer(s)            |
| i Addio Tapo   | [] Geographic                | al ·                                 | <1                    | Microfilm Reel(s)         |
| V Other (energia) Divergiate                         | [] Geographic                |                                      |                       | , ,                       |
| X Other (specify) Blueprints                         |                              |                                      | Number                | Computer Tape(s)          |
|  | [] Other (spec               | ity)                                 | ×                     | (-1                       |
|  |                              |                                      |                       | Shelf                     |
|  | <u> </u>                     |                                      |                       |                           |
| 11. File is Used                                     | •                            | 12. File Becomes Inactive After      | N/A                   |                           |
| [] Daily X Weekly                                    | [] Monthly                   |                                      | Months []             | Years                     |
|  |                              | Number                               |                       |                           |
| 13. Current Location(s) (Bldg., Floor, Room)         |                              | 14. Is Record Series Duplicated      | l Elsewhere?          |                           |
|  |                              | (If yes, specify agency or office    | ce)                   |                           |
| Control Bldg - Director's Office                     | •                            | PGM                                  | •                     |                           |
|  |                              | X Yes                                | [] No                 |                           |
| 15. Access Restrictions [] Yes                       | X No                         | 16. Audit Requirements               |                       |                           |
| (If yes, cite Law(s) & Regulation(s))                | ,                            | X None                               | Ω                     | Federal                   |
| (ii yes, site Eaw(s) a regulation(s))                |                              | ☐ State                              | л                     | Independent               |
| 47 In an Index System would? (If we combain          | مناها والمعالم               |                                      | <u>u</u>              | independent               |
|  | meny and describe any        | 18. Recommended Retention            |                       |                           |
| hardware/software)                                   |                              |                                      |                       |                           |
| [] Yes   | C No                         | 1                                    | pdated or supersede   | d, then                   |
|  |                              | destroy.                             |                       |                           |
|  |                              |                                      |                       |                           |
|  |                              |                                      |                       |                           |
| 19. Name and Title of Preparer                       | 20. Telepho                  | ne Number                            | 21. Date              |                           |
| Jerry Michael  |                              | 609-7400                             |                       |                           |

| Instructions - Type or print a separate form for        |                              | ·                                | AGENCY RECORD          | SINVENTORY                |
|---|------------------------------|----------------------------------|------------------------|---------------------------|
| each new or revised record series; forward with         |                              |                                  |                        |                           |
| Record Retention Schedule                               |                              |                                  | PAGE 3                 | 5                         |
| (DGS 550-1)   |                              |                                  | OF 6                   | 4                         |
|   |                              |                                  |                        |                           |
| 1. Department/Agency                                    | 2. Division                  |                                  | 3. Unit                |                           |
| UTILITIES   | AC                           | OMINISTRATION                    |                        |                           |
| DEFINITION - RECORD SERIES - A group of relate          | d records normally filed and | d used as a unit for reference   | as well as retention a | and disposition purposes. |
| 4. Record Series Title                                  |                              |                                  | 5. Earliest Year/Late  | st Year                   |
| O/M MANUALS AND OTHER REFERENCE                         | MATERIALS                    |                                  | N/A to                 | N/A                       |
|   |                              |                                  |                        |                           |
| 6. Record Series Description (Briefly describe the type | pes of info/documents/forms  | s found in the series. Include   | the purpose or functi  | on of the series).        |
|   |                              |                                  | •                      | '                         |
|   |                              |                                  |                        |                           |
| O/M Manuals and reference books for Wate                | r and Sewer sites, personne  | el and supervision books, Dep    | partment books, etc.   |                           |
| Reference rather  | than records per se.         |                                  |                        |                           |
|   | ·                            |                                  |                        |                           |
| 7. Record Series Format (s)                             | 8. Record Series Sequence    | ce                               | 9. Volume              |                           |
|   |                              |                                  |                        | File Drawer(s)            |
| [] Letter Size [] Microfilm                             |                              | •                                | 1                      | Microfilm Reel(s)         |
|   | [] Alphabetical              |                                  | Number                 | Computer Tape(s)          |
| [] Legal Size [] Computer Tape                          |                              |                                  | x                      | Other (specify)           |
|   | [] Numerical                 |                                  |                        | Bookcase                  |
| X Bound Book [] Floppy Disk                             |                              | •                                |                        |                           |
|   | [] Chronological             |                                  | 10. Annual Accumula    | ation                     |
| [] Audio Tape [] Video Tape                             |                              |                                  |                        | File Drawer(s)            |
| u mana tapa   | [] Geographical              |                                  | <1                     | Microfilm Reel(s)         |
| [] Other (specify)                                      | g soograpes                  | •                                | Number                 | Computer Tape(s)          |
| u outer (opeany)  | [] Other (specify)           |                                  | X                      | Other (specify)           |
|   |                              | <del></del>                      |                        | Shelf                     |
|   |                              |                                  |                        | <u> </u>                  |
| 11. File is Used  | 12                           | . File Becomes Inactive After    | N/A                    |                           |
|   |                              |                                  | Months []              | Years                     |
| [] Daily X Weekly                                       | [] Monthly                   | Number                           | MONUTS []              | : cais                    |
| 13 Current Leasting(a) (Pldg. Floor Boom)               | 14                           |                                  | Elecurboro?            |                           |
| 13. Current Location(s) (Bldg., Floor, Room)            | <b>!</b> !                   | . Is Record Series Duplicated    |                        |                           |
| Control Bide Discorted Office                           | 11                           | (If yes, specify agency or offic |                        | -1-                       |
| Control Bldg - Director's Office                        | 50                           | me at remote W/S sites, some     |                        | etc.                      |
|   |                              | X Yes                            | [] No                  |                           |
| 15. Access Restrictions [] Yes                          | X No 16.                     | . Audit Requirements             | _                      |                           |
| (If yes, cite Law(s) & Regulation(s))                   |                              | X None                           | 0                      | Federal                   |
|   |                              | [] State                         |                        | Independent               |
|   | iefly and describe any 18.   | . Recommended Retention          |                        | ,                         |
| hardware/software)                                      |                              |                                  |                        |                           |
| [] Yes X  | No                           | Retain until up                  | pdated or superseded   | , then                    |
| ·   |                              | destroy.                         |                        |                           |
|   |                              | •                                |                        |                           |
|   |                              |                                  | T                      |                           |
| 19. Name and Title of Preparer                          | 20. Telephone Nu             | umber                            | 21. Date               |                           |
| Jerry Michael   | 609                          | 9-7400                           |                        |                           |

|   | T  |   |
|---|--|---|
| Instructions - Type or print a separate form for      |  | AGENCY RECORDS INVENTORY  |
| each new or revised record series; forward with       |  |   |
| Record Retention Schedule                             |  | PAGE 36   |
| (DGS 550-1)   |  | OF 64   |
|   |  |   |
| 1. Department/Agency                                  | 2. Division                                  | 3. Unit   |
| UTILITIES   | ADMINISTRA                                   |   |
|   | <del></del>                                  | nit for reference as well as retention and disposition purposes.  |
| 4. Record Series Title                                | a records normany med and used as a d        | 5. Earliest Year/Latest Year                                      |
|   |  |   |
| GENERAL WATER & SEWER INFO FILES                      |  | N/A to N/A  |
|   |  |   |
| 6. Record Series Description (Briefly describe the ty | es of info/documents/forms found in the      | series. Include the purpose or function of the series).           |
|   |  |   |
| Water and sewer system summary sheets w               | ith permit info, property listings, inventor | y control #s, etc.; status reports for sites;                     |
| meeting minutes                                       |  |   |
|   |  |   |
| ·   |  |   |
| 7. Record Series Format (s)                           | 8. Record Series Sequence                    | 9. Volume   |
| ·   |  | File Drawer(s)  |
| X Letter Size [] Microfilm                            |  | 6 Microfilm Reel(s)   |
|   | [] Alphabetical                              | Number Computer Tape(s)   |
| II Logal Siza II Computer Tana                        | U Alphabettear                               |   |
| [] Legal Size [] Computer Tape                        | G Numerical                                  | 7,  |
|   | [] Numerical                                 | File Folder   |
| [] Bound Book [] Floppy Disk                          |  |   |
|   | [] Chronological                             | 10. Annual Accumulation   |
| [] Audio Tape [] Video Tape                           |  | File Drawer(s)  |
|   | [] Geographical                              | <1 Microfilm Reel(s)  |
| Other (specify)                                       |  | Number Computer Tape(s)   |
|   | Other (specify)                              | Other (specify)   |
|   |  | X Other (specify)   |
|   |  | File Folder   |
| 11. File is Used As needed                            | 12. File Become                              | s Inactive After N/A  |
| [] Daily [] Weekly                                    | [] Monthly                                   | [] Months [] Years  |
| i saily i vectory                                     | Number                                       |   |
| 42 Comment Location (c) (Dide Fines Decemb            |  | arias Duraliantad Classichard                                     |
| 13. Current Location(s) (Bldg., Floor, Room)          | 1  | eries Duplicated Elsewhere?                                       |
|   |  | y agency or office)   |
| Control Bldg - Director's Office                      | 1  | Admin's office, some in Paul Wright's office, some in Secretary's |
|   |  | ( Yes [] No   |
| 15. Access Restrictions X Yes                         | [] No 16. Audit Requir                       | ements  |
| (If yes, cite Law(s) & Regulation(s))                 | Privacy                                      | K None [] Federal   |
|   |  | State [] Independent  |
| 17. Is an Index System used? (If yes, explain b       | iefly and describe any 18. Recommend         | ded Retention   |
| hardware/software)                                    |  |   |
| [] Yes X  | No   | Retain until updated or superseded, then                          |
| _   | <b>(</b>                                     | destroy.  |
|   | · .  |   |
|   |  |   |
| 40 Name and Title of December 1                       | 20 Tolonban N                                | 24 5-4-   |
| 19. Name and Title of Preparer                        | 20. Telephone Number                         | 21. Date  |
| Jerry Michael   | 609-7400                                     |   |

| Instructions - Type or print a separate form for        |                          |                                   | AGENCY RECORD          | SINVENTORY                  |
|---|--------------------------|-----------------------------------|------------------------|-----------------------------|
| each new or revised record series; forward with         |                          |                                   |                        |                             |
| Record Retention Schedule                               |                          |                                   | PAGE 3                 | 7                           |
| (DGS 550-1)   |                          |                                   | OF 6                   | 4                           |
|   |                          |                                   |                        |                             |
| 1. Department/Agency                                    | 2. Division              |                                   | 3. Unit                |                             |
| UTILITIES   |                          | ADMINISTRATION                    |                        |                             |
| DEFINITION - RECORD SERIES - A group of related         | d records normally filed | and used as a unit for reference  | as well as retention a | and disposition purposes.   |
| 4. Record Series Title                                  |                          |                                   | 5. Earliest Year/Late  | st Year                     |
| PERSONNEL FILES   |                          | •                                 | 1994 to                | 1997                        |
|   |                          |                                   | For leave and time;    | rest for term of employment |
| 6. Record Series Description (Briefly describe the type | es of info/documents/fo  | orms found in the series. Include | the purpose or functi  | on of the series).          |
|   |                          |                                   |                        |                             |
| Personnel files, interview files, employee lea          | ve records, timecards, e | etc.                              |                        |                             |
|   |                          |                                   |                        |                             |
|   |                          |                                   |                        |                             |
|   |                          |                                   |                        |                             |
| 7. Record Series Format (s)                             | 8. Record Series Sequ    | ience                             | 9. Volume              |                             |
|   |                          |                                   | x                      | File Drawer(s)              |
| X Letter Size [] Microfilm                              |                          |                                   | 5                      | Microfilm Reel(s)           |
|   | X Alphabetical           |                                   | Number                 | Computer Tape(s)            |
| [] Legal Size [] Computer Tape                          |                          |                                   |                        | Other (specify)             |
|   | [] Numerical             |                                   |                        | File folders                |
| [] Bound Book [] Floppy Disk                            |                          |                                   |                        |                             |
|   | X Chronological          | (timecards)                       | 10. Annual Accumul     | ation                       |
| [] Audio Tape [] Video Tape                             |                          |                                   | X                      | File Drawer(s)              |
|   | [] Geographical          |                                   | <1                     | Microfilm Reel(s)           |
| [] Other (specify)                                      |                          |                                   | Number                 | Computer Tape(s)            |
| ,   | [] Other (specify        | )                                 |                        | Other (specify)             |
|   |                          | <u></u>                           |                        | File folders                |
|   |                          |                                   | į                      |                             |
| 11. File is Used  | \                        | 12. File Becomes Inactive After   | Employee leaves        | s Co. Gov't                 |
| X Daily [] Weekly                                       | [] Monthly               | و ا                               | Months []              | Years                       |
| •   | j                        | Number                            | 5                      |                             |
| 13. Current Location(s) (Bldg., Floor, Room)            |                          | 14. Is Record Series Duplicated   | Elsewhere?             |                             |
|   |                          | (If yes, specify agency or offic  |                        |                             |
| Control Bldg - Director's Secretary's Office            |                          | Personnel Off                     |                        |                             |
|   |                          | X Yes                             | [] No                  | :                           |
| 15. Access Restrictions X Yes                           | П №                      | 16. Audit Requirements            |                        |                             |
| (If yes, cite Law(s) & Regulation(s))                   | Privacy                  | X None                            | n                      | Federal                     |
|   |                          | [] State                          |                        | Independent                 |
| 17. Is an Index System used?. (If yes, explain br       | iefly and describe any   | 18. Recommended Retention         | <u></u>                |                             |
| hardware/software)                                      | ,                        |                                   |                        | ·                           |
| [] Yes X  | No                       | Retain for 3 v                    | ears after termination |                             |
| , ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,                 |                          | then destroy.                     |                        | ,                           |
|   |                          | 223404.                           |                        | ,                           |
|   |                          |                                   |                        |                             |
| 19. Name and Title of Preparer                          | 20. Telephone            | Number                            | 21. Date               |                             |
| Dottie Winn   |                          | 609-7400                          |                        |                             |
|   | 1                        |                                   | i .                    |                             |

| Instructions - Type or print a separate form for       |   | AGENCY RECORDS INVENTORY   |
|--|---|--|
| each new or revised record series; forward with        |   |  |
| Record Retention Schedule                              |   | PAGE 38  |
| (DGS 550-1)  |   | OF 64  |
|  |   |  |
| 1. Department/Agency                                   | 2. Division   | 3. Unit  |
| UTILITIES  | ADMINISTRATION  |  |
| DEFINITION - RECORD SERIES - A group of relate         | ed records normally filed and used as a unit for refe | erence as well as retention and disposition purposes.  |
| 4. Record Series Title                                 |   | 5. Earliest Year/Latest Year   |
| REQUISITIONS   |   | 1995 to 1997   |
|  |   |  |
| 6. Record Series Description (Briefly describe the ty  | pes of info/documents/forms found in the series. I    | nclude the purpose or function of the series).   |
| ,  |   |  |
| Copies of requisitions.                                |   |  |
| Copies of requisitions.                                |   |  |
|  |   |  |
|  |   |  |
| 7. Record Series Format (s)                            | 8. Record Series Sequence                             | 9. Volume  |
| 7. Record Series Format (s)                            | o. Record Series Sequence                             | (  |
| V Latter Class   |   | X File Drawer(s)   |
| X Letter Size [] Microfilm                             |   | 1 Microfilm Reel(s)  |
|  | [] Alphabetical                                       | Number Computer Tape(s)  |
| [] Legal Size [] Computer Tape                         |   | Other (specify)  |
|  | X Numerical   | File folders   |
| [] Bound Book [] Floppy Disk                           |   |  |
|  | [] Chronological                                      | 10. Annual Accumulation  |
| [] Audio Tape [] Video Tape                            |   | X File Drawer(s)   |
|  | [] Geographical                                       | <1 Microfilm Reel(s)   |
| [] Other (specify)                                     |   | Number Computer Tape(s)  |
|  | Other (specify)                                       | Other (specify)  |
| ·  | a canci (specify)                                     | File folders   |
|  |   | rile loiders   |
| 11. File is Used                                       | 12. File Becomes Inactive                             | After  |
| ,  |   | ,  |
| X Daily [] Weekly                                      | [ Monthly 3 [   | Months X Years   |
|  | Number  |  |
| 13. Current Location(s) (Bldg., Floor, Room)           | 14. Is Record Series Dup                              |  |
|  | (If yes, specify agency                               | · · · · · · · · · · · · · · · · · · ·  |
| Control Bldg - Secretarys' Offices, Asst. to the Direc | tor Purcha  | sing   |
|  | X Yes   | ] No   |
| 15. Access Restrictions [] Yes                         | X No 16. Audit Requirements                           |  |
| (If yes, cite Law(s) & Regulation(s))                  | X No  | ne [] Federal  |
|  | [] Sta  | ite [] Independent   |
| 17. Is an Index System used? (If yes, explain b        | riefly and describe any 18. Recommended Reten         | tion   |
| hardware/software)                                     | ·   |  |
| [] Yes X   | . No Retain   | for 3 years, then destroy.   |
| }  |   | , s. s. <b>, s. s.</b> , s. s. , s. s. , s. s. , s. s. s. , s. |
|  |   |  |
|  | 1   |  |
| 40 Name and Title of Danning                           | 20 T-1h Number  | lot Date   |
| 19. Name and Title of Preparer                         | 20. Telephone Number                                  | 21. Date   |
| Dottie Winn  | 609-7400  |  |

| Instructions - Type or print a separate form for        |                                 |                                   | AGENCY RECORD          | SINVENTORY               |
|---|---------------------------------|-----------------------------------|------------------------|--------------------------|
| each new or revised record series; forward with         |                                 |                                   |                        |                          |
| Record Retention Schedule                               |                                 |                                   | PAGE 3                 | 9                        |
| (DGS 550-1)   |                                 |                                   | OF 6                   | 4                        |
|   |                                 |                                   |                        |                          |
| 1. Department/Agency                                    | 2. Division                     | 1000                              | 3. Unit                |                          |
| UTILITIES   |                                 | ADMINISTRATION                    |                        |                          |
| DEFINITION - RECORD SERIES - A group of related         | records normally filed          |                                   | as well as retention a | and disposition nurnoses |
| 4. Record Series Title                                  | records normally med            | and asca as a unit for reference  | 5. Earliest Year/Late  |                          |
| PERMITS   |                                 |                                   |                        |                          |
| PERMITS   |                                 |                                   | N/A to                 | N/A                      |
|   |                                 |                                   |                        |                          |
| 6. Record Series Description (Briefly describe the type | es of info/documents/fe         | orms found in the series. Include | the purpose or functi  | on of the series).       |
|   |                                 |                                   |                        |                          |
| Water Appropriation Permits, NPDES Wastev               | vater Permits, Consen           | t Agreements                      |                        |                          |
|   |                                 |                                   |                        | •                        |
| ·   |                                 |                                   |                        |                          |
| <u> </u>  |                                 |                                   |                        |                          |
| 7. Record Series Format (s)                             | 8. Record Series Sequ           | uence                             | 9. Volume              |                          |
|   |                                 |                                   | . x                    | File Drawer(s)           |
| X Letter Size Π Microfilm                               |                                 |                                   | 0.25                   | Microfilm Reel(s)        |
| •   | X Alphabetical                  |                                   | Number                 | Computer Tape(s)         |
| [] Legal Size   | , apriazoaoa                    |                                   | , tambo.               | Other (specify)          |
| U Legal Size U Computer rape                            | D. Niverariani                  | •                                 |                        | Other (specify)          |
|   | ] Numerical                     |                                   |                        |                          |
| ] Bound Book [] Floppy Disk                             |                                 |                                   |                        |                          |
| _   | <ul><li>Chronological</li></ul> | •                                 | 10. Annual Accumul     | ation                    |
| [] Audio Tape [] Video Tape                             |                                 |                                   |                        | File Drawer(s)           |
| ·   | [] Geographical                 |                                   |                        | Microfilm Reel(s)        |
| [] Other (specify)                                      |                                 |                                   | Number                 | Computer Tape(s)         |
|   | Other (specify                  | <i>(</i> )                        |                        | Other (specify)          |
|   |                                 |                                   |                        |                          |
|   |                                 |                                   |                        |                          |
| 11. File is Used  |                                 | 12. File Becomes Inactive After   | N/A                    |                          |
| X Daily [] Weekty                                       | [] Monthly                      | n                                 | Months Π               | Years                    |
| A Daily   | L Monany                        | Number                            |                        | 7 0 0.10                 |
| 42 Current Leastion(a) (Ride Floor Boom)                |                                 | 14. Is Record Series Duplicated   | Elecubero?             |                          |
| 13. Current Location(s) (Bldg., Floor, Room)            | ,                               | -                                 |                        |                          |
|   |                                 | (If yes, specify agency or offic  |                        |                          |
| Control Bldg - Director's Secretary's Office            |                                 | Chief of Opera                    |                        |                          |
|   |                                 | X Yes                             | [] No                  |                          |
| 15. Access Restrictions [] Yes                          | X No                            | 16. Audit Requirements            |                        |                          |
| (If yes, cite Law(s) & Regulation(s))                   |                                 | [] None                           | Х                      | Federal                  |
|   |                                 | X State                           | <u>_</u>               | Independent              |
| 17. Is an Index System used? (If yes, explain brid      | efly and describe any           | 18. Recommended Retention         |                        | •                        |
| hardware/software)                                      |                                 |                                   |                        | •                        |
| [] Yes X  | No                              | Retain until re                   | newed or revoked, th   | en keep for              |
| <u>.</u>  |                                 | 3 years and th                    |                        | •                        |
| •   |                                 | o youro and th                    | 40011071               |                          |
|   |                                 |                                   |                        | 1                        |
| 40.11   | Jan                             | Al Description                    | 24 2 .                 |                          |
| 19. Name and Title of Preparer                          | 20. Telephone                   |                                   | 21. Date               |                          |
| Dottie Winn   |                                 | 609-7400                          |                        | Ì                        |

| Instructions - Type or print a separate form for                 |  | AGENCY RECORDS INVENTORY                              |
|--|--|---|
| each new or revised record series; forward with                  |  |   |
| Record Retention Schedule  |  | PAGE 40   |
| (DGS 550-1)  |  | OF 64   |
|  |  |   |
| 1. Department/Agency   | 2. Division  | 3. Unit   |
| UTILITIES  | ADMINISTRATION   |   |
| DEFINITION - RECORD SERIES - A group of relate                   | d records normally filed and used as a unit for refe   | erence as well as retention and disposition purposes. |
| 4. Record Series Title   |  | 5. Earliest Year/Latest Year                          |
| PRELIMINARY PLANS  |  | 1995 to 1997  |
|  |  |   |
| 6. Record Series Description (Briefly describe the ty            | pes of info/documents/forms found in the series. It  | nclude the purpose or function of the series).        |
|  |  |   |
| Easements, dedications (CIP Info)                                |  |   |
| ·  |  |   |
|  | ·  |   |
|  |  |   |
| 7. Record Series Format (s)                                      | 8. Record Series Sequence  | 9. Volume   |
|  |  | X File Drawer(s)                                      |
| [] Letter Size [] Microfilm                                      |  | 1 Microfilm Reel(s)                                   |
|  | X Alphabetical   | Number Computer Tape(s)                               |
| X Legal Size [] Computer Tape                                    |  | Other (specify)                                       |
|  | [] Numerical   | File folders  |
| [] Bound Book [] Floppy Disk                                     |  |   |
|  | [] Chronological   | 10. Annual Accumulation                               |
| [] Audio Tape [] Video Tape                                      |  | File Drawer(s)  |
|  | [] Geographical  | Microfilm Reel(s)                                     |
| [] Other (specify)   |  | Number Computer Tape(s)                               |
|  | Other (specify)  | Other (specify)                                       |
|  |  | File folders  |
|  |  |   |
| 11. File is Used   | 12. File Becomes Inactive  | After   |
| [] Daily X Weekly  | [] Monthly   | Months [] Years                                       |
|  | Number   |   |
| 13. Current Location(s) (Bldg., Floor, Room)                     | 14. Is Record Series Dupl  | icated Elsewhere?                                     |
| , ,  | (If yes, specify agency  |   |
| Control Bldg - Director's Secretary's Office                     | PGM  | ,   |
|  | X Yes  | ] No  |
| 15. Access Restrictions [] Yes                                   | X No 16. Audit Requirements  | <u> </u>  |
| (If yes, cite Law(s) & Regulation(s))                            |  | ne X Federal  |
| (11 )00, 010 2011(0) 0 110301011(0))                             | X Sta  |   |
| 17. Is an Index System used? (If yes, explain b                  | riefly and describe any 18. Recommended Reten  |   |
| hardware/software)   | , sale seems and the seems and the seems are seems and the seems are seems as the seems are seems as the seems are s | · · · · · · · · · · · · · · · · · · ·                 |
| ·  | No Retain  | until final plans are received, then destroy          |
| [] Yes X No Retain until final plans are received, then destroy. |  | arm mai piano are received, men destroy.              |
|  |  |   |
|  |  |   |
| 19. Name and Title of Preparer                                   | 20. Telephone Number   | 21. Date  |
| Dottie Winn  | 609-7400   | 21. Jako  |
| DOUG VAILIE  | 003-7400   |   |

| Instructions - Type or print a separate form for      |                                     | AGENCY RECORDS                                 | INVENTORY                |
|---|-------------------------------------|--|--------------------------|
| each new or revised record series; forward with       |                                     | }  |                          |
| Record Retention Schedule                             |                                     | PAGE 41  |                          |
| (DGS 550-1)   |                                     | OF 64  | ļ.                       |
|   |                                     |  |                          |
| 1. Department/Agency                                  | 2. Division                         | 3. Unit  |                          |
| UTILITIES   |                                     | STRATION                                       |                          |
| DEFINITION - RECORD SERIES - A group of relate        | d records normally filed and used a | s a unit for reference as well as retention ar | nd disposition purposes. |
| 4. Record Series Title                                |                                     | 5. Earliest Year/Lates                         | st Year                  |
| GENERAL INFORMATION REGARDING W                       | ATER AND SEWER SYSTEMS              | N/A to   | N/A                      |
|   |                                     |  |                          |
| 6. Record Series Description (Briefly describe the ty | pes of info/documents/forms found   | n the series. Include the purpose or function  | on of the series).       |
|   |                                     |  |                          |
| Monthly pumping reports, copies of State re           | ports, etc.                         |  |                          |
|   |                                     |  |                          |
|   |                                     |  |                          |
|   | <u> </u>                            | <del></del>                                    |                          |
| 7. Record Series Format (s)                           | 8. Record Series Sequence           | 9. Volume                                      |                          |
|   |                                     | X  | File Drawer(s)           |
| [] Letter Size [] Microfilm                           |                                     | 2  | Microfilm Reel(s)        |
|   | X Alphabetical                      | Number   | Computer Tape(s)         |
| X Legal Size [] Computer Tape                         |                                     |  | Other (specify)          |
| ·<br>•  | [] Numerical                        | Ì  | File folders             |
| [] Bound Book [] Floppy Disk                          |                                     |  |                          |
| ·   | [] Chronological                    | 10. Annual Accumula                            | tion                     |
| [] Audio Tape [] Video Tape                           |                                     |  | File Drawer(s)           |
|   | [] Geographical                     |  | Microfilm Reel(s)        |
| [] Other (specify)                                    |                                     | Number   | Computer Tape(s)         |
|   | Other (specify)                     |  | Other (specify)          |
|   |                                     |  | File folders             |
|   | ]                                   |  |                          |
| 11. File is Used                                      | 12. File Be                         | comes Inactive After                           |                          |
| [] Daily X Weekly                                     | [] Monthly 3                        | [] Months X                                    | Years                    |
|   | Numb                                | er   |                          |
| 13. Current Location(s) (Bldg., Floor, Room)          | 14. Is Reco                         | ord Series Duplicated Elsewhere?               |                          |
|   | (If yes, s                          | pecify agency or office)                       |                          |
| Control Bldg - Director's Secretary's Office          |                                     | Operations Division                            |                          |
|   |                                     | X Yes [] No                                    |                          |
| 15. Access Restrictions [] Yes                        | X No 16. Audit R                    | equirements                                    |                          |
| (If yes, cite Law(s) & Regulation(s))                 |                                     | X None []                                      | Federal                  |
|   |                                     | [] State []                                    | Independent              |
| 17. Is an Index System used? (If yes, explain b       | riefly and describe any 18. Recom   | mended Retention                               |                          |
| hardware/software)                                    |                                     | •  |                          |
| [] Yes X  | No                                  | Retain for 3 years, and until all audit        | requirements             |
|   |                                     | have been fulfilled, then destroy.             |                          |
|   |                                     | ·.   |                          |
|   |                                     |  |                          |
| 19. Name and Title of Preparer                        | 20. Telephone Number                | 21. Date                                       |                          |
| Dottie Winn   | 609-7400                            |  |                          |

|  | ,                        |  |                                       |                          |
|--|--------------------------|--|---------------------------------------|--------------------------|
| Instructions - Type or print a separate form for   |                          |  | AGENCY RECORDS                        | SINVENTORY               |
| each new or revised record series; forward with  |                          |  |                                       |                          |
| Record Retention Schedule  |                          |  | PAGE 4                                | 2                        |
| (DGS 550-1)  |                          |  | OF 6                                  | 4                        |
|  |                          |  |                                       |                          |
| 1. Department/Agency   | 2. Division              |  | 3. Unit                               |                          |
| UTILITIES  |                          | ADMINISTRATION                                   |                                       |                          |
| DEFINITION - RECORD SERIES - A group of related  | d records normally filed | d and used as a unit for reference               | as well as retention a                | nd disposition purposes. |
| 4. Record Series Title   |                          |  | 5. Earliest Year/Late                 | st Year                  |
| WASTEWATER INFO  |                          |  | N/A to                                | N/A_                     |
|  |                          |  |                                       |                          |
| 6. Record Series Description (Briefly describe the typ   | es of info/documents/    | forms found in the series. Include               | the purpose or functi                 | on of the series).       |
|  |                          |  |                                       |                          |
| Info regarding wastewater treatment plants the   | nroughout the County,    | BNR at Mattawoman, etc.                          |                                       |                          |
|  |                          |  |                                       |                          |
|  |                          |  |                                       |                          |
|  |                          |  |                                       |                          |
| 7. Record Series Format (s)  | 8. Record Series Sec     | uence  | 9. Volume                             |                          |
|  |                          | •  | X                                     | File Drawer(s)           |
|  |                          |  | 1                                     | Microfilm Reel(s)        |
| , and a second to the second t | X Alphabetical           |  | Number                                | Computer Tape(s)         |
| X Legal Size [] Computer Tape  | 7 7 107 102 5 100 1      |  | , rumber                              | Other (specify)          |
| A Legal Gize [] Gompater rape  | [] Numerical             |  |                                       | File folders             |
| [] Bound Book [] Floppy Disk   | ij (vumenca)             |  |                                       | The louers               |
| [] Bound Book [] Floppy Disk   | [] Chronologica          |  | 10. Annual Accumula                   | ation                    |
| D. Audia Tana D. Vidaa Tana  | [ Chronologica           | II   | 10. Affidal Accumula                  |                          |
| [] Audio Tape [] Video Tape  | C. C. a computing        | 1  |                                       | File Drawer(s)           |
| B. Ottorion if   | [] Geographica           |  | No see le see                         | Microfilm Reel(s)        |
| [] Other (specify)   |                          |  | Number                                | Computer Tape(s)         |
|  | Other (specif            | y <u>)                                      </u> |                                       | Other (specify)          |
|  |                          |  |                                       | File folders             |
|  |                          |  |                                       |                          |
| 11. File is Used   |                          | 12. File Becomes Inactive After                  |                                       |                          |
| [] Daily X Weekly  | [] Monthly               | 3 []   | Months X                              | Years                    |
|  |                          | Number   | · · · · · · · · · · · · · · · · · · · |                          |
| 13. Current Location(s) (Bldg., Floor, Room)   |                          | 14. Is Record Series Duplicated                  |                                       |                          |
| ,  |                          | (If yes, specify agency or offi                  | ce)                                   |                          |
| Control Bldg - Director's Secretary's Office   | •                        | Operations D                                     |                                       |                          |
|  |                          | X Yes  | [] No                                 |                          |
| 15. Access Restrictions [] Yes   | X No                     | 16. Audit Requirements                           |                                       |                          |
| (If yes, cite Law(s) & Regulation(s))  |                          | [] None  | Х                                     | Federal                  |
|  |                          | X State  | 0                                     | Independent              |
| 17. Is an Index System used? (If yes, explain br   | iefly and describe any   | 18. Recommended Retention                        |                                       |                          |
| hardware/software)   |                          |  |                                       |                          |
| [] Yes X   | No                       | Retain for 3 y                                   | ears, and until all aud               | it requirements          |
| _  |                          | have been fu                                     | ifilled, then destroy.                |                          |
|  |                          |  |                                       |                          |
|  |                          |  |                                       |                          |
| 19. Name and Title of Preparer   | 20. Telephon             | e Number   | 21. Date                              |                          |
| Dottie Winn  |                          | 609-7400   |                                       |                          |
| [  |                          |  | 1                                     |                          |

| Instructions - Type or print a separate form for      |  | AGENCY RECORDS INVENTORY                            |
|---|--|---|
| • •   |  | AGENCY RECORDS INVENTORY                            |
| each new or revised record series; forward with       |  |   |
| Record Retention Schedule                             |  | PAGE 43   |
| (DGS 550-1)   |  | OF 64   |
|   |  |   |
| 1. Department/Agency                                  | 2. Division  | 3. Unit   |
| UTILITIES   | ADMINISTRATION   |   |
| DEFINITION - RECORD SERIES - A group of relate        | ed records normally filed and used as a unit for reference | ence as well as retention and disposition purposes. |
| 4. Record Series Title                                |  | 5. Earliest Year/Latest Year                        |
| MATTAWOMAN SLUDGE FILES                               |  | N/A to N/A  |
|   |  |   |
| 6. Record Series Description (Briefly describe the ty | pes of info/documents/forms found in the series. Inc       | clude the purpose or function of the series).       |
| ,   |  |   |
| Sludge permits, sludge generator reports, a           | nd sludge analysis reports.                                |   |
|   |  |   |
| •   |  |   |
| ·   |  |   |
| 7. Record Series Format (s)                           | 8. Record Series Sequence                                  | 9. Volume   |
| 7. Necola Selies Folillat (5)                         | o. Necord Defies Dequeffice                                | X File Drawer(s)                                    |
| B 1 11 2 B 11 11 11 11 11 11 11 11 11 11 11 11 1      |  | , ,   |
| [] Letter Size [] Microfilm                           |  | 1 Microfilm Reel(s)                                 |
|   | X Alphabetical   | Number Computer Tape(s)                             |
| X Legal Size [] Computer Tape                         |  | Other (specify)                                     |
|   | [] Numerical   | File folders  |
| [] Bound Book [] Floppy Disk                          |  |   |
|   | [] Chronological   | 10. Annual Accumulation                             |
| [] Audio Tape [] Video Tape                           |  | File Drawer(s)                                      |
|   | [] Geographical  | Microfilm Reel(s)                                   |
| [] Other (specify)                                    |  | Number Computer Tape(s)                             |
|   | Other (specify)  | Other (specify)                                     |
|   |  | File folders  |
|   |  |   |
| 11. File is Used                                      | 12. File Becomes Inactive A                                | After   |
| Daily X Weekly  | [] Monthly 3 []  | Months X Years                                      |
| L Daily A Weekly                                      | Number   | Months / Teats                                      |
| 12 Current Leastian(a) (Pldr. Floor Boom)             |  | ated Flooribara?                                    |
| 13. Current Location(s) (Bldg., Floor, Room)          | 14. Is Record Series Duplic                                |   |
| Control Bits - Biometric Control                      | (If yes, specify agency or                                 |   |
| Control Bldg - Director's Secretary's Office          |  | man Operations Division                             |
|   | X Yes  | [] No   |
| 15. Access Restrictions [] Yes                        | X No 16. Audit Requirements                                |   |
| (If yes, cite Law(s) & Regulation(s))                 | ] None   | X Federal   |
|   | X State  | lndependent   |
| 17. Is an Index System used? (If yes, explain b       | priefly and describe any 18. Recommended Retention         | on ·  |
| hardware/software)                                    | . ∭  |   |
| [] Yes  | No Permits - Retain ui                                     | ntil updated or superseded, then destroy.           |
|   | Reports - Retain fo  | r 3 years, and until all audit requirements         |
|   | have bee   | en fulfilled, then destroy.                         |
|   |  | -   |
| 19. Name and Title of Preparer                        | 20. Telephone Number                                       | 21. Date  |
| Dottie Winn   | 609-7400   |   |
| 1   |  | l l   |

| Instructions - Type or print a separate form for         |                                       | AGENCY RECORDS INVENTORY  |
|--|---------------------------------------|---|
| each new or revised record series; forward with          |                                       |   |
| Record Retention Schedule                                |                                       | PAGE 44   |
| (DGS 550-1)  |                                       | OF 64   |
|  | ·                                     |   |
| 1. Department/Agency                                     | 2. Division                           | 3. Unit   |
| UTILITIES  | EQUIPMENT MAINTEN                     | ANCE  |
| DEFINITION - RECORD SERIES - A group of related r        | ecords normally filed and used as a   | unit for reference as well as retention and disposition purposes. |
| 4. Record Series Title                                   |                                       | 5. Earliest Year/Latest Year                                      |
| PREVENTIVE MAINTENANCE PROGRAM RE                        | ECORDS - SEWAGE & WATER SYS           | TEMS 1994 to 1997   |
|  |                                       |   |
| 6. Record Series Description (Briefly describe the types | s of info/documents/forms found in th | e series. Include the purpose or function of the series).         |
|  |                                       |   |
| Files consist of a historical tracking of procedul       | res performed on each specific piece  | of equipment, controls, or related systems.                       |
| -  |                                       |   |
|  |                                       |   |
|  |                                       |   |
| 7. Record Series Format (s) 8                            | . Record Series Sequence              | 9. Volume   |
|  | •                                     | X File Drawer(s)  |
| ☐ Letter Size ☐ Microfilm                                |                                       | <1 Microfilm Reel(s)  |
| g and the  | [] Alphabetical                       | Number Computer Tape(s)   |
| [] Legal Size [] Computer Tape                           | a vapinasonom                         | Other (specify)   |
| g cogaroize g compater rape                              | [] Numerical                          | Cirici (opecity)  |
| X Bound Book [] Floppy Disk                              | g Numerical                           | <del></del>   |
| A Boulid Book     Floppy Disk                            | Chronological                         | 10. Annual Accumulation   |
| D. Audio Tono  | [] Chronological                      |   |
| [] Audio Tape [] Video Tape                              | Y Cooranhiael                         | X File Drawer(s)  |
| T. Other (care if )                                      | X Geographical                        | <1 Microfilm Reel(s)  |
| [] Other (specify)                                       | B. Other (consts)                     | Number Computer Tape(s)   |
|  | [] Other (specify)                    | Other (specify)   |
|  |                                       |   |
| AA P9-1-1-1-1  | 40.51.8                               | La city A A A   |
| 11. File is Used   | ((                                    | es Inactive After   |
| X Daily [] Weekly  | ] Monthly 3                           | [] Months X Years   |
|  | Number                                |   |
| 13. Current Location(s) (Bldg., Floor, Room)             | <b>!!</b>                             | eries Duplicated Elsewhere?                                       |
|  |                                       | fy agency or office)  |
| Maintenance Bldg and carried to sites by Maint. person   | 11                                    | Superintendent's Office   |
|  | <del></del>                           | X Yes [] No   |
| 15. Access Restrictions [] Yes                           | X No 16. Audit Requi                  | · · · · · · · · · · · · · · · · · · ·                             |
| (If yes, cite Law(s) & Regulation(s))                    |                                       | [] None [] Federal  |
|  |                                       | State X Independent   |
| 17. Is an Index System used? (If yes, explain brief      | ly and describe any 18. Recommen      | ded Retention   |
| hardware/software)                                       |                                       |   |
| [] Yes X   | No                                    | Retain for life of the equipment plus 2 years.                    |
|  |                                       |   |
|  |                                       |   |
|  |                                       |   |
| 19. Name and Title of Preparer                           | 20. Telephone Number                  | 21. Date  |
| Ricky Hynson   | 609-7406                              |   |

| Instructions - Type or print a separate form for         |   | AGENCY RECORDS INVENTORY                                 |
|--|---|--|
| each new or revised record series; forward with          |   |  |
| Record Retention Schedule                                |   | PAGE 45  |
| (DGS 550-1)  |   | OF 64  |
|  |   |  |
| 1. Department/Agency                                     | 2. Division                                 | 3. Unit  |
| UTILITIES  | EQUIPMENT MAINTENANCE                       |  |
| DEFINITION - RECORD SERIES - A group of related re       | cords normally filed and used as a unit for | reference as well as retention and disposition purposes. |
| 4. Record Series Title                                   |   | 5. Earliest Year/Latest Year                             |
| MAINTENANCE REPAIR RECORDS                               |   | 1994 to 1997   |
|  |   | ·  |
| 6. Record Series Description (Briefly describe the types | of info/documents/forms found in the series | s. Include the purpose or function of the series).       |
|  |   |  |
| Files consist of a history of all repairs, rebuilds, of  | or replacement of equipment as it pertains  | to sewer pump stations, water                            |
| pumping systems, Mattawoman and satellite trea           |   |  |
| parripring dyotomo, makawoman and datomo a di            | autoria piario.                             |  |
|  |   |  |
| 7. Record Series Format (s) 8.                           | Record Series Sequence                      | 9. Volume  |
| 7. Record Series Format (s)                              | Record Series Sequence                      |  |
|  |   | X File Drawer(s)   |
| [] Letter Size [] Microfilm                              |   | <1 Microfilm Reel(s)                                     |
|  | [] Alphabetical                             | Number Computer Tape(s)                                  |
| [] Legal Size [] Computer Tape                           |   | Other (specify)  |
|  | Numerical                                   |  |
| X Bound Book [] Floppy Disk                              |   |  |
|  | Chronological                               | 10. Annual Accumulation                                  |
| [] Audio Tape [] Video Tape                              |   | X File Drawer(s)   |
|  | X Geographical                              | <1 Microfilm Reel(s)                                     |
| [] Other (specify)                                       |   | Number Computer Tape(s)                                  |
|  | Other (specify)                             | Other (specify)  |
|  |   | , , , ,  |
|  |   |  |
| 11. File is Used   | 12. File Becomes Inac                       | tive After   |
| X Daily [] Weekly  | [] Monthly 3                                | [] Months X Years  |
| As need arises   | Number                                      | L Mondie X Yours   |
| 13. Current Location(s) (Bldg., Floor, Room)             |   | Ouplicated Elsewhere?                                    |
| 13. Current Location(s) (blog., Floor, Room)             | ĮĮ.   | ·  |
|  | (If yes, specify ager                       |  |
| Maintenance Bldg - Supervisor's Office                   | i ·   | erintendent's Office                                     |
|  | X Yes                                       |  |
| -  | X No 16. Audit Requirement                  |  |
| (If yes, cite Law(s) & Regulation(s))                    |   | None [] Federal  |
|  |   | State X Independent                                      |
| 17. Is an Index System used? (If yes, explain briefly    | y and describe any 18. Recommended Re       | tention  |
| hardware/software)                                       | ·   |  |
| [] Yes X I   | No Ret                                      | ain for life of the equipment plus 2 years.              |
| ,  | <u> </u>                                    | . j  |
|  |   | ·  |
| ·  |   |  |
| 19. Name and Title of Preparer                           | 20. Telephone Number                        | 21. Date   |
| Ricky Hynson   | 609-7406                                    |  |
| · ··-··y · ·y····  | 1   |  |

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| Instructions - Type or print a separate form for    |                          |                                   | AGENCY RECOR        | OS INVENTORY                          |
|---|--------------------------|-----------------------------------|---------------------|---------------------------------------|
| each new or revised record series; forward with     |                          |                                   |                     |                                       |
| Record Retention Schedule                           |                          |                                   | PAGE                | 46                                    |
| (DGS 550-1)   |                          |                                   | OF                  | 64                                    |
|   |                          |                                   |                     |                                       |
| 1. Department/Agency                                | 2. Division              |                                   | 3. Unit             |                                       |
| UTILITIES   | ·                        | NT MAINTENANCE                    |                     | · · · · · · · · · · · · · · · · · · · |
| DEFINITION - RECORD SERIES - A group of related     | d records normally filed | and used as a unit for reference  |                     |                                       |
| 4. Record Series Title                              |                          |                                   | 5. Earliest Year/La |                                       |
| REPAIR & PRICE QUOTE                                | ES                       |                                   | 1994 to             | 1997                                  |
|   |                          |                                   | 4                   |                                       |
| Record Series Description (Briefly describe the typ | es of into/documents/id  | orms tound in the series. Include | the purpose or fund | ction of the series).                 |
| This record series consists of quotes for equ       | inment narts renairs (   | training, and maintenance supplie | e: kent on          |                                       |
| file for reference and points of comparison.        |                          |                                   |                     |                                       |
| equipment.  | Some of the more detail  | ied parts breakdowns are used v   | when repairing      |                                       |
| очиртот.  |                          |                                   |                     |                                       |
| 7. Record Series Format (s)                         | 8. Record Series Sequ    | uence                             | 9. Volume           |                                       |
|   | •                        |                                   | ×                   | File Drawer(s)                        |
| X Letter Size [] Microfilm                          |                          |                                   | <1                  | Microfilm Reel(s)                     |
| _   | [] Alphabetical          |                                   | Number              | Computer Tape(s)                      |
| [] Legal Size [] Computer Tape                      |                          |                                   |                     | Other (specify)                       |
|   | [] Numerical             |                                   |                     | , ,                                   |
| [] Bound Book [] Floppy Disk                        | _                        |                                   |                     |                                       |
|   | [] Chronological         | l                                 | 10. Annual Accumu   | ulation                               |
| [] Audio Tape [] Video Tape                         |                          |                                   | ×                   | File Drawer(s)                        |
| •   | [] Geographical          |                                   | <1                  | Microfilm Reel(s)                     |
| X Other (specify) Loose leaf paper                  |                          |                                   | Number              | Computer Tape(s)                      |
|   | X Other (specify         | y) - By Category                  | •                   | Other (specify)                       |
|   |                          | Eqpmt, Training, Pumps, etc.      |                     | · ·                                   |
|   |                          |                                   |                     |                                       |
| 11. File is Used                                    |                          | 12. File Becomes Inactive After   |                     |                                       |
| [] Daily X Weekty                                   | Monthly                  | 5 []                              | Months X            | Years                                 |
|   |                          | Number                            |                     |                                       |
| 13. Current Location(s) (Bldg., Floor, Room)        |                          | 14. Is Record Series Duplicated   | Elsewhere?          |                                       |
| ·.•   |                          | (If yes, specify agency or office | æ)                  |                                       |
| Maintenance Bldg - Superintendent's Office          |                          |                                   |                     |                                       |
|   |                          | [] Yes                            | X No                |                                       |
| 15. Access Restrictions [] Yes                      | X No                     | 16. Audit Requirements            |                     |                                       |
| (If yes, cite Law(s) & Regulation(s))               |                          | X None                            | 0                   | Federal                               |
|   |                          | [] State                          |                     | Independent                           |
| •   | iefly and describe any   | 18. Recommended Retention         |                     |                                       |
| hardware/software)                                  |                          | ·                                 |                     |                                       |
| [] Yes X  | No                       | Retain until u                    | pdated or supersede | ed, then destroy.                     |
|   |                          |                                   |                     |                                       |
|   |                          |                                   |                     |                                       |
|   |                          |                                   | T                   |                                       |
| 19. Name and Title of Preparer                      | 20. Telephone            |                                   | 21. Date            |                                       |
| Ricky Hynson  |                          | 609-7406                          |                     |                                       |

| Instructions - Type or print a separate form for       |                             |                                  | AGENCY RECORDS          | SINVENTORY               |
|--|-----------------------------|----------------------------------|-------------------------|--------------------------|
| each new or revised record series; forward with        |                             |                                  |                         |                          |
| Record Retention Schedule                              |                             |                                  | PAGE 4                  | 7                        |
| (DGS 550-1)  |                             |                                  | OF 6                    | 4                        |
|  |                             |                                  |                         |                          |
| 1. Department/Agency                                   | 2. Division                 |                                  | 3. Unit                 |                          |
| UTILITIES  | EQUIPMENT                   | TMAINTENANCE                     |                         |                          |
| DEFINITION - RECORD SERIES - A group of related        | records normally filed a    | nd used as a unit for reference  | as well as retention a  | nd disposition purposes. |
| 4. Record Series Title                                 |                             | •                                | 5. Earliest Year/Late   | st Year                  |
| SUPPLY USAGE RECOR                                     | DS                          |                                  | 1994 to                 | 1997                     |
|  |                             |                                  |                         |                          |
| 6. Record Series Description (Briefly describe the typ | es of info/documents/for    | ms found in the series. Include  | the purpose or function | on of the series).       |
|  |                             |                                  |                         |                          |
| This file records supplies used out of invento         | ry by Utilities' personnel. |                                  |                         |                          |
|  |                             |                                  |                         |                          |
|  |                             |                                  |                         | ŀ                        |
|  | ····                        |                                  | <del></del>             |                          |
| 7. Record Series Format (s)                            | 8. Record Series Seque      | ence                             | 9. Volume               |                          |
|  |                             |                                  | ×                       | File Drawer(s)           |
| X Letter Size [] Microfilm                             |                             |                                  | <1                      | Microfilm Reel(s)        |
|  | [] Alphabetical             |                                  | Number                  | Computer Tape(s)         |
| [] Legal Size [] Computer Tape                         |                             |                                  |                         | Other (specify)          |
| ·  | [] Numerical                |                                  |                         |                          |
| [] Bound Book [] Floppy Disk                           |                             |                                  |                         |                          |
|  | X Chronological             |                                  | 10. Annual Accumula     | ation                    |
| [] Audio Tape [] Video Tape                            |                             |                                  | ×                       | File Drawer(s)           |
|  | [] Geographical             |                                  | <1                      | Microfilm Reel(s)        |
| X Other (specify) Loose leaf paper                     |                             |                                  | Number `                | Computer Tape(s)         |
|  | [] Other (specify)          | <u>-</u>                         |                         | Other (specify)          |
|  |                             | ,                                |                         |                          |
|  |                             |                                  |                         |                          |
| 11. File is Used                                       | 1                           | 2. File Becomes Inactive After   |                         |                          |
| X Daily [] Weekly                                      | ] Monthly                   | 2 []                             | Months X                | Years                    |
|  | ·                           | Number                           |                         |                          |
| 13. Current Location(s) (Bldg., Floor, Room)           | 1                           | 4. Is Record Series Duplicated   | Elsewhere?              |                          |
| ·  |                             | (If yes, specify agency or offic | e)                      |                          |
| Maintenance Bldg - Supply Room                         |                             |                                  |                         |                          |
|  |                             | [] Yes                           | X No                    |                          |
| 15. Access Restrictions [] Yes                         | X No 1                      | 6. Audit Requirements            |                         |                          |
| (If yes, cite Law(s) & Regulation(s))                  |                             | X None                           | . 0                     | Federal                  |
|  |                             | [] State                         | 0                       | Independent              |
| 17. Is an Index System used? (If yes, explain br       | iefly and describe any 1    | 8. Recommended Retention         |                         |                          |
| hardware/software)                                     |                             | •                                |                         |                          |
| [] Yes X   | No                          |                                  |                         |                          |
| <u>-</u> ·   |                             | Retain for 2 ve                  | ears, then destroy.     |                          |
|  |                             | - •                              | •                       |                          |
|  |                             |                                  |                         |                          |
| 19. Name and Title of Preparer                         | 20. Telephone N             | Number                           | 21. Date                |                          |
| Ricky Hynson   |                             | 609-7406                         | ·                       |                          |

|   | <del></del>              | FREE T                             |                                       |                    |
|---|--------------------------|------------------------------------|---------------------------------------|--------------------|
| Instructions - Type or print a separate form for        |                          |                                    | AGENCY RECORD                         | SINVENTORY         |
| each new or revised record series; forward with         |                          |                                    |                                       |                    |
| Record Retention Schedule                               |                          |                                    |                                       | 8                  |
| (DGS 550-1)   | 1                        |                                    | OF 6                                  | <b>34</b>          |
|   |                          |                                    |                                       |                    |
| 1. Department/Agency                                    | 2. Division              | TAIT AAA IAITEALAALAE              | 3. Unit                               |                    |
| UTILITIES   | <del></del>              | NT MAINTENANCE                     | -11                                   |                    |
| DEFINITION - RECORD SERIES - A group of relate          | d records normally filed | d and used as a unit for reference | 1                                     |                    |
| 4. Record Series Title                                  | THANCE DECORAGE          | 550000                             | 5. Earliest Year/Late                 | st Year            |
| VEHICLE REPAIR & PREVENTIVE MAINTE                      | ENANCE PROGRAM           | RECORDS                            | Feb. 1997 to                          |                    |
| 6. Record Series Description (Briefly describe the type | and infoldaciments       | fa-ma found in the carine Include  | - the authors or functi               | of the engine)     |
| 6. Record Series Description (Briefly describe the type | Jes of into/documents/   | rams round in the series. Includ   | e the purpose or luncu                | on of the series). |
| Track all repairs and PMs on our fleet of true          | rke care and heavy a     | quinment                           |                                       |                    |
| Track all repairs and Fivis on our neet of trac         | iks, cars, and neavy ed  | quipment.                          |                                       |                    |
|   |                          |                                    |                                       |                    |
|   |                          |                                    |                                       |                    |
| 7. Record Series Format (s)                             | 8. Record Series Sec     | nuence                             | 9. Volume                             |                    |
| , , , , , , , , , , , , , , , , , , ,                   |                          | 1-0                                | X                                     | File Drawer(s)     |
| X Letter Size [] Microfilm                              |                          |                                    | <1                                    | Microfilm Reel(s)  |
|   | [] Alphabetical          |                                    | Number                                | Computer Tape(s)   |
| [] Legal Size [] Computer Tape                          |                          |                                    |                                       | Other (specify)    |
|   | X Numerical              |                                    |                                       |                    |
| X Bound Book [] Floppy Disk                             |                          |                                    |                                       |                    |
|   | [] Chronologica          | al                                 | 10. Annual Accumul                    | ation              |
| [] Audio Tape · [] Video Tape                           |                          |                                    | x                                     | File Drawer(s)     |
|   | [] Geographica           | 1                                  | <1                                    | Microfilm Reel(s)  |
| X Other (specify) Loose leaf paper                      |                          | ·                                  | Number                                | Computer Tape(s)   |
|   | Other (specif            | fy) -                              |                                       | Other (specify)    |
|   |                          |                                    |                                       |                    |
|   |                          |                                    |                                       |                    |
| 11. File is Used  |                          | 12. File Becomes Inactive After    |                                       |                    |
| X Daily [] Weekly                                       | Monthly                  | 3                                  | Months X                              | Years              |
|   |                          | Number                             |                                       |                    |
| 13, Current Location(s) (Bldg., Floor, Room)            |                          | 14. Is Record Series Duplicated    | I Elsewhere?                          |                    |
|   |                          | (If yes, specify agency or offi    | ce)                                   |                    |
| Maintenance Bldg - Supervisor's Office                  |                          |                                    |                                       | •                  |
|   |                          | [] Yes                             | X No                                  |                    |
| 15. Access Restrictions [] Yes                          | X No                     | 16. Audit Requirements             |                                       |                    |
| (If yes, cite Law(s) & Regulation(s))                   |                          | [] None                            | 0                                     | Federal            |
|   |                          | [] State                           | X                                     | Independent        |
| 17. Is an Index System used? (If yes, explain b         | riefly and describe any  | 18. Recommended Retention          |                                       |                    |
| hardware/software)                                      |                          |                                    |                                       |                    |
| [] Yes X  | No                       |                                    |                                       |                    |
|   |                          | Retain for life                    | e of the equipment plus               | s 2 years.         |
| ·   | •                        | ·                                  |                                       | ,                  |
|   |                          | <u> </u>                           | · · · · · · · · · · · · · · · · · · · |                    |
| 19. Name and Title of Preparer                          | 20. Telephor             | ne Number                          | 21. Date                              |                    |
| Ricky Hynson  |                          | 609-7406                           |                                       |                    |

| Instructions - Type or print a separate form for  |                          |                                    | AGENCY RECOR                          | OS INVENTORY              |
|---|--------------------------|------------------------------------|---------------------------------------|---------------------------|
| each new or revised record series; forward with   |                          |                                    |                                       |                           |
| Record Retention Schedule   |                          |                                    | PAGE                                  | 49                        |
| (DGS 550-1)   |                          |                                    | OF                                    | 64                        |
|   |                          | ·                                  |                                       |                           |
| 1. Department/Agency  | 2. Division              |                                    | 3. Unit                               |                           |
| UTILITIES   | EQUIPMEN                 | NT MAINTENANCE                     |                                       |                           |
| 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. Earliest Year/Lat                  |                           |
| OPERATION AND MAINTENANCE MANUA   | LS                       |                                    | N/A to                                | N/A                       |
|   |                          |                                    |                                       |                           |
| 6. Record Series Description (Briefly describe the typ  | es of info/documents/fo  | orms found in the series. Include  | e the purpose or fund                 | tion of the series).      |
| (   |                          |                                    | - 110 parpage of tario                | 1011 01 110 001100).      |
| Manuals for sewage pump stations and wate   | r numning systems are    | maintained in a file cabinet for r | reference                             |                           |
|   | als, not records per se. |                                    | cicience.                             |                           |
| Neierence materi  | ais, not records per se. |                                    |                                       |                           |
|   |                          |                                    |                                       |                           |
| 7 Board Sories Format (s)   | 8. Record Series Sequ    | 10000                              | 9. Volume                             |                           |
| 7. Record Series Format (s)   | o. Record Series Sequ    | jence                              |                                       | File Decure(a)            |
| B 1.00.00   |                          | <b>31/4</b>                        | X                                     | ,                         |
| [] Letter Size [] Microfilm   |                          | N/A                                | 1                                     | Microfilm Reel(s)         |
|   | [] Alphabetical          |                                    | Number                                | Computer Tape(s)          |
| [] Legal Size [] Computer Tape  |                          |                                    |                                       | Other (specify)           |
|   | Numerical                |                                    |                                       |                           |
| X Bound Book [] Floppy Disk   |                          |                                    |                                       |                           |
|   | [] Chronological         |                                    | 10. Annual Accumu                     | ılation                   |
| [] Audio Tape [] Video Tape   |                          |                                    |                                       | File Drawer(s)            |
|   | [] Geographical          |                                    | N/A                                   | Microfilm Reel(s)         |
| [] Other (specify)  |                          |                                    | Number                                | Computer Tape(s)          |
|   | Other (specify           | <b>'</b> )                         |                                       | Other (specify)           |
|   | _                        | <del></del>                        |                                       |                           |
|   |                          |                                    |                                       |                           |
| 11. File is Used  |                          | 12. File Becomes Inactive After    |                                       | <u> </u>                  |
| [] Daily [] Weekly  | X Monthly                | N/A []                             | Months []                             | Years                     |
|   | ,                        | Number                             | u                                     |                           |
| 13. Current Location(s) (Bldg., Floor, Room)  |                          | 14. Is Record Series Duplicated    | 1 Flsewhere?                          |                           |
| (2.03., 1.00., 1. |                          | (If yes, specify agency or offi    |                                       |                           |
| Maintenance Bldg  |                          | Superintende                       |                                       |                           |
| Waliteriance Didg   |                          | [] Yes                             | X No                                  |                           |
| 15. Access Restrictions [] Yes  | X No                     | 16. Audit Requirements             |                                       |                           |
| <b>-</b>  | A 140                    | 1                                  |                                       | Fadaval                   |
| (If yes, cite Law(s) & Regulation(s))   |                          | X None                             | D                                     | Federal                   |
| 47.1.1.1.2.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.   |                          | [] State                           |                                       | Independent               |
|   | iefly and describe any   | 18. Recommended Retention          |                                       |                           |
| hardware/software)  |                          | _                                  |                                       |                           |
| [] Yes X  | No                       | Retain until u                     | pdated or supersede                   | d, then destroy.          |
|   |                          |                                    |                                       |                           |
|   |                          |                                    |                                       |                           |
|   |                          |                                    | · · · · · · · · · · · · · · · · · · · |                           |
| 19. Name and Title of Preparer  | 20. Telephone            | Number                             | 21. Date                              |                           |
| Ricky Hynson  |                          | 609-7406                           |                                       | ,                         |

| Instructions - Type or print a separate form for  |                               |                                 | AGENCY RECO           | RDS INVENTORY   |  |  |
|---|-------------------------------|---------------------------------|-----------------------|---|--|--|
| each new or revised record series; forward with   |                               |                                 |                       |   |  |  |
| Record Retention Schedule   |                               |                                 | PAGE                  | <u>50</u>   |  |  |
| (DGS 550-1)   |                               |                                 | OF                    | <u>64</u>   |  |  |
|   |                               |                                 |                       | · · · · · · · · · · · · · · · · · · ·                 |  |  |
| Department/Agency   | 2. Division                   |                                 | 3. Unit               |   |  |  |
| UTILITIES   |                               | PERATIONS                       | Mattawoman            |   |  |  |
| DEFINITION - RECORD SERIES - A group of relat   | ed records normally filed and | d used as a unit for reference  |                       |   |  |  |
| 4. Record Series Title  |                               |                                 | 5. Earliest Year/L    | atest Year  |  |  |
| Personnel Files   |                               |                                 | 1995                  | to <u>1997</u>  |  |  |
| 6. Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series).  FR FC 001  Filed by individual; contains application for employment, leave requests, leave records, time cards, etc. |                               |                                 |                       |   |  |  |
| 7. Record Series Format (s)   | 8. Record Series Sequence     | ce                              | 9. Volume             |   |  |  |
| Letter Size [] Microfilm  | X Alphabetical                | ·                               | Number 3              | X File Drawer(s)  Microfilm Reel(s)  Computer Tape(s) |  |  |
| X Legal Size [] Computer Tape   |                               |                                 | , rumbor              | Other (specify)                                       |  |  |
| [] Bound Book [] Floppy Disk  |                               |                                 |                       |   |  |  |
|   | X Chronological (fo           | or time cards)                  | 10. Annual Accur      | nulation  |  |  |
| [] Audio Tape [] Video Tape   | ·                             |                                 |                       | X File Drawer(s)                                      |  |  |
|   | [] Geographical               |                                 | <1                    | Microfilm Reel(s)                                     |  |  |
| X Other (specify) Time Cards  |                               |                                 | Number                | Computer Tape(s)                                      |  |  |
|   | [] Other (specify)            | <del></del>                     |                       | Other (specify)                                       |  |  |
|   |                               |                                 |                       |   |  |  |
| 11. File is Used  | 12                            | . File Becomes Inactive After   |                       |   |  |  |
| [] Daily [] Weekly  | X Monthly                     | 3 []                            |                       | X Years   |  |  |
| g comp  | ,                             | Number                          |                       |   |  |  |
| 13. Current Location(s) (Bldg., Floor, Room)  | 14.                           | Is Record Series Duplicated     | d Elsewhere?          |   |  |  |
| ., .  |                               | (If yes, specify agency or offi | ice)                  |   |  |  |
| Control Bidg - File Room  |                               | Some in Adr                     | nin Secretary's offic | e; some in Personnel.                                 |  |  |
|   |                               | X Yes                           | [] No                 |   |  |  |
| 15. Access Restrictions X Yes   | No 16.                        | Audit Requirements              |                       |   |  |  |
| (If yes, cite Law(s) & Regulation(s))   | Privacy                       | X None                          |                       | [] Federal  |  |  |
|   |                               | [] State                        | _ <del></del>         | [] Independent  |  |  |
| •   | briefly and describe any 18.  | Recommended Retention           | •                     |   |  |  |
| hardware/software)  |                               |                                 |                       |   |  |  |
| [] Yes  | X No                          | Retain for 3                    | years after terminat  | tion, then destroy.                                   |  |  |
| ·   |                               |                                 |                       |   |  |  |
|   |                               |                                 |                       |   |  |  |
| 19. Name and Title of Preparer  | 20. Telephone Nu              | umber                           | 21. Date              |   |  |  |
| T.M. McNamara   | 301-609-7403                  | •                               | 5/7/97                |   |  |  |
|   | 100                           |                                 |                       |   |  |  |

| Instructions - Type or print a separate form for        |                        |                                   | AGENCY RECORDS                        | SINVENTORY               |
|---|------------------------|-----------------------------------|---------------------------------------|--------------------------|
| each new or revised record series; forward with         |                        |                                   |                                       |                          |
| Record Retention Schedule                               |                        |                                   | PAGE 5                                | 1                        |
| (DGS 550-1)   |                        |                                   | OF <u>6</u>                           | 4                        |
|   |                        |                                   |                                       |                          |
| 1. Department/Agency                                    | 2. Division            |                                   | 3. Unit                               |                          |
| UTILITIES   |                        | OPERATIONS                        | Mattawoman                            |                          |
| DEFINITION - RECORD SERIES - A group of related         | records normally filed | and used as a unit for reference  | as well as retention a                | nd disposition purposes. |
| 4. Record Series Title                                  |                        |                                   | 5. Earliest Year/Late                 | st Year                  |
| NPDES permits, reports and operations info.             |                        |                                   | 1992 to                               | 1997                     |
|   |                        |                                   |                                       |                          |
| 6. Record Series Description (Briefly describe the type | es of info/documents/f | orms found in the series. Include | the purpose or function               | on of the series).       |
| File I.D. AC FC 001                                     |                        |                                   |                                       | ,                        |
| NPDES DMR & MOR reports regarding Mattawoman            | operations. NPDES p    | permits and applications.         |                                       |                          |
| NPDES Blanks BNR study materials                        | Chemical containmen    | t info. Panda info.               | Jude house info.                      | Vehicle assignments.     |
| Radio assignments. Plant performance trends.            |                        |                                   |                                       |                          |
|   |                        |                                   | · · · · · · · · · · · · · · · · · · · |                          |
| 7. Record Series Format (s)                             | 8. Record Series Seq   | uence                             | 9. Volume                             | !                        |
|   |                        |                                   | 2 X                                   | File Drawer(s)           |
| Letter Size [] Microfilm                                |                        |                                   |                                       | Microfilm Reel(s)        |
|   | Alphabetical           |                                   | Number                                | Computer Tape(s)         |
| X Legal Size x Computer Tape                            |                        |                                   |                                       | Other (specify)          |
|   | [ Numerical            |                                   |                                       | File folders             |
| [] Bound Book [] Floppy Disk                            |                        |                                   |                                       |                          |
|   | X Chronologica         | l                                 | 10. Annual Accumula                   | ation                    |
| [] Audio Tape [] Video Tape                             |                        |                                   | 1 X                                   | File Drawer(s)           |
|   | [] Geographical        | ·                                 |                                       | Microfilm Reel(s)        |
| [] Other (specify)                                      |                        |                                   | Number                                | Computer Tape(s)         |
|   | [] Other (specify      | y)                                |                                       | Other (specify)          |
|   |                        |                                   |                                       | File folders             |
|   |                        | ·                                 |                                       |                          |
| 11. File is Used As needed                              |                        | 12. File Becomes Inactive After   |                                       |                          |
| [] Daily [] Weekly                                      | [] Monthly             | 3-5                               | Months X                              | Years                    |
|   |                        | Number                            |                                       |                          |
| 13. Current Location(s) (Bldg., Floor, Room)            |                        | 14. Is Record Series Duplicated   | Elsewhere?                            |                          |
|   | *                      | (If yes, specify agency or office | ce)                                   |                          |
| Control Bldg - Asst Chiefs Office                       | •                      | Some report info also kept by so  | ecretary in her files.                |                          |
|   |                        | x Yes                             | [] No                                 |                          |
| 15. Access Restrictions [] Yes                          | X No                   | 16. Audit Requirements            | •                                     |                          |
| (If yes, cite Law(s) & Regulation(s))                   |                        | - [] None                         | X                                     | Federal                  |
|   |                        | X State                           | 0                                     | Independent              |
| 17. Is an Index System used? (If yes, explain bri       | iefly and describe any | 18. Recommended Retention         | •                                     |                          |
| hardware/software)                                      |                        | Purge reports                     | s after 3 years, then de              | estroy.                  |
| [] Yes X  | No                     | Support docu                      | imentation updated as                 | permits are              |
| :   |                        | renewed eve                       | ry 5 years.                           |                          |
|   |                        |                                   |                                       |                          |
|   |                        |                                   |                                       |                          |
| 19. Name and Title of Preparer                          | 20. Telephon           | e Number                          | 21. Date                              |                          |
| T.M. McNamara   | 301-609-740            | 3                                 | 5/7/97                                |                          |

| Instructions - Type or print a separate form for   |                          |                                 | AGENCY RECORD            | OS INVENTORY                    |
|--|--------------------------|---------------------------------|--------------------------|---------------------------------|
| each new or revised record series; forward with  |                          |                                 | -                        | · · · · · · · · · · · · · · · · |
| Record Retention Schedule  |                          | •                               | PAGE                     | 52                              |
| (DGS 550-1)  |                          |                                 | 1                        | 64                              |
| (  |                          |                                 |                          |                                 |
| 1. Department/Agency   | 2. Division              |                                 | 3. Unit                  |                                 |
| UTILITIES  |                          | OPERATIONS                      | Mattawoman               |                                 |
| DEFINITION - RECORD SERIES - A group of relate   | d records normally filed | d and used as a unit for refere | nce as well as retention | and disposition purposes.       |
| 4. Record Series Title   |                          |                                 | 5. Earliest Year/Lat     | est Year                        |
| O&M Manuals  |                          |                                 | 1979 to                  | 1997                            |
|  |                          | · ·                             |                          |                                 |
| Record Series Description (Briefly describe the type AC BK 001     Superintendent's working copies of plant O&M manual copies. |                          | forms found in the series. Inc  | lude the purpose or func | tion of the series).            |
|  | 10.5                     |                                 |                          |                                 |
| 7. Record Series Format (s)  | 8. Record Series Seq     | uence                           | 9. Volume                | File Decuseds                   |
| I Laws Circ I Missoffer  |                          |                                 |                          | File Drawer(s)                  |
| [] Letter Size [] Microfilm  | V Alababatical           |                                 | 2                        | Microfilm Reel(s)               |
| П Legal Size П Computer Tape   | X Alphabetical           |                                 | Number                   | Computer Tape(s)                |
| [] Legal Size [] Computer Tape   | V Niumoriaal             |                                 | ×                        | ` ' ' ' ' '                     |
| X Bound Book (1 Floopy Disk  | X Numerical              |                                 |                          | Bookcase shelves                |
| X Bound Book [] Floppy Disk  | [] Chronologica          | ı                               | 10. Annual Accumu        | ulation                         |
| ∏ Audio Tape ∏ Video Tape  | [] Chronologica          | u .                             | To. Annual Accumu        | File Drawer(s)                  |
| [] Audio Tape [] Video Tape  | [] Geographica           | 1                               | N/A                      | Microfilm Reel(s)               |
| X Other (specify) Loose leaf binders   | [] Geographica           |                                 | Number                   | Computer Tape(s)                |
| A Other (specify) Loose leaf billders  | X Other (specif          | By Manufacturer                 | Number                   | Other (specify)                 |
|  | X Carlot (opcon          | by manadataro.                  |                          | Caron (openity)                 |
|  |                          |                                 |                          |                                 |
| 11. File is Used   |                          | 12. File Becomes Inactive A     | fter                     |                                 |
| x Daily x Weekly   | X Monthly                | N/A []                          | Months                   | Years                           |
|  |                          | Number                          |                          |                                 |
| 13. Current Location(s) (Bldg., Floor, Room)   |                          | 14. Is Record Series Duplica    | ated Elsewhere?          | •                               |
|  |                          | (If yes, specify agency or      | office)                  |                                 |
| Control Bldg - Asst Chief's Office   |                          | Supervisor office, file room    | and archive storage.     |                                 |
|  |                          | X Yes                           | . [] No                  |                                 |
| 15. Access Restrictions [] Yes   | X No                     | 16. Audit Requirements          |                          |                                 |
| (If yes, cite Law(s) & Regulation(s))  |                          | [] None                         |                          | Federal                         |
|  |                          | State                           |                          | Independent                     |
|  | riefly and describe any  | 18. Recommended Retention       | n                        |                                 |
| hardware/software)   |                          |                                 |                          |                                 |
| [] Yes X   | . No                     |                                 |                          | •                               |
|  |                          | Retain ur                       | til updated or supersede | d, then destroy.                |
|  |                          |                                 | •                        |                                 |
| 10 Name and Title of December  | 00.7.                    | a Muselina                      | 04.5-1                   |                                 |
| 19. Name and Title of Preparer   | 20. Telephon             | e Number                        | 21. Date                 |                                 |
| T.M. Mcnamara  | 301-609-740              | 3                               | 5/7/97                   |                                 |

| Instructions - Typ | e or print a se    | parate form for        |                          |                                    |               | AGENCY RE        | CORDS      | SINVENTORY               |
|--------------------|--------------------|------------------------|--------------------------|------------------------------------|---------------|------------------|------------|--------------------------|
| each new or revis  | ed record serie    | es; forward with       |                          |                                    |               |                  |            |                          |
| Record Retention   | Schedule           |                        |                          |                                    |               | PAGE             | <u>5</u>   | 3                        |
| (DGS 550-1)        |                    |                        |                          |                                    |               | OF               | 6          | 4                        |
|                    |                    |                        |                          |                                    |               |                  |            | ·                        |
| 1. Department/Ag   | =                  |                        | 2. Division              |                                    |               | 3. Unit          |            |                          |
| UTILITI            |                    |                        |                          | OPERATIONS                         |               | Mattawoma        |            |                          |
| DEFINITION - RE    | CORD SERIE         | S - A group of related | d records normally filed | d and used as a unit               | for reference | as well as rete  | ention a   | nd disposition purposes. |
| 4. Record Series   |                    | •                      |                          |                                    |               | 5. Earliest Ye   | ar/Late    | st Year                  |
| Working            | lles in binders    | to track various ongo  | oing projects.           |                                    |               | N/A              | _ to       |                          |
| 0.0                |                    |                        | 6:6:11                   |                                    |               |                  |            |                          |
|                    |                    | netly describe the typ | es of info/documents/f   | forms found in the se              | nes. Include  | the purpose o    | r function | on of the series).       |
|                    | .C BK 002          | .l.abalf aantainina. D | idaat adataida Dia Ca    | a billing Mabiala sate             | shaala E Mar  |                  |            | -4-                      |
| A Works I          | n progress bod     | ksneir containing: Bi  | udget printouts, Bio-Gr  | o billing, venicle note            | edook, ⊏-ivia | ii phlouls, vena | or into (  | etc.                     |
|                    |                    |                        |                          |                                    |               |                  |            |                          |
|                    |                    |                        |                          |                                    |               |                  |            |                          |
| 7. Record Series   | Format (s)         |                        | 8. Record Series Seq     | uence                              |               | 9. Volume        |            |                          |
|                    | J (4)              |                        | 3.1.23.2.23.100.004      | , <del></del>                      |               |                  |            | File Drawer(s)           |
| Π Letter Siz       | e (1               | Microfilm              |                          |                                    |               | 2                |            | Microfilm Reel(s)        |
|                    |                    |                        | [] Alphabetical          |                                    |               | Number           | -          | Computer Tape(s)         |
| [] Legal Siz       | e ()               | Computer Tape          |                          |                                    |               |                  |            | Other (specify)          |
|                    |                    |                        | [] Numerical             |                                    |               |                  |            | Bookshelves              |
| │ │ │ │ Bound Be   | ok []              | Floppy Disk            |                          |                                    |               |                  |            |                          |
| <u>.</u>           | u u                |                        | [] Chronologica          | ı)                                 |               | 10. Annual Ad    | ccumula    | ation                    |
| [] Audio Ta        | oe []              | Video Tape             |                          |                                    |               |                  |            | File Drawer(s)           |
|                    | _                  | •                      | [] Geographica           | 1                                  |               | 1                |            | Microfilm Reel(s)        |
| [] x               | Notel              | book binders           |                          |                                    |               | Number           | -          | Computer Tape(s)         |
| _                  |                    |                        | x Other (specif          | not applicable                     |               |                  |            | Other (specify)          |
|                    |                    |                        |                          |                                    |               |                  |            | Bookshelf                |
|                    | _                  |                        |                          |                                    |               |                  |            |                          |
| 11. File is Used   |                    |                        |                          | 12. File Becomes I                 | nactive After | <del></del> ··   |            |                          |
| x Daily            | . 0                | Weekly                 | [] Monthly               | 1                                  | 0             | Months           | ×          | Years                    |
|                    |                    |                        |                          | Number                             |               |                  |            |                          |
| 13. Current Locat  | on(s) (Bldg        | ., Floor, Room)        |                          | 14. Is Record Serie                | •             |                  |            |                          |
|                    |                    |                        |                          | (If yes, specify agency or office) |               |                  |            |                          |
| Control E          | ldg - Asst Chie    | efs Office             |                          |                                    |               |                  |            |                          |
|                    |                    |                        |                          | 1                                  | Yes           | X                | No         |                          |
| 15. Access Restr   | _                  | Yes                    | X No                     | 16. Audit Requirem                 | ents          |                  |            |                          |
| (If yes, c         | e Law(s) & Re      | egulation(s))          |                          | ×                                  | None          |                  | Ö          | Federal                  |
|                    |                    |                        |                          | 0                                  | State         |                  | 0          | Independent              |
| 17. Is an Index S  |                    | (If yes, explain br    | riefly and describe any  | 18. Recommended                    | Retention     | •                |            |                          |
| hardware/softv     | hardware/software) |                        |                          |                                    | •             |                  |            |                          |
|                    | [] Ye              | es X                   | No                       |                                    | Purge annua   | lly; destroy mat | terial ha  | iving no further value.  |
|                    |                    |                        |                          | ₩.                                 |               |                  |            |                          |
|                    |                    |                        |                          |                                    |               |                  |            |                          |
|                    |                    |                        |                          | <u> </u>                           |               | <del></del>      | ,          |                          |
| 19. Name and Tit   | e of Preparer      |                        | 20. Telephon             | e Number                           | - ,           | 21. Date         |            |                          |
|                    |                    |                        |                          | _                                  |               |                  |            |                          |
| T.M. McNamara      |                    |                        | 301-609-740              | 3                                  |               | 5/7/97           |            |                          |

| Instructions - Type or print a separate form for   |                            |                                    | AGENCY RECORDS INVENTORY                      |
|--|----------------------------|------------------------------------|---|
| each new or revised record series; forward with    |                            |                                    |   |
| Record Retention Schedule                          |                            |                                    | PAGE <u>54</u>                                |
| (DGS 550-1)  |                            |                                    | OF 6 <u>4</u>                                 |
|  |                            |                                    |   |
| 1. Department/Agency                               | 2. Division                |                                    | 3. Unit                                       |
| UTILITIES  |                            | OPERATIONS                         | Mattawoman                                    |
| DEFINITION - RECORD SERIES - A group of rela       | ted records normally filed | d and used as a unit for reference |   |
| 4. Record Series Title                             |                            |                                    | 5. Earliest Year/Latest Year                  |
| EPA 503 Regs & reports                             |                            |                                    | 1993 to 1997                                  |
| 6. Record Series Description (Briefly describe the | types of info/documents/   | forms found in the series. Includ  | e the purpose or function of the series).     |
| File I.D. FR FC 002                                |                            |                                    |   |
| Epa 503 Regs and reports, various regula           | tory correspondence        |                                    |   |
|  |                            |                                    |   |
|  |                            | ·                                  |   |
|  |                            |                                    | <u></u>                                       |
| 7. Record Series Format (s)                        | 8. Record Series Seq       | uence                              | 9. Volume                                     |
|  |                            |                                    | X File Drawer(s)                              |
| [] Letter Size [] Microfilm                        |                            |                                    | 3 Microfilm Reel(s)                           |
|  | x Alphabetical             |                                    | Number Computer Tape(s)                       |
| x Legal Size [] Computer Tap                       |                            | ·                                  | Other (specify)                               |
|  | [] Numerical               |                                    | File folders                                  |
| [] Bound Book [] Floppy Disk                       | 5.01                       |                                    | 10.4  |
| G. Audio Tono                                      | [] Chronologica            | [[                                 | 10. Annual Accumulation                       |
| [] Audio Tape [] Video Tape                        | 7 O                        | 1                                  | x File Drawer(s)                              |
| <b>.</b>   | [] Geographica             | ·                                  | 1 Microfilm Reel(s)                           |
| [] Other (specify)                                 |                            |                                    | Number Computer Tape(s)                       |
|  | Other (specif              | y <u>)</u>                         | Other (specify)                               |
|  |                            |                                    | File folders                                  |
| 11. File is Used                                   |                            | 12. File Becomes Inactive Afte     | r   |
| [] Daily [] Weekly                                 | x Monthly                  | 5 Д                                | Months x Years                                |
|  | •                          | Number                             |   |
| 13. Current Location(s) (Bldg., Floor, Room)       | <u></u>                    | 14. Is Record Series Duplicate     | d Elsewhere?                                  |
|  |                            | (If yes, specify agency or of      |   |
| Control Building, File room                        |                            |                                    |   |
| . •  |                            | [] Yes                             | x No  |
| 15. Access Restrictions [] Yes                     | X No                       | 16. Audit Requirements             |   |
| (If yes, cite Law(s) & Regulation(s))              |                            | [] None                            | x Federal                                     |
|  |                            | x State                            | [] Independent                                |
| 17. Is an Index System used? (If yes, explain      | briefly and describe any   | 18. Recommended Retention          |   |
| hardware/software)                                 |                            |                                    |   |
| [] Yes   | X No                       | Retain regs                        | until updated or superseded, then destroy.    |
|  |                            | Screen repo                        | rts after 5 years, destroying material having |
| ·  |                            | no further le                      | gal, administrative, or operational value.    |
| 10.11  |                            | <u> </u>                           |   |
| 19. Name and Title of Preparer                     | 20. Telephor               | e Number                           | 21. Date                                      |
| T.M. McNamara                                      | 301-609-740                | 3                                  | 5/7/97  |

| Instructions - Type or print a separate | e form for                 |                      |                              | AGE           | NCY RECORD       | SINVENTORY                |
|---|----------------------------|----------------------|------------------------------|---------------|------------------|---------------------------|
| each new or revised record series; for  | rward with                 |                      |                              |               |                  | •                         |
| Record Retention Schedule               |                            |                      |                              | P             | AGE 5            | 55                        |
| (DGS 550-1)                             |                            |                      |                              | -             | OF (             | <u>54</u>                 |
|   |                            |                      |                              |               |                  |                           |
| Department/Agency                       |                            | 2. Division          |                              | 3. Un         | it               |                           |
| UTILITIES                               |                            |                      | OPERATIONS                   | Matt          | awoman           |                           |
| DEFINITION - RECORD SERIES - A          | group of related records   | normally filed       | and used as a unit for refe  | erence as we  | ll as retention  | and disposition purposes. |
| 4. Record Series Title                  |                            |                      |                              | 5. Ea         | rliest Year/Late | est Year                  |
| Water withdrawal & various M            | Aattawoman files           |                      |                              | 1             | 989 to           | 1997                      |
|   |                            |                      |                              |               |                  |                           |
| 6. Record Series Description (Briefly   | describe the types of info | o/documents/fo       | orms found in the series. It | nclude the pu | rpose or funct   | ion of the series).       |
| File I.D. FR FC 003                     |                            |                      |                              |               |                  |                           |
| Water withdrawal reports and the follo  | owing Mattawoman files:    | Phase II info,       | Biomonitoring info, Mass B   | Balance info, | Judgement Or     | der info.                 |
|   |                            |                      |                              |               |                  |                           |
| ·                                       |                            |                      | •                            |               |                  |                           |
|   |                            |                      |                              |               |                  | ,                         |
| 7. Record Series Format (s)             | 8. Reco                    | ord Series Sequ      | uence                        | 9. Vo         | lume             |                           |
|   |                            |                      |                              |               | · X              | File Drawer(s)            |
| [] Letter Size [] Mi                    | licrofilm                  |                      |                              |               | 3                | Microfilm Reel(s)         |
|   |                            | Alphabetical         |                              | Nu            | mber             | Computer Tape(s)          |
| x Legal Size [] Co                      | omputer Tape               |                      |                              |               |                  | Other (specify)           |
| <del>-</del>                            |                            | Numerical            |                              |               |                  | • • •                     |
| [] Bound Book [] Flo                    | loppy Disk                 |                      |                              |               |                  | <del></del>               |
|   |                            | Chronological        | 1                            | 10. A         | nnual Accumu     | lation                    |
| [] Audio Tape [] Vi                     | ideo Tape                  | - · · · <del>-</del> |                              |               | x                | File Drawer(s)            |
|   |                            | Geographical         |                              |               |                  | Microfilm Reel(s)         |
| [] Other (specify)                      |                            | • • •                |                              | Nu            | mber             | Computer Tape(s)          |
|   |                            | Other (specify       | <i>(</i> )                   |               |                  | Other (specify)           |
|   |                            | ()                   | ·                            |               |                  |                           |
|   |                            |                      |                              |               |                  |                           |
| 11. File is Used                        |                            |                      | 12. File Becomes Inactive    | After         |                  |                           |
| [] Daily [] W                           | /eekly x                   | Monthly              |                              | l Monti       | ns []            | Years                     |
| <b>u</b> ,                              | ,                          |                      | Number                       |               |                  |                           |
| 13. Current Location(s) (Bldg., Flo     | or, Room)                  |                      | 14. Is Record Series Dupl    | licated Elsew | here?            |                           |
| (,, (,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, |                            |                      | (If yes, specify agency      |               |                  |                           |
| Control Building, File room             |                            |                      | (,,,,,                       |               |                  | •                         |
| <b>3</b> ,                              |                            |                      | [] Yes                       |               | x No             |                           |
| 15. Access Restrictions                 | Yes X                      | No                   | 16. Audit Requirements       |               |                  |                           |
| (If yes, cite Law(s) & Regulat          |                            |                      | П Мог                        | ne            | · <b>x</b>       | Federal                   |
| (, 50, 6.10 2211(6, 6.11092121          |                            |                      | x Sta                        |               | n                | Independent               |
| 17. Is an Index System used? (If        | f ves explain briefly and  | describe any         | 18. Recommended Reten        |               |                  | теоронсон                 |
| hardware/software)                      | r yes, explain shony and   | describe any         | To recommended recom         |               |                  |                           |
| [] Yes                                  | X No                       |                      | ,                            |               |                  |                           |
| L. Tes                                  | X 140                      |                      | Petain                       | until undated | or supersade     | d, then destroy.          |
| 4.7                                     |                            |                      | Ketaiii                      | uniii upuateu | or suberseder    | a, men desitoy.           |
|   |                            |                      |                              |               |                  |                           |
| 40 Name and Title of Reseases           |                            | 20 Talaahan          | - N                          | 24.5          | -1-              |                           |
| 19. Name and Title of Preparer          |                            | 20. Telephone        | e Number                     | 21. D         | ate              |                           |
|   |                            |                      |                              |               | _                |                           |
| T.M. McNamara                           |                            | 301-609-7403         | 3                            | 5/7/97        | 7                |                           |

| Instructions - Type or print a separate form for |  | AGENCY RECORDS INVENTORY   |
|--|--|--|
| each new or revised record series; forward with  |  | AGENOT REGORDS INVENTORY   |
| Record Retention Schedule                        | '  | PAGE 56  |
|  |  |  |
| (DGS 550-1)                                      |  | OF <u>64</u>   |
| A December 2018 consul                           | O Division   | 0.11.2   |
| 1. Department/Agency                             | 2. Division  | 3. Unit  |
| UTILITIES  | OPERATIONS   | Mattawoman   |
|  | related records normally filed and used as a unit for    | reference as well as retention and disposition purposes.   |
| 4. Record Series Title                           |  | 5. Earliest Year/Latest Year   |
| Safety and electrical                            |  | 1979 to 1997   |
|  |  |  |
| 6. Record Series Description (Briefly describe t | he types of info/documents/forms found in the serie      | s. Include the purpose or function of the series).   |
| File 1.D. FR FC 004                              |  |  |
| HazChem training material, pump station electr   | ical controls info, engineering electrical drawings, fiz | xed physical asset inventory   |
|  |  |  |
|  | •  |  |
|  |  |  |
| 7. Record Series Format (s)                      | 8. Record Series Sequence                                | 9. Volume  |
|  |  | x File Drawer(s)   |
| [] Letter Size [] Microfilm                      |  | 3 Microfilm Reel(s)  |
| <b>2</b>   | ∏ Alphabetical   | Number Computer Tape(s)  |
| x Legal Size [] Computer T                       | _ ,  | Other (specify)  |
| A Legal Gize     Computer                        | ∏ Numerical  | Other (apeciny)  |
| D. Downt Book D. Flower Biok                     |  |  |
| Bound Book                                       |  |  |
|  | [] Chronological   | 10. Annual Accumulation  |
| [] Audio Tape [] Video Tape                      |  | File Drawer(s)   |
|  | [] Geographical  | N/A Microfilm Reel(s)  |
| [] Other (specify)                               |  | Number Computer Tape(s)  |
|  | x Other (specif as stated above                          | Other (specify)  |
|  |  |  |
|  |  |  |
| 11. File is Used                                 | 12. File Becomes Inac                                    | ctive After  |
| x Daily x Weekly                                 | x Monthly N/A  | [] Months [] Years   |
| •  | Number   |  |
| 13. Current Location(s) (Bldg., Floor, Room      | 14. Is Record Series [                                   | Duplicated Elsewhere?  |
|  | (If yes, specify age                                     | ncy or office)   |
| Control building, file room                      |  |  |
| -<br>  | [] Ye  | s x No   |
| 15. Access Restrictions [] Yes                   | X No 16. Audit Requiremen                                |  |
| (If yes, cite Law(s) & Regulation(s))            | ×  | None [] Federal  |
| () 55, 5115 2211(5) 5 1 10g01011011(6))          | n  | State [] Independent   |
| 17. Is an Index System used? (If yes, exp        | lain briefly and describe any 18. Recommended Re         |  |
| hardware/software)                               | is the street and describe any into the commended Ki     | Cicinon  |
| ·  | Y No   |  |
| [] Yes   | X No   | Andrew Miller and a first state of the state |
|  | ∏ Ref  | tain until updated or superseded, then destroy.  |
|  |  |  |
|  |  |  |
| 19. Name and Title of Preparer                   | 20. Telephone Number                                     | 21. Date   |
|  |  |  |
| T.M. McNamara                                    | 301-609-7403   | 5/7/97   |

| Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (CGS 550-1)  1. Department/Agency   |  |                          |                                  | <del></del>         |                                       |
|--|--|--------------------------|----------------------------------|---------------------|---------------------------------------|
| Record Retention Schedule (DSS 550-1)  1. Department/Agency 2. Division OPERATIONS Mattawoman  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 Training Materials  6. Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series).  File LD. RR FC 005, FR FC 005  Various training materials  7. Record Series Format (s)  8. Record Series Sequence 9. Volume x File Drawer(s) File LD. RR FC 005, FR FC 005  Various training materials  8. Record Series Sequence 9. Volume x File Drawer(s) Computer Tape(s) Other (specify)    Numerical   Chronological   Chronological   Chronological   Chronological   Other (specify)   Other (specify)   Other (specify)  11. File is Used   Daily   Weekly   Monthly   Monthly   Monthly   Number   Months Years   Number   N |  |                          |                                  | AGENCY REC          | ORDS INVENTORY                        |
| 1. Department/Agency   | ·  | -                        |                                  |                     |                                       |
| 1. Department/Agency UTILITIES  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 Training Materials  5. Earliest Year/Latest Year N/A to  6. Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series).  File I.D. FR FC 005, FR FC 005  Various training materials  7. Record Series Format (s)  8. Record Series Sequence  9. Volume  x File Drawer(s) 1 Microfilm Reel(s) Number  Computer Tape(s) Other (specify)  [ Numerical  x Audio Tape [ Video Tape [ Geographical [ Chronological  |  |                          |                                  |                     | · <del>-</del>                        |
| UTILITIES  OPERATIONS  Mattawoman  DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.  A. Record Series Title  | (DGS 550-1)  |                          |                                  | OF                  | 64                                    |
| 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 Training Materials  5. Earliest Year/Latest Year N/A to  6. Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series).  File I.D. FR FC 005, FR FC 005 Various training materials  7. Record Series Format (s)  8. Record Series Sequence  9. Volume  x File Drawer(s)  Alphabetical  x Alphabetical  Number  Computer Tape(s)  Other (specify)  [ Numerical  | 1. Department/Agency                                   | 2. Division              |                                  | 3. Unit             | <u> </u>                              |
| 4. Record Series Title Training Materials  6. Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series).  File LD. FR FC 005, FR FC 005 Various training materials  7. Record Series Format (s)  [] Letter Size  | UTILITIES  |                          | OPERATIONS                       | Mattawoma           | n                                     |
| Training Materials  Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series).  File I.D. FR FC 005, FR FC 005  Various training materials  7. Record Series Format (s)    Letter Size   | DEFINITION - RECORD SERIES - A group of related        | d records normally filed | and used as a unit for reference | ce as well as reter | tion and disposition purposes.        |
| 6. Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series).  File I.D. FR FC 005, FR FC 005  Various training materials  7. Record Series Format (s)   | 4. Record Series Title                                 |                          |                                  | 5. Earliest Yea     | r/Latest Year                         |
| File I.D. FR FC 005, FR FC 005  Various training materials  7. Record Series Format (s)    Letter Size   | Training Materials                                     |                          |                                  | N/A                 | to                                    |
| 7. Record Series Format (s)    Cetter Size   Microfilm   Microfilm   Microfilm   | 6. Record Series Description (Briefly describe the typ | pes of info/documents/f  | forms found in the series. Inclu | de the purpose or   | function of the series).              |
| 7. Record Series Format (s)    Letter Size   | File I.D. FR FC 005, FR FC 005                         |                          |                                  |                     |                                       |
| Letter Size  | Various training materials                             |                          |                                  |                     |                                       |
| Letter Size  |  |                          |                                  |                     |                                       |
| Letter Size  |  |                          |                                  |                     |                                       |
| Letter Size  |  | 1                        |                                  | <u> </u>            |                                       |
| Letter Size  | 7. Record Series Format (s)                            | 8. Record Series Seq     | uence                            | 9. Volume           | <b>5</b> 1- <b>B</b> (a)              |
| x Legal Size   | B. Jahra Circ. B. Missafler                            |                          |                                  |                     | , ,                                   |
| X Legal Size   | U Letter Size U Micronim                               | v Alababatical           |                                  | <del></del>         | • •                                   |
| Numerical   Numerical     Numerical  | v Legal Size II Computer Tane                          | x Aiphabetical           |                                  | Number              |                                       |
| x Bound Book [] Floppy Disk  [] Chronological 10. Annual Accumulation  x Audio Tape [] Video Tape [] Geographical N/A Microfilm Reel(s)  [] Other (specify) [] Other (specify) Other (specify)  11. File is Used As needed  [] Daily [] Weekly [] Monthly [] Months Years  Number  13. Current Location(s) (Bldg., Floor, Room)  14. Is Record Series Duplicated Elsewhere?  (If yes, specify agency or office)  | x Legal Size [] Computer rape                          | Π Numerical              |                                  |                     | Other (specify)                       |
| Chronological   10. Annual Accumulation   File Drawer(s)   | х Bound Book Л Floppy Disk                             | L Hamonoa                |                                  |                     | <del></del>                           |
| X Audio Tape [ Video Tape  | <b>1</b> 10,000  | Chronological            | I                                | 10. Annual Aco      | cumulation                            |
| [] Other (specify)  [] Other (specify)  Number  Computer Tape(s) Other (specify)  11. File is Used Daily  [] Weekly [] Monthly [] Monthly [] Months  Number  12. File Becomes Inactive After  [] Months  Number  13. Current Location(s)  (Bldg., Floor, Room)  14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)  | x Audio Tape [] Video Tape                             |                          |                                  |                     | File Drawer(s)                        |
| 11. File is Used As needed  [] Daily [] Weekly [] Monthly [] Months Years  Number  13. Current Location(s) (Bldg., Floor, Room)  [] Other (specify)  |  | [] Geographical          |                                  | N/A                 | Microfilm Reel(s)                     |
| 11. File is Used As needed  [] Daily [] Weekly [] Monthly [] Months Years  Number  13. Current Location(s) (Bldg., Floor, Room)  14. Is Record Series Duplicated Elsewhere?  (If yes, specify agency or office)  | Other (specify)  |                          | ·                                | Number              | Computer Tape(s)                      |
| [] Daily [] Weekly [] Monthly [] Months Years  Number  13. Current Location(s) (Bldg., Floor, Room)  14. Is Record Series Duplicated Elsewhere?  (If yes, specify agency or office)  |  | [] Other (specify        | y <u>)</u>                       |                     | Other (specify)                       |
| [] Daily [] Weekly [] Monthly [] Months Years  Number  13. Current Location(s) (Bldg., Floor, Room)  14. Is Record Series Duplicated Elsewhere?  (If yes, specify agency or office)  |  |                          |                                  |                     |                                       |
| [] Daily [] Weekly [] Monthly [] Months Years  Number  13. Current Location(s) (Bldg., Floor, Room)  14. Is Record Series Duplicated Elsewhere?  (If yes, specify agency or office)  | 11. File is Used As needed                             |                          | 12. File Becomes Inactive After  | <br>er              |                                       |
| Number  13. Current Location(s) (Bldg., Floor, Room)  14. Is Record Series Duplicated Elsewhere?  (If yes, specify agency or office)   | [] Daily [] Weekly                                     | [] Monthly               | 11                               |                     | Years                                 |
| (If yes, specify agency or office)   |  | - ,                      | Number                           |                     |                                       |
|  | 13. Current Location(s) (Bldg., Floor, Room)           |                          | 14. Is Record Series Duplicate   | ed Elsewhere?       |                                       |
| Control Building, File room  | ·  |                          | (If yes, specify agency or of    | ffice)              |                                       |
|  | Control Building, File room                            |                          |                                  |                     |                                       |
| Yes x No   |  | ·                        | l                                | x_[                 | No                                    |
| 15. Access Restrictions [] Yes X No 16. Audit Requirements   | <del>-</del>   | X No                     | 16. Audit Requirements           |                     |                                       |
| (If yes, cite Law(s) & Regulation(s))  X None [] Federal   | (If yes, cite Law(s) & Regulation(s))                  |                          | <u>}</u>                         |                     | _                                     |
| [] State [] Independent  | 17.1   |                          | ·                                |                     | [] Independent                        |
| 17. Is an Index System used? (If yes, explain briefly and describe any   |  | netly and describe any   | 18. Recommended Retention        | •                   |                                       |
| hardware/software)  [] Yes X No  | ·  | No                       |                                  |                     |                                       |
| Retain until updated or superseded, then destroy.  | ц тез ^  |                          | Retain until                     | updated or super    | seded, then destroy                   |
| Netall until appared of superseded, men desirby.   |  |                          | Tetairi Gillii                   | apaciou or super-   | 2000d, 11011 dooledy.                 |
|  |  |                          |                                  |                     | •                                     |
| 19. Name and Title of Preparer 20. Telephone Number 21. Date   | 19. Name and Title of Preparer                         | 20. Telephone            | e Number                         | 21. Date            | · · · · · · · · · · · · · · · · · · · |
|  | •  |                          | •                                |                     |                                       |
| T.M. McNamara 301-609-7403 5/7/97  | T.M. McNamara  | 301-609-7403             | 3                                | 5/7/97              |                                       |

| Instructions - Type or print a separate form for   |                              |   | ======================================= | AGENCY RE           | CORDS      | SINVENTORY              |
|--|------------------------------|---|---|---------------------|------------|-------------------------|
| each new or revised record series; forward with    |                              |   |   |                     |            |                         |
| Record Retention Schedule                          |                              |   |   | PAGE                | 58         | 3                       |
| (DGS 550-1)  |                              |   |   | OF                  | 64         | 4                       |
| 4 December 110                                     | 2 Division                   |   |   | 0.11=11             |            |                         |
| Department/Agency     UTILITIES                    | 2. Division                  | PERATIONS                               |   | 3. Unit<br>Mattawom | <b></b>    |                         |
| DEFINITION - RECORD SERIES - A group of rela       |                              |   |   |                     |            | ad diaposition purposes |
| 4. Record Series Title                             | ned records normally nied ar | nd used as a drift it                   | or releience                            | 5. Earliest Ye      |            |                         |
| Engineering Drawings                               |                              |   |   | 1974                | to         | Present                 |
| 6. Record Series Description (Briefly describe the | types of info/documents/form | ns found in the ser                     | ies. Include                            | the purpose o       | r function | on of the series).      |
| File I.D. FR FF 001                                |                              |   | •                                       |                     |            |                         |
| Dual purpose pump station drawings, orig           | inal as builts.              |   | •                                       |                     |            |                         |
|  |                              |   |   |                     |            | ,                       |
|  |                              |   |   |                     |            |                         |
| 7. Record Series Format (s)                        | 8. Record Series Seque       | nce                                     |   | 9. Volume           |            |                         |
|  |                              |   |   |                     | ×          | File Drawer(s)          |
| ] Letter Size [] Microfilm                         |                              |   |   | 5                   | _          | Microfilm Reel(s)       |
|  | [] Alphabetical              |   |   | Number              |            | Computer Tape(s)        |
| [] Legal Size [] Computer Tap                      | •                            |   |   |                     |            | Other (specify)         |
|  | [] Numerical                 |   |   |                     |            |                         |
| [] Bound Book [] Floppy Disk                       |                              |   |   |                     |            |                         |
|  | x Chronological              |   |   | 10. Annual Ad       | ccumula    | ition                   |
| [] Audio Tape [] Video Tape                        |                              |   | •                                       |                     |            | File Drawer(s)          |
| •  | [] Geographical              |   |   | N/A                 | _          | Microfilm Reel(s)       |
| x Other (specify) Flat File                        |                              |   |   | Number              |            | Computer Tape(s)        |
|  | [] Other (specify)           |   |   |                     |            | Other (specify)         |
|  |                              |   |   |                     |            |                         |
|  |                              |   |   | <u> </u>            |            |                         |
| 11. File is Used                                   |                              | 2. File Becomes In                      |   | 8.0                 | _          | <b>V</b> .              |
| x Daily [] Weekly                                  | X Monthly                    | N/A                                     | 0                                       | Months              | ĹŪ         | Years                   |
| 13. Current Location(s) (Bldg., Floor, Room)       | 4                            | Number 4. Is Record Series              | Dualicator                              | Elecurbare 2        |            |                         |
| 13. Current Location(s) (Bldg., Floor, Room)       | ·                            | 4. Is Record Series (If yes, specify ag | •                                       |                     |            |                         |
| Control Building, File room                        | `.                           | (II yes, specify ag                     | ency or one                             | <i>.</i> e,         |            |                         |
| Control Building, File 100m                        |                              | Y                                       | es                                      | . <b>Y</b>          | No         |                         |
| 15. Access Restrictions [] Yes                     | X No 10                      | 6. Audit Requireme                      |   |                     |            |                         |
| (If yes, cite Law(s) & Regulation(s))              | 7 119                        | X                                       | None                                    |                     | П          | Federal                 |
| (ii yee, ale zawle) a regulation(e))               |                              | n                                       | State                                   |                     | ח          | Independent             |
| 17. Is an Index System used? (If yes, explain      | briefly and describe any     | <del></del>                             |   |                     | u_         | аоронаон                |
| hardware/software)                                 | and dodding any              | 5                                       |   |                     |            |                         |
| [] Yes .   | X No                         |   |   |                     |            |                         |
| u 100 .  |                              | R                                       | etain until u                           | pdated or supe      | erseded    | then destroy.           |
|  |                              | 1                                       | osani aritii U                          |                     |            | ,                       |
|  |                              |   |   |                     |            |                         |
| 19. Name and Title of Preparer                     | 20. Telephone N              | Number                                  |   | 21. Date            |            |                         |
| ·  |                              |   |   |                     |            |                         |
| T.M. McNamara                                      | 301-609-7403                 |   |   | 5/7/97              |            |                         |

| Instructions - Type or print a separate form for        |                          |  | AGENCY RECOR             | DS INVENTORY              |
|---|--------------------------|--|--------------------------|---------------------------|
| each new or revised record series; forward with         |                          |  |                          |                           |
| Record Retention Schedule                               |                          |  | PAGE                     | 59                        |
| (DGS 550-1)   |                          | •  | OF                       | 64                        |
| (,  |                          |  |                          | <u>.</u>                  |
| 1. Department/Agency                                    | 2. Division              |  | 3. Unit                  |                           |
| UTILITIES   |                          | OPERATIONS                                 | Mattawoman               |                           |
| DEFINITION - RECORD SERIES - A group of relate          | d records normally filed | and used as a unit for refere              | nce as well as retention | and disposition purposes. |
| 4. Record Series Title                                  |                          | 5. Earliest Year/La                        | itest Year               |                           |
| Phase III Engineering Drawings                          |                          | N/A to                                     |                          |                           |
| 6. Record Series Description (Briefly describe the type | pes of info/documents/f  | orms found in the series. Incl             | ude the purpose or fun   | ction of the series).     |
| File I.D. FR FF 002, 003                                |                          |  |                          |                           |
| Phase III Engineering Drawings                          |                          | •  |                          |                           |
|   |                          |  |                          |                           |
|   |                          |  |                          |                           |
|   | ·                        |  |                          |                           |
| 7. Record Series Format (s)                             | 8. Record Series Seq     | uence                                      | 9. Volume                |                           |
|   |                          |  | ×                        | File Drawer(s)            |
| [] Letter Size [] Microfilm                             | •                        |  | 7                        | Microfilm Reel(s)         |
|   | [] Alphabetical          |  | Number                   | Computer Tape(s)          |
| [] Legal Size [] Computer Tape                          |                          |  |                          | Other (specify)           |
|   | [] Numerical             |  |                          |                           |
| [] Bound Book [] Floppy Disk                            |                          |  |                          |                           |
|   | [] Chronologica          | l  | 10. Annual Accum         | ulation                   |
| [] Audio Tape [] Video Tape                             |                          |  |                          | File Drawer(s)            |
|   | [] Geographica           | l  | N/A                      | Microfilm Reel(s)         |
| x Other (specify) Flat File                             |                          |  | Number                   | Computer Tape(s)          |
|   | x Other (specif          | N/A  |                          | Other (specify)           |
|   |                          |  |                          |                           |
|   |                          |  |                          |                           |
| 11. File is Used  |                          | 12. File Becomes Inactive Af               |                          |                           |
| x Daily [] Weekly                                       | Monthly                  | N/A []                                     | Months ' [               | Years                     |
| 40.0  |                          | Number                                     | 4.45                     |                           |
| 13. Current Location(s) (Bldg., Floor, Room)            |                          | 14. Is Record Series Duplicated Elsewhere? |                          |                           |
| Control Pulleller File                                  |                          | (If yes, specify agency or                 | unice)                   |                           |
| Control Building, File room                             |                          | n v  |                          |                           |
| 45 Assass Bastrictions B. Vo-                           | V N-                     | [] Yes                                     | x No                     |                           |
| 15. Access Restrictions [] Yes                          | X No                     | 16. Audit Requirements                     | -                        |                           |
| (If yes, cite Law(s) & Regulation(s))                   |                          | x None                                     | . [                      | •                         |
| 47 Is an Index Outlier world                            | التحديد المسابق          | [] State                                   |                          | Independent               |
|   | nelly and describe any   | 18. Recommended Retention                  |                          |                           |
| hardware/software)                                      |                          | Dotain                                     | ii undatad as assass = = | ad than dastrair          |
| [] Yes X No   |                          | Retain un                                  | til updated or supersed  | eu, men destroy.          |
|   |                          |  |                          |                           |
|   |                          |  |                          |                           |
| 19. Name and Title of Preparer                          | 20. Telephon             | e Number                                   | 21. Date                 |                           |
| 19. Name and the of Freparer                            | ZV. Telephon             | e Humber                                   | Z I. Date                |                           |
| TM Mohlomore  | 204 000 740              | 2  | E/7/07                   | ·                         |
| T.M. McNamara   | 301-609-740              | ა  | 5/7/97                   |                           |

| Instructions - Type or print a separate form for      |                           |                                    | AGENCY RECORD         | S INVENTORY        |
|---|---------------------------|------------------------------------|-----------------------|--------------------|
| each new or revised record series; forward with       |                           |                                    |                       |                    |
| Record Retention Schedule                             |                           |                                    | PAGE 6                | 0                  |
| (DGS 550-1)   |                           |                                    | OF 6                  | <u>4</u>           |
|   |                           |                                    |                       |                    |
| 1. Department/Agency                                  | 2. Division               |                                    | 3. Unit               |                    |
| UTILITIES   |                           | OPERATIONS                         | Mattawoman            |                    |
| DEFINITION - RECORD SERIES - A group of relate        | d records normally filed  | I and used as a unit for reference | 7                     |                    |
| 4. Record Series Title                                |                           | •                                  | 5. Earliest Year/Late | st Year            |
| Wastewater O&M Manuals                                |                           |                                    | N/A to                |                    |
| 6. Record Series Description (Briefly describe the ty | nee of infoldacuments/    | forms found in the series Include  | the numero or functi  | on of the engine)  |
| File I.D. FR BK 001                                   | pes of into/documents/i   | orms round in the series. Include  | the purpose of functi | on of the series). |
| Waste water O&M Manuals                               |                           |                                    |                       |                    |
| Traste Water Calvi Maridais                           |                           |                                    |                       | ,                  |
|   |                           |                                    |                       |                    |
|   |                           |                                    |                       | •                  |
| 7. Record Series Format (s)                           | 8. Record Series Seq      | uence                              | 9. Volume             | ·····              |
|   |                           |                                    |                       | File Drawer(s)     |
| Letter Size [] Microfilm                              |                           |                                    | 5                     | Microfilm Reel(s)  |
|   | [] Alphabetical           |                                    | Number                | Computer Tape(s)   |
| [] Legal Size [] Computer Tape                        |                           |                                    | x                     | Other (specify)    |
| ·   | [] Numerical              |                                    |                       | Bookshelves        |
| [] Bound Book [] Floppy Disk                          |                           |                                    |                       |                    |
|   | Chronologica              | 1                                  | 10. Annual Accumul    | ation              |
| [] Audio Tape [] Video Tape                           |                           |                                    |                       | File Drawer(s)     |
|   | [] Geographica            |                                    | N/A                   | Microfilm Reel(s)  |
| x Other (specify) Bookshelves                         |                           |                                    | Number                | Computer Tape(s)   |
|   | x Other (specif           | By Facility                        |                       | Other (specify)    |
|   |                           |                                    |                       |                    |
| 11. File is Used                                      |                           | 12. File Becomes Inactive After    |                       |                    |
| x Daily X Weekly                                      | [] Monthly                | N/A                                | Months []             | Years              |
| ,   | u,                        | Number                             | u u                   |                    |
| 13. Current Location(s) (Bldg., Floor, Room)          |                           | 14. Is Record Series Duplicated    | Elsewhere?            |                    |
| <u> </u>  |                           | (If yes, specify agency or office  | ce)                   |                    |
| Control Building, File room                           |                           |                                    |                       |                    |
|   |                           | Yes                                | x No                  |                    |
| 15. Access Restrictions [] Yes                        | X No                      | 16. Audit Requirements             |                       |                    |
| (If yes, cite Law(s) & Regulation(s))                 |                           | X None                             | 0                     | Federal            |
|   |                           | [] State                           | <u>.</u> 0            | Independent        |
| 17. Is an Index System used? (If yes, explain b       | 18. Recommended Retention |                                    | ŕ                     |                    |
| hardware/software)                                    |                           |                                    |                       |                    |
| [] Yes X  | Retain until u            | pdated or superseded               | , then destroy.       |                    |
|   |                           |                                    |                       |                    |
| ·   |                           |                                    |                       |                    |
| 40 Nome and Till (C)                                  | 20                        | - Niverban                         | 0.0                   |                    |
| 19. Name and Title of Preparer 20. Telephone          |                           | e Number                           | 21. Date              |                    |
| T.M. McNamara 301-609-7403                            |                           | 3                                  | 5/7/97                |                    |

|   | T                                     |   |                                  |  |
|---|---------------------------------------|---|----------------------------------|--|
| Instructions - Type or print a separate form for  |                                       | AGENCY RECO                                 | AGENCY RECORDS INVENTORY         |  |
| each new or revised record series; forward with   |                                       |   |                                  |  |
| Record Retention Schedule   |                                       | PAGE  | <b>61</b> .                      |  |
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| 1. Department/Agency  | 2. Division                           | 3. Unit                                     |                                  |  |
| UTILITIES   | OPERA                                 | TIONS Mattawoman                            |                                  |  |
| DEFINITION - RECORD SERIES - A group of relate  | d records normally filed and used     | as a unit for reference as well as retenti- | on and disposition purposes.     |  |
| 4. Record Series Title  |                                       | 5. Earliest Year/l                          | Latest Year                      |  |
| Water O&M Manuals   |                                       | N/A   | to                               |  |
| Record Series Description (Briefly describe the ty<br>File I.D. FR BK 002      Water system O&M Manuals | pes of info/documents/forms found     | I in the series. Include the purpose or fu  | unction of the series).          |  |
|   | · · · · · · · · · · · · · · · · · · · |   |                                  |  |
| 7. Record Series Format (s)   | 8. Record Series Sequence             | 9. Volume                                   |                                  |  |
|   |                                       | _   | File Drawer(s)                   |  |
| [] Letter Size [] Microfilm   | D Alababatat                          | 5   | Microfilm Reel(s)                |  |
| G. Land Sine G. Computer Tree   | [] Alphabetical                       | Number                                      | Computer Tape(s)                 |  |
| [] Legal Size [] Computer Tape  | II Numerical                          |   | x Other (specify)                |  |
| S. Davad Bask S. Flancy Disk  | [] Numerical                          |   | Bookshelves                      |  |
| [] Bound Book [] Floppy Disk  | [ Change lands                        | 10. Annual Accu                             |                                  |  |
| G Audio Tono G Vidos Tono   | [] Chronological                      | 10. Annuai Accu                             |                                  |  |
| [] Audio Tape [] Video Tape   | [] Geographical                       | N/A   | File Drawer(s) Microfilm Reel(s) |  |
| x Other (specify) Bookshelves   | lj Geographica                        | Number                                      | Computer Tape(s)                 |  |
| A Cities (specify) Bookshelves  | x Other (specif By Facility           |   | Other (specify)                  |  |
| 11. File is Used  | 12 File B                             | ecomes Inactive After                       |                                  |  |
| x Daily [] Weekly   | ] Monthly N/                          |   | [] Years                         |  |
| X Daily [] Weekly   | D Mortally Num                        |   | II rears                         |  |
| 13. Current Location(s) (Bldg., Floor, Room)  |                                       | cord Series Duplicated Elsewhere?           |                                  |  |
| is: surrout Essential (Single, Floor, Rosin)  |                                       | specify agency or office)                   |                                  |  |
| Control Building, File room   | (11 )00,                              | apolity agona, an amoc,                     |                                  |  |
| Control Sanding, 1 no 100m.   |                                       | [] Yes x No                                 | ·<br>o                           |  |
| 15. Access Restrictions [] Yes  | X No 16. Audit                        | Requirements                                |                                  |  |
| (If yes, cite Law(s) & Regulation(s))   |                                       | x None                                      | ¶ Federal                        |  |
| (,,   |                                       | ∏ State                                     | [] Independent                   |  |
| 17. Is an Index System used? (If yes, explain b   | riefly and describe any 18. Recor     | mmended Retention                           |                                  |  |
| hardware/software)  |                                       |   |                                  |  |
| [] Yes X No Retain until updated or supers  |                                       | eded, then destroy.                         |                                  |  |
|   |                                       | ·   |                                  |  |
| 19. Name and Title of Preparer  | 20. Telephone Number                  | 21. Date                                    |                                  |  |
|   |                                       |   |                                  |  |
| T.M. McNamara   | 301-609-7403                          | 5/7/97                                      |                                  |  |

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|---|--------------------------|-----------------------------------|-------------------------|---|
| each new or revised record series; forward with                 |                          |                                   |                         |   |
| Record Retention Schedule                                       |                          |                                   | PAGE 62                 | 2                                       |
| (DGS 550-1)   |                          |                                   | OF 64                   | 1                                       |
|   |                          |                                   |                         |   |
| 1. Department/Agency  | 2. Division              |                                   | 3. Unit                 |   |
| UTILITIES   |                          | OPERATIONS                        | Mattawoman              |   |
| DEFINITION - RECORD SERIES - A group of related                 | d records normally filed | and used as a unit for reference  | as well as retention a  | nd disposition purposes.                |
| 4. Record Series Title  |                          |                                   | 5. Earliest Year/Lates  | st Year                                 |
| Supervisors working files                                       |                          |                                   | 1997 to                 | 1997                                    |
|   |                          |                                   |                         |   |
| 6. Record Series Description (Briefly describe the typ          | es of info/documents/f   | orms found in the series. Include | the purpose or function | on of the series).                      |
| File I.D. CR FC 001   |                          |                                   |                         |   |
| Daily bench sheets, checklists, solids invento                  | ory, chemical checklists | s; monthly totalizer readings.    |                         |   |
|   | ,,                       |                                   |                         |   |
|   |                          |                                   |                         |   |
|   |                          |                                   |                         |   |
| 7. Record Series Format (s)                                     | 8. Record Series Seq     | Lience                            | 9. Volume               |   |
| . The sort of the Format (s)                                    | 0. 1100013 001103 004    | 401100                            | J. Volamo               | File Drawer(s)                          |
| x Letter Size   \( \Pi \) Microfilm                             |                          |                                   | 3                       | Microfilm Reel(s)                       |
| x Letter Size [] Microfilm                                      | 7 Alababatical           |                                   | Number                  | • |
| D. Larrel Circ. D. Commutes Tons                                | [] Alphabetical          |                                   | Number                  | Computer Tape(s)                        |
| [] Legal Size [] Computer Tape                                  |                          |                                   |                         | Other (specify)                         |
|   | [] Numerical             |                                   |                         |   |
| [] Bound Book [] Floppy Disk                                    |                          |                                   |                         |   |
|   | x Chronologica           | 1                                 | 10. Annual Accumula     |   |
| [] Audio Tape [] Video Tape                                     |                          |                                   |                         | File Drawer(s)                          |
|   | [] Geographical          |                                   | 3                       | Microfilm Reel(s)                       |
| Other (specify)   |                          |                                   | Number                  | Computer Tape(s)                        |
|   | [] Other (specify        | <u>y)</u>                         |                         | Other (specify)                         |
|   |                          | •                                 |                         |   |
|   |                          | ,                                 |                         |   |
| 11. File is Used  |                          | 12. File Becomes Inactive After   |                         |   |
| x Daily [] Weekly   | [] Monthly               | 12 x                              | Months []               | Years                                   |
| •'  |                          | Number                            |                         |   |
| 13. Current Location(s) (Bldg., Floor, Room)                    |                          | 14. Is Record Series Duplicated   | Elsewhere?              |   |
| · '' · '  |                          | (If yes, specify agency or office | ce)                     | 1                                       |
| Control Building, Control room                                  |                          |                                   |                         |   |
| <b>5</b> 7.   |                          | [] Yes                            | x No                    | ,                                       |
| 15. Access Restrictions [] Yes                                  | X No                     | 16. Audit Requirements            |                         |   |
| (If yes, cite Law(s) & Regulation(s))                           |                          | x None                            | n                       | Federal                                 |
| () 55, 515 2511(5) 4 115 3 5 5 11(5))                           |                          | [] State                          | n                       | Independent                             |
| 17. Is an Index System used? (If yes, explain br                | riefly and describe any  | 18. Recommended Retention         | u_                      | independent                             |
| • • • •   | leny and describe any    | To. Recommended Retention         | •                       | 1.                                      |
| hardware/software) [] Yes X No Retain for 1 year, then destroy. |                          |                                   | •                       |   |
| [] Yes X  | No                       | Retain for 1 y                    | ear, men destroy.       |   |
|   |                          |                                   |                         |   |
|   |                          |                                   |                         |   |
|   |                          | <u></u>                           | Ta                      |   |
| 19. Name and Title of Preparer                                  | 20. Telephon             | e Number                          | 21. Date                |   |
|   |                          |                                   |                         |   |
| T.M. McNamara   | 301-609-740              | 3                                 | 5/7/97                  |   |

| Instructions - Type or print a separate form for                   |                          |  | AGENCY RECORDS          | SINVENTORY               |
|--|--------------------------|--|-------------------------|--------------------------|
| each new or revised record series; forward with                    |                          |  |                         |                          |
| Record Retention Schedule  |                          |  | PAGE 63                 | 3                        |
| (DGS 550-1)  |                          |  | OF <u>6</u> 4           | 1                        |
|  |                          |  |                         |                          |
| 1. Department/Agency   | 2. Division              |  | 3. Unit                 | •                        |
| UTILITIES  | <u> </u>                 | OPERATIONS                                 | Mattawoman              |                          |
| DEFINITION - RECORD SERIES - A group of relate                     | d records normally filed | and used as a unit for reference           | as well as retention ar | nd disposition purposes. |
| 4. Record Series Title   |                          | •  | 5. Earliest Year/Lates  | st Year                  |
| O&M Manuals  |                          |  | N/A to                  |                          |
|  |                          |  |                         |                          |
| 6. Record Series Description (Briefly describe the ty              | pes of info/documents/t  | forms found in the series. Include         | the purpose or function | on of the series).       |
| File I.D. CR BK 001  | Matter                   |  |                         |                          |
| Operations working copies of O&M Manuals                           | i, Mattawoman            |  |                         |                          |
|  |                          |  |                         |                          |
|  |                          |  |                         |                          |
| 7. Record Series Format (s)  | 8. Record Series Seq     | uence                                      | 9. Volume               |                          |
| , , , , , , , , , , , , , , , , , , ,                              |                          |  |                         | File Drawer(s)           |
| [] Letter Size [] Microfilm  |                          |  | 6                       | Microfilm Reel(s)        |
| <u> </u>   | [] Alphabetical          |  | Number                  | Computer Tape(s)         |
| [] Legal Size [] Computer Tape                                     |                          |  | x                       | Other (specify)          |
|  | [] Numerical             |  |                         | Bookshelves              |
| x Bound Book [] Floppy Disk  |                          |  |                         |                          |
|  | [] Chronologica          | ıl   | 10. Annual Accumula     | ition                    |
| [] Audio Tape [] Video Tape  |                          |  |                         | File Drawer(s)           |
| •  | [] Geographica           | I  | N/A                     | Microfilm Reel(s)        |
| x Other (specify) Loose Leaf Binders                               |                          |  | Number                  | Computer Tape(s)         |
|  | x Other (specif N/A      |  |                         | Other (specify)          |
| ;  |                          |  |                         |                          |
|  |                          |  |                         |                          |
| 11. File is Used   |                          | 12. File Becomes Inactive After            |                         |                          |
| x Daily [] Weekly  | [] Monthly               | N/A []                                     | Months []               | Years                    |
|  |                          | Number                                     |                         |                          |
| 13. Current Location(s) (Bldg., Floor, Room)                       |                          | 14. Is Record Series Duplicated Elsewhere? |                         |                          |
|  |                          | (If yes, specify agency or office)         |                         |                          |
| Control Building, Control room                                     |                          | Asst. Chiefs Office                        | 70 Ma                   |                          |
| 45 A B. M.   |                          | x Yes                                      | [] No                   |                          |
| 15. Access Restrictions [] Yes                                     | X No                     | 16. Audit Requirements                     | n.                      | Codorel                  |
| (If yes, cite Law(s) & Regulation(s))                              |                          | x None<br>Π State                          | <u> </u>                | Federal                  |
| 47 to an index System yeard? (If you explain h                     | riefly and describe any  |  | 0                       | Independent              |
| 17. Is an Index System used? (If yes, explain b hardware/software) | neny and describe any    | 16. Recommended Retention                  |                         |                          |
| ·  | Petain until u           | pdated or superseded,                      | then destroy            |                          |
| [] Yes X No  |                          | Netali dilili d                            | publica of superseded,  | , then destroy.          |
|  | . *                      |  |                         |                          |
|  |                          |  |                         |                          |
| 19. Name and Title of Preparer 20. Telephon                        |                          | e Number                                   | 21. Date                |                          |
| 20. Telephone  |                          |  |                         | `                        |
| T.M. McNamara 301-609-7403   |                          | 3  | 5/7/97                  |                          |

| Instructions - Type or print a separate form for      |  | AGENCY RECORDS INVENTORY                                 |  |
|---|--|--|--|
| each new or revised record series; forward with       |  | ·  |  |
| Record Retention Schedule                             |  | PAGE <u>64</u>   |  |
| (DGS 550-1)   |  | OF <u>64</u>   |  |
|   |  |  |  |
| 1. Department/Agency                                  | 2. Division                                      | 3. Unit  |  |
| UTILITIES   | OPERATIONS                                       | Mattawoman   |  |
| DEFINITION - RECORD SERIES - A group of relati        | ed records normally filed and used as a unit for | reference as well as retention and disposition purposes. |  |
| 4. Record Series Title                                |  | 5. Earliest Year/Latest Year                             |  |
| WASTEWATER INFORMATION                                | •  | 1993 to 1997   |  |
|   |  |  |  |
| 6. Record Series Description (Briefly describe the ty | ypes of info/documents/forms found in the series | s. Include the purpose or function of the series).       |  |
| File I.D. FR FC 002                                   |  |  |  |
| Embassy dairy info, Smeco Info, Certification         | on info, Wastewater satelite facility reports.   |  |  |
|   |  |  |  |
|   | •  |  |  |
| 10-10-10-10-10-10-10-10-10-10-10-10-10-1              |  |  |  |
| 7. Record Series Format (s)                           | 8. Record Series Sequence                        | 9. Volume  |  |
|   |  | X File Drawer(s)   |  |
| [] Letter Size [] Microfilm                           |  | 3 Microfilm Reel(s)                                      |  |
|   | x Alphabetical                                   | Number Computer Tape(s)                                  |  |
| x Legal Size [] Computer Tape                         |  | Other (specify)  |  |
| ·   | [] Numerical                                     | File folders   |  |
| [] Bound Book [] Floppy Disk                          |  |  |  |
|   | [] Chronological                                 | 10. Annual Accumulation                                  |  |
| [] Audio Tape [] Video Tape                           |  | x File Drawer(s)   |  |
|   | [] Geographical                                  | 1 Microfilm Reel(s)                                      |  |
| [] Other (specify)                                    |  | Number Computer Tape(s)                                  |  |
|   | Other (specify)                                  | Other (specify)  |  |
|   |  | File folders   |  |
|   |  |  |  |
| 11. File is Used                                      | 12. File Becomes Inac                            |  |  |
| [] Daily [] Weekly                                    | x Monthly 5                                      | [] Months x Years  |  |
|   | Number   |  |  |
| 13. Current Location(s) (Bldg., Floor, Room)          | 14. Is Record Series D                           | •  |  |
| 0-1-10-15   | (If yes, specify ager                            | icy or office)   |  |
| Control Building, File room                           | <b>.</b>   | an Ala   |  |
| 45 A  | [] Yes   |  |  |
| 15. Access Restrictions [] Yes                        | X No 16. Audit Requirement                       |  |  |
| (If yes, cite Law(s) & Regulation(s))                 |  | None x Federal   |  |
| 17 In an Index System word? (If you are Index         |  | State [] Independent                                     |  |
|   | briefly and describe any 18. Recommended Re      | genuon   |  |
| hardware/software)                                    | Y No   | con over 2 years destroying material business            |  |
| [] Yes  | ·  | Screen every 3 years, destroying material having         |  |
|   | no f   | further legal, administrative, or operational value.     |  |
|   |  |  |  |
| 40 Name and Title of Persons                          | 20 Talanhara Number                              | las Dua  |  |
| 19. Name and Title of Preparer                        | 20. Telephone Number                             | 21. Date   |  |
| T.M. MeNomero   | 204 600 7402                                     | 677/07   |  |
| T.M. McNamara   | 301-609-7403                                     | 5/7/97   |  |