

CHARLES COUNTY GOVERNMENT  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

C-830

Page 1 of 2

Agency  
CHARLES COUNTY GOVERNMENT

Division/Unit  
MANAGEMENT INFORMATION SYSTEMS

Item No.	Description	Retention
1	<p>GENERAL CORRESPONDENCE</p> <p>Subject arrangement of original incoming letters, outgoing letters, memorandum, and any and all correspondence of the department or it's division.</p>	<p>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.</p>
2	<p>TIME AND ATTENDANCE</p> <p>Files may contain some or all of the following: leave requests, comptime request, weekly timesheets, etc.</p>	<p>Retain for 3 years, then destroy.</p>
3	<p>EMPLOYEE PERSONNEL RECORDS</p> <p>Files may contain some or all of the following: evaluations, awards, training, written correspondence, etc.</p>	<p>Retain for 3 years after termination, then destroy.</p>
4	<p>FISCAL YEAR BUDGETS</p> <p>Budget expenditure files for departments, tracking of expenses, invoices, purchase orders, check request, etc.</p>	<p>Retain for 3 years, then destroy.</p>

Schedule Approved by Department,  
Agency, or Division Representative

Date

Signature

Typed Name Eugene T. Lauer

Title County Administrator

Schedule Authorized by State Archivist

Date JUN 22 1998

Signature

Edward C. Saperstein

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

(Continuation Sheet)

Schedule No. **C-830**

Page **2** of **2**

Agency  
CHARLES COUNTY GOVERNMENT

Division/Unit  
MANAGEMENT INFORMATION SYSTEMS

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

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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 SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE ____ OF ____	
1. Department/Agency		2. Division  <i>Mngt. Info. Sys.</i>		3. Unit	
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  <i>AS/400 System Backup</i>				5. Earliest Year <u>Latest Year</u> ____ to ____ <i>Oct. 1997 snapshot</i>	
6. Record Series Description (Briefly describe the types of informationn/documents/forms found in the series. Include the purpose or function of the series. <i>AS/400 Operating System &amp; Security &amp; Configuration &amp; document ation Application Systems Source Code and data files</i>					
7. Record Series Format(s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <i>file name</i>		9. Volume  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input checked="" type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)  10. Annual Accumulation  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <i>for Disaster Recovery</i>			12. File Becomes Inactive After <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number <i>New Operating Sys Release</i>		
13. Current Location(s) (Bldg., Floor, Room) <i>Charles Co. Sheriff's Office (Fire Proof Safe)</i>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s)) <i>Used for Disaster Recovery</i>			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention <i>RETAIN</i> <i>Until new release of Operating System or major application/ System enhancements; THEN DESTROY. (Recycle Tape)</i>		
19. Name and Title of Preparer  <i>B. O'Jole - MIS Director</i>		20. Telephone Number  <i>301-645-0724</i>		21. Date  <i>1/15/98</i>	



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 SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY  PAGE ____ OF ____	
1. Department/Agency		2. Division  <i>Msg Info. Sys.</i>		3. Unit	
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  <i>Network Server(s) Backup</i>				5. Earliest Year/Latest Year ____ to ____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <i>Office automation outputs (email, word processor docu, spreadsheets), application file data &amp; source code, network operating system</i>					
7. Record Series Format(s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <i>file name</i>		9. Volume  <div style="display: flex; justify-content: space-between;"> <span><u>2</u> Number</span> <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input checked="" type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify)           </div> </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		10. Annual Accumulation  <div style="display: flex; justify-content: space-between;"> <span>____ Number</span> <div style="text-align: right;"> <input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify)           </div> </div>			
13. Current Location(s) (Bldg., Floor, Room)  <i>Charles Co. Sheriff's Office</i>		12. File Becomes Inactive After ____ Number <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))  <i>Backup/Restore Purposes</i>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
19. Name and Title of Preparer  <i>B. O'Jole - MIS Director</i>		20. Telephone Number  <i>301-645-0724</i>		21. Date  <i>1/15/98</i>	
18. Recommended Retention  <i>Daily Backups save for 1 mo.          Weekly backup save for 1 mo.          Monthly Backup save for 1 yr.          (Recycle Tape)</i>					

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 31 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>ADMINISTRATION</b>	3. Unit	
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 <b>METERS</b>		5. Earliest Year/Latest Year 1992 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).  History includes number of new and replacement meters installed by size, leak tests performed, etc.			
7. Record Series Format (s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	
		9. Volume <div style="display: flex; justify-content: space-between;"> <span>1</span> <span>File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>X</span> <span>File folders</span> </div>	
		10. Annual Accumulation <div style="display: flex; justify-content: space-between;"> <span>&lt;1</span> <span>File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>X</span> <span>File folders</span> </div>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <span>5</span> <span><input type="checkbox"/> Months</span> <span>X</span> <span>Years</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span></span> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Control Bldg - Asst to the Director's Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span>X</span> <span>No</span> </div>	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements <div style="display: flex; justify-content: space-between;"> <span>X</span> <span>None</span> <span><input type="checkbox"/> Federal</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> State</span> <span><input type="checkbox"/> Independent</span> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span>X</span> <span>No</span> </div>		18. Recommended Retention  Retain for 7 years, then destroy.	
19. Name and Title of Preparer Robin C. Byrd		20. Telephone Number 609-7400	
		21. Date	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)				AGENCY RECORDS INVENTORY  PAGE 32 OF 64	
1. Department/Agency <b>UTILITIES</b>		2. Division <b>ADMINISTRATION</b>		3. Unit	
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 <b>PURCHASING INFORMATION</b>				5. Earliest Year/Latest Year 1995 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).  Information pertaining to Purchasing policy, bids, BPO card names and numbers, etc.					
7. Record Series Format (s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume  <div style="display: flex; justify-content: space-between;"> <span>3</span> <span>File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>X</span> <span>File folders</span> </div>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After     N/A <div style="display: flex; justify-content: space-between;"> <span></span> <span><input type="checkbox"/> Months</span> <span><input type="checkbox"/> Years</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span></span> </div>			
13. Current Location(s) (Bldg., Floor, Room)  Control Bldg - Asst to the Director's Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) Purchasing Office <div style="display: flex; justify-content: space-between;"> <span>X Yes</span> <span>No</span> </div>			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements  <div style="display: flex; justify-content: space-between;"> <span>X None</span> <span><input type="checkbox"/> Federal</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> State</span> <span><input type="checkbox"/> Independent</span> </div>			
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span>X No</span> </div>		18. Recommended Retention  Bid Info - Retain for 5 years, and until all audit requirements have been fulfilled, then destroy.  Policy, etc. - Retain until superseded, then destroy.			
19. Name and Title of Preparer Robin C. Byrd		20. Telephone Number 609-7400		21. Date	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 33 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>ADMINISTRATION</b>	3. Unit	
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 <b>PERSONNEL FILES</b>		5. Earliest Year/Latest Year 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).  <p style="text-align: center;">Personnel file, leave records, timesheets, organizational charts, etc.</p>			
7. Record Series Format (s)  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> Letter Size   <input checked="" type="checkbox"/> Legal Size   <input type="checkbox"/> Bound Book   <input type="checkbox"/> Audio Tape   <input type="checkbox"/> Other (specify) _____           </div> <div style="width: 45%;"> <input type="checkbox"/> Microfilm   <input type="checkbox"/> Computer Tape   <input type="checkbox"/> Floppy Disk   <input type="checkbox"/> Video Tape           </div> </div>		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____	
9. Volume  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> 1          Number       </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____       </div> </div>		10. Annual Accumulation  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> &lt;1          Number       </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____       </div> </div>	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After      N/A <input type="checkbox"/> _____ Months <input type="checkbox"/> _____ Years Number	
13. Current Location(s) (Bldg., Floor, Room)  Control Bldg - Director's Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <p style="text-align: center;">Some is in Personnel Office</p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))      Privacy		16. Audit Requirements  <input checked="" type="checkbox"/> None <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Independent	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  <p style="text-align: center;">Retain for 3 years after termination, then destroy.</p>	
19. Name and Title of Preparer Jerry Michael		20. Telephone Number 609-7400	
21. Date			



Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)				AGENCY RECORDS INVENTORY  PAGE 34 OF 64	
1. Department/Agency <b>UTILITIES</b>		2. Division <b>ADMINISTRATION</b>		3. Unit	
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 <b>DEVELOPER/CIP FILES</b>				5. Earliest Year/Latest Year 1992 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).  Drawings and correspondence regarding pump stations and wells as pertains to their specifications/construction.					
7. Record Series Format (s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Blueprints</u>		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> <div> <input type="text" value="1"/> Number           </div> <div>             File Drawer(s)              Microfilm Reel(s)              Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify)  <u>Bookcase</u> </div> </div>	
				10. Annual Accumulation <div style="display: flex; justify-content: space-between;"> <div> <input type="text" value="&lt;1"/> Number           </div> <div>             File Drawer(s)              Microfilm Reel(s)              Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify)  <u>Shelf</u> </div> </div>	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly			12. File Becomes Inactive After     N/A <input type="checkbox"/> Months <input type="checkbox"/> Years Number		
13. Current Location(s) (Bldg., Floor, Room)  Control Bldg - Director's Office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) PGM <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))			16. Audit Requirements <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> None  <input type="checkbox"/> State           </div> <div> <input type="checkbox"/> Federal  <input type="checkbox"/> Independent           </div> </div>		
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention  Retain until updated or superseded, then destroy.		
19. Name and Title of Preparer Jerry Michael		20. Telephone Number 609-7400		21. Date	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 35 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>ADMINISTRATION</b>	3. Unit	
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 <b>O/M MANUALS AND OTHER REFERENCE MATERIALS</b>		5. Earliest Year/Latest Year N/A to N/A	
6. Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series).  <p style="text-align: center;">O/M Manuals and reference books for Water and Sewer sites, personnel and supervision books, Department books, etc. Reference rather than records per se.</p>			
7. Record Series Format (s)  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Letter Size   <input type="checkbox"/> Legal Size   <input checked="" type="checkbox"/> Bound Book   <input type="checkbox"/> Audio Tape   <input type="checkbox"/> Other (specify) _____           </div> <div> <input type="checkbox"/> Microfilm   <input type="checkbox"/> Computer Tape   <input type="checkbox"/> Floppy Disk   <input type="checkbox"/> Video Tape           </div> </div>	8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> 1 Number           </div> <div>             File Drawer(s)              Microfilm Reel(s)              Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify)  <u>Bookcase</u> </div> </div>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After _____ Months <input type="checkbox"/> Years	
13. Current Location(s) (Bldg., Floor, Room)  Control Bldg - Director's Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) Some at remote W/S sites, some in Personnel Office, etc. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements  <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> None  <input type="checkbox"/> State           </div> <div> <input type="checkbox"/> Federal  <input type="checkbox"/> Independent           </div> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Retain until updated or superseded, then destroy.	
19. Name and Title of Preparer  Jerry Michael	20. Telephone Number  609-7400	21. Date	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 36 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>ADMINISTRATION</b>	3. Unit	
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 <b>GENERAL WATER &amp; SEWER INFO FILES</b>		5. Earliest Year/Latest Year N/A to N/A	
6. Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series).  Water and sewer system summary sheets with permit info, property listings, inventory control #s, etc.; status reports for sites; meeting minutes			
7. Record Series Format (s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume  <div style="display: flex; justify-content: space-between;"> <span>6</span> <span>File Drawer(s)</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>X Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>X Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>File Folder</span> </div>
11. File is Used      As needed <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After      N/A <div style="display: flex; justify-content: space-between;"> <span>_____</span> <span><input type="checkbox"/> Months</span> <span><input type="checkbox"/> Years</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span></span> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Control Bldg - Director's Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) Some is in Co. Admin's office, some in Paul Wright's office, some in Secretary's <div style="display: flex; justify-content: space-between;"> <span>X Yes</span> <span><input type="checkbox"/> No</span> </div>	
15. Access Restrictions      X Yes <input type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))      Privacy		16. Audit Requirements  <div style="display: flex; justify-content: space-between;"> <span>X None</span> <span><input type="checkbox"/> Federal</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> State</span> <span><input type="checkbox"/> Independent</span> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span>X No</span> </div>		18. Recommended Retention  Retain until updated or superseded, then destroy.	
19. Name and Title of Preparer Jerry Michael		20. Telephone Number 609-7400	
		21. Date	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 37 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>ADMINISTRATION</b>	3. Unit	
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 <b>PERSONNEL FILES</b>		5. Earliest Year/Latest Year 1994 to 1997 For leave and time; rest for term of employment	
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 files, interview files, employee leave records, timecards, etc.			
7. Record Series Format (s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological (timecards)  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume  <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> File Drawer(s)</span> <span>5</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>File folders</span> </div>
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After      Employee leaves Co. Gov't <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span><input type="checkbox"/> Months      <input type="checkbox"/> Years</span> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Control Bldg - Director's Secretary's Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) Personnel Office <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))      Privacy		16. Audit Requirements  <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> None</span> <span><input type="checkbox"/> Federal</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> State</span> <span><input type="checkbox"/> Independent</span> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Retain for 3 years after termination, then destroy.	
19. Name and Title of Preparer <b>Dottie Winn</b>	20. Telephone Number <b>609-7400</b>	21. Date	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 38 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>ADMINISTRATION</b>	3. Unit	
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 <b>REQUISITIONS</b>		5. Earliest Year/Latest Year 1995 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).  Copies of requisitions.			
7. Record Series Format (s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input checked="" type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____	
		9. Volume  <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>1</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>File folders</span> </div>	
		10. Annual Accumulation  <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>&lt;1</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>File folders</span> </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <span>3</span> <span><input type="checkbox"/> Months</span> <span><input checked="" type="checkbox"/> Years</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span></span> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Control Bldg - Secretarys' Offices, Asst. to the Director		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) Purchasing <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements  <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> None</span> <span><input type="checkbox"/> Federal</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> State</span> <span><input type="checkbox"/> Independent</span> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Retain for 3 years, then destroy.	
19. Name and Title of Preparer Dottie Winn		20. Telephone Number 609-7400	
		21. Date	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 39 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>ADMINISTRATION</b>	3. Unit	
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 <b>PERMITS</b>		5. Earliest Year/Latest Year N/A to N/A	
6. Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series).  <p style="text-align: center;">Water Appropriation Permits, NPDES Wastewater Permits, Consent Agreements</p>			
7. Record Series Format (s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____	
9. Volume  <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> 0.25 Number</span> <span><input checked="" type="checkbox"/> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</span> </div>		10. Annual Accumulation  <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</span> </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <span>_____ Months</span> <span>N/A Years</span> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Control Bldg - Director's Secretary's Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) Chief of Operations' office <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> None</span> <span><input checked="" type="checkbox"/> Federal</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> State</span> <span><input type="checkbox"/> Independent</span> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Retain until renewed or revoked, then keep for 3 years and then destroy.	
19. Name and Title of Preparer Dottie Winn		20. Telephone Number 609-7400	
		21. Date	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 40 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>ADMINISTRATION</b>	3. Unit	
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 <b>PRELIMINARY PLANS</b>		5. Earliest Year/Latest Year 1995 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).  Easements, dedications (CIP Info)			
7. Record Series Format (s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	
9. Volume <div style="display: flex; justify-content: space-between;"> <span>1</span> <span>X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) File folders</span> </div>		10. Annual Accumulation <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) File folders</span> </div>	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span><input type="checkbox"/> Months      <input type="checkbox"/> Years</span> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Control Bldg - Director's Secretary's Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) PGM <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> None      <input checked="" type="checkbox"/> Federal</span> <span><input checked="" type="checkbox"/> State      <input type="checkbox"/> Independent</span> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Retain until final plans are received, then destroy.	
19. Name and Title of Preparer  Dottie Winn		20. Telephone Number  609-7400	
21. Date			

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 41 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>ADMINISTRATION</b>	3. Unit	
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 <b>GENERAL INFORMATION REGARDING WATER AND SEWER SYSTEMS</b>		5. Earliest Year/Latest Year N/A to N/A	
6. Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series).  Monthly pumping reports, copies of State reports, etc.			
7. Record Series Format (s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume  <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> 2</span> <span>File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>File folders</span> </div>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <span>3</span> <span><input type="checkbox"/> Months</span> <span><input checked="" type="checkbox"/> Years</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span></span> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Control Bldg - Director's Secretary's Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) Operations Division <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> None</span> <span><input type="checkbox"/> Federal</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> State</span> <span><input type="checkbox"/> Independent</span> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Retain for 3 years, and until all audit requirements have been fulfilled, then destroy.	
19. Name and Title of Preparer  Dottie Winn	20. Telephone Number  609-7400	21. Date	



Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 42 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>ADMINISTRATION</b>	3. Unit	
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 <b>WASTEWATER INFO</b>		5. Earliest Year/Latest Year N/A to N/A	
6. Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series).  Info regarding wastewater treatment plants throughout the County, BNR at Mattawoman, etc.			
7. Record Series Format (s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	
9. Volume  <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> 1</span> <span>File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>File folders</span> </div>		10. Annual Accumulation  <div style="display: flex; justify-content: space-between;"> <span></span> <span>File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>File folders</span> </div>	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <span>3</span> <span><input type="checkbox"/> Months</span> <span><input checked="" type="checkbox"/> Years</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span></span> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Control Bldg - Director's Secretary's Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) Operations Division <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> None</span> <span><input checked="" type="checkbox"/> Federal</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> State</span> <span><input type="checkbox"/> Independent</span> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Retain for 3 years, and until all audit requirements have been fulfilled, then destroy.	
19. Name and Title of Preparer  Dottie Winn		20. Telephone Number  609-7400	
21. Date			

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)				AGENCY RECORDS INVENTORY  PAGE 43 OF 64	
1. Department/Agency <b>UTILITIES</b>		2. Division <b>ADMINISTRATION</b>		3. Unit	
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 <b>MATTAWOMAN SLUDGE FILES</b>				5. Earliest Year/Latest Year <div style="display: flex; justify-content: space-between; align-items: center;"> <span>N/A</span> <span>to</span> <span>N/A</span> </div>	
6. Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series).  <p style="text-align: center;">Sludge permits, sludge generator reports, and sludge analysis reports.</p>					
7. Record Series Format (s)  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Letter Size   <input checked="" type="checkbox"/> Legal Size   <input type="checkbox"/> Bound Book   <input type="checkbox"/> Audio Tape   <input type="checkbox"/> Other (specify) _____           </div> <div> <input type="checkbox"/> Microfilm   <input type="checkbox"/> Computer Tape   <input type="checkbox"/> Floppy Disk   <input type="checkbox"/> Video Tape           </div> </div>		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume  <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> 1 Number           </div> <div>             File Drawer(s)              Microfilm Reel(s)              Computer Tape(s)              Other (specify)  <u>File folders</u> </div> </div>	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> 3 Number           </div> <div> <input type="checkbox"/> Months      <input checked="" type="checkbox"/> Years           </div> </div>			
13. Current Location(s) (Bldg., Floor, Room)  Control Bldg - Director's Secretary's Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <p style="text-align: center;">Mattawoman Operations Division</p> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> None   <input checked="" type="checkbox"/> State           </div> <div> <input checked="" type="checkbox"/> Federal   <input type="checkbox"/> Independent           </div> </div>			
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Permits - Retain until updated or superseded, then destroy. Reports - Retain for 3 years, and until all audit requirements have been fulfilled, then destroy.			
19. Name and Title of Preparer  Dottie Winn		20. Telephone Number  609-7400		21. Date	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)				AGENCY RECORDS INVENTORY  PAGE 44 OF 64	
1. Department/Agency <b>UTILITIES</b>		2. Division <b>EQUIPMENT MAINTENANCE</b>		3. Unit	
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 <b>PREVENTIVE MAINTENANCE PROGRAM RECORDS - SEWAGE &amp; WATER SYSTEMS</b>				5. Earliest Year/Latest Year 1994 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).  Files consist of a historical tracking of procedures performed on each specific piece of equipment, controls, or related systems.					
7. Record Series Format (s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input checked="" type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume  <div style="display: flex; justify-content: space-between;"> <span>&lt;1</span> <span><input checked="" type="checkbox"/> File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify) _____</span> </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <span>3</span> <span><input type="checkbox"/> Months</span> <span><input checked="" type="checkbox"/> Years</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span></span> </div>			
13. Current Location(s) (Bldg., Floor, Room)  Maintenance Bldg and carried to sites by Maint. personnel		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) Superintendent's Office <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> Yes</span> <span><input type="checkbox"/> No</span> </div>			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> None</span> <span><input type="checkbox"/> Federal</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> State</span> <span><input checked="" type="checkbox"/> Independent</span> </div>			
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span><input checked="" type="checkbox"/> No</span> </div>		18. Recommended Retention  Retain for life of the equipment plus 2 years.			
19. Name and Title of Preparer Ricky Hynson		20. Telephone Number 609-7406		21. Date	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 45 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>EQUIPMENT MAINTENANCE</b>	3. Unit	
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 <b>MAINTENANCE REPAIR RECORDS</b>		5. Earliest Year/Latest Year 1994 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).  Files consist of a history of all repairs, rebuilds, or replacement of equipment as it pertains to sewer pump stations, water pumping systems, Mattawoman and satellite treatment plants.			
7. Record Series Format (s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input checked="" type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume  <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> &lt;1</span> <span>File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div>
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly As need arises		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <span>3</span> <span><input type="checkbox"/> Months</span> <span><input checked="" type="checkbox"/> Years</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span></span> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Maintenance Bldg - Supervisor's Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) Superintendent's Office <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> None</span> <span><input type="checkbox"/> Federal</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> State</span> <span><input checked="" type="checkbox"/> Independent</span> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Retain for life of the equipment plus 2 years.	
19. Name and Title of Preparer  Ricky Hynson	20. Telephone Number  609-7406	21. Date	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)				AGENCY RECORDS INVENTORY  PAGE 46 OF 64	
1. Department/Agency <b>UTILITIES</b>		2. Division <b>EQUIPMENT MAINTENANCE</b>		3. Unit	
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  <div style="text-align: center;">REPAIR &amp; PRICE QUOTES</div>				5. Earliest Year/Latest Year <div style="text-align: center;">1994 to 1997</div>	
6. Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series).  <p>This record series consists of quotes for equipment, parts, repairs, training, and maintenance supplies; kept on file for reference and points of comparison. Some of the more detailed parts breakdowns are used when repairing equipment.</p>					
7. Record Series Format (s)  <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Letter Size   <input type="checkbox"/> Legal Size   <input type="checkbox"/> Bound Book   <input type="checkbox"/> Audio Tape   <input checked="" type="checkbox"/> Other (specify) <u>Loose leaf paper</u> </div> <div> <input type="checkbox"/> Microfilm   <input type="checkbox"/> Computer Tape   <input type="checkbox"/> Floppy Disk   <input type="checkbox"/> Video Tape           </div> </div>		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input checked="" type="checkbox"/> Other (specify) - By Category <div style="text-align: center;"><u>Eqpmt, Training, Pumps, etc.</u></div>		9. Volume  <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> &lt;1 Number           </div> <div> <input checked="" type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input type="checkbox"/> Other (specify) _____           </div> </div>	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <div>5 Number</div> <div> <input type="checkbox"/> Months      <input checked="" type="checkbox"/> Years           </div> </div>			
13. Current Location(s) (Bldg., Floor, Room)  Maintenance Bldg - Superintendent's Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)  <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No       </div>			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements  <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> None  <input type="checkbox"/> State           </div> <div> <input type="checkbox"/> Federal  <input type="checkbox"/> Independent           </div> </div>			
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  <div style="text-align: center;">Retain until updated or superseded, then destroy.</div>			
19. Name and Title of Preparer <div style="text-align: center;">Ricky Hynson</div>		20. Telephone Number <div style="text-align: center;">609-7406</div>		21. Date	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 47 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>EQUIPMENT MAINTENANCE</b>	3. Unit	
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  SUPPLY USAGE RECORDS		5. Earliest Year/Latest Year 1994 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).  This file records supplies used out of inventory by Utilities' personnel.			
7. Record Series Format (s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Loose leaf paper</u>		8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) - _____	
9. Volume <input checked="" type="checkbox"/> <1 Number		<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
10. Annual Accumulation <input checked="" type="checkbox"/> <1 Number		<input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After 2 <input type="checkbox"/> Months <input checked="" type="checkbox"/> Years Number	
13. Current Location(s) (Bldg., Floor, Room)  Maintenance Bldg - Supply Room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Independent	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Retain for 2 years, then destroy.	
19. Name and Title of Preparer Ricky Hynson		20. Telephone Number 609-7406	
21. Date			

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 48 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>EQUIPMENT MAINTENANCE</b>	3. Unit	
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 <b>VEHICLE REPAIR &amp; PREVENTIVE MAINTENANCE PROGRAM RECORDS</b>		5. Earliest Year/Latest Year Feb. 1997 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).  Track all repairs and PMs on our fleet of trucks, cars, and heavy equipment.			
7. Record Series Format (s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (specify) <u>Loose leaf paper</u>	8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input checked="" type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) - _____		9. Volume  <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> &lt;1</span> <span>File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <hr/> 10. Annual Accumulation  <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> &lt;1</span> <span>File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <hr/>
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <span>3</span> <span><input type="checkbox"/> Months</span> <span><input checked="" type="checkbox"/> Years</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span></span> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Maintenance Bldg - Supervisor's Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span><input checked="" type="checkbox"/> No</span> </div>	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> None</span> <span><input type="checkbox"/> Federal</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> State</span> <span><input checked="" type="checkbox"/> Independent</span> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span><input checked="" type="checkbox"/> No</span> </div>		18. Recommended Retention  Retain for life of the equipment plus 2 years.	
19. Name and Title of Preparer Ricky Hynson		20. Telephone Number 609-7406	
		21. Date	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)				AGENCY RECORDS INVENTORY  PAGE 49 OF 64	
1. Department/Agency <b>UTILITIES</b>		2. Division <b>EQUIPMENT MAINTENANCE</b>		3. Unit	
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 <b>OPERATION AND MAINTENANCE MANUALS</b>				5. Earliest Year/Latest Year N/A to N/A	
6. Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series).  <p style="text-align: center;">Manuals for sewage pump stations and water pumping systems are maintained in a file cabinet for reference. Reference materials, not records per se.</p>					
7. Record Series Format (s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <div style="text-align: center;">N/A</div> <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume  <div style="display: flex; justify-content: space-between;"> <span>1</span> <span>X File Drawer(s)</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <hr/>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <span>N/A</span> <span><input type="checkbox"/> Months</span> <span><input type="checkbox"/> Years</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span></span> </div>			
13. Current Location(s) (Bldg., Floor, Room)  Maintenance Bldg		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <div style="text-align: center;">Superintendent's Office</div> <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes         <input checked="" type="checkbox"/> No       </div>			
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> None  <input type="checkbox"/> State         </div> <div> <input type="checkbox"/> Federal  <input type="checkbox"/> Independent         </div> </div>			
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <div style="display: flex; justify-content: space-between;"> <input type="checkbox"/> Yes         <input checked="" type="checkbox"/> No       </div>		18. Recommended Retention  <p style="text-align: center;">Retain until updated or superseded, then destroy.</p>			
19. Name and Title of Preparer Ricky Hynson		20. Telephone Number 609-7406		21. Date	



Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 50 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>OPERATIONS</b>	3. Unit <b>Mattawoman</b>	
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 Personnel Files		5. Earliest Year/Latest Year 1995 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). FR FC 001 Filed by individual; contains application for employment, leave requests, leave records, time cards, etc.			
7. Record Series Format (s)  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Letter Size   <input checked="" type="checkbox"/> Legal Size   <input type="checkbox"/> Bound Book   <input type="checkbox"/> Audio Tape   <input checked="" type="checkbox"/> Other (specify) <u>Time Cards</u> </div> <div> <input type="checkbox"/> Microfilm   <input type="checkbox"/> Computer Tape   <input type="checkbox"/> Floppy Disk   <input type="checkbox"/> Video Tape           </div> </div>	8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological (for time cards)  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume  <div style="display: flex; justify-content: space-between;"> <div>           3 X             Number         </div> <div>           File Drawer(s)            Microfilm Reel(s)            Computer Tape(s)            Other (specify) _____         </div> </div>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <div>           3 Number         </div> <div> <input type="checkbox"/> Months      <input checked="" type="checkbox"/> Years         </div> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Control Bldg - File Room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) Some in Admin Secretary's office; some in Personnel. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))      Privacy		16. Audit Requirements <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> None   <input type="checkbox"/> State         </div> <div> <input type="checkbox"/> Federal   <input type="checkbox"/> Independent         </div> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Retain for 3 years after termination, then destroy.	
19. Name and Title of Preparer  T.M. McNamara	20. Telephone Number  301-609-7403	21. Date  5/7/97	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 51 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>OPERATIONS</b>	3. Unit <b>Mattawoman</b>	
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 NPDES permits, reports and operations info.		5. Earliest Year/Latest Year 1992 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). File I.D. AC FC 001 NPDES DMR & MOR reports regarding Mattawoman operations. NPDES permits and applications. NPDES Blanks      BNR study materials      Chemical containment info.      Panda info.      Jude house info.      Vehicle assignments. Radio assignments.      Plant performance trends.			
7. Record Series Format (s)  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Letter Size      <input type="checkbox"/> Microfilm   <input checked="" type="checkbox"/> Legal Size      <input checked="" type="checkbox"/> Computer Tape   <input type="checkbox"/> Bound Book      <input type="checkbox"/> Floppy Disk   <input type="checkbox"/> Audio Tape      <input type="checkbox"/> Video Tape   <input type="checkbox"/> Other (specify) _____           </div> <div> <input type="checkbox"/> Alphabetical   <input type="checkbox"/> Numerical   <input checked="" type="checkbox"/> Chronological   <input type="checkbox"/> Geographical   <input type="checkbox"/> Other (specify) _____           </div> </div>		9. Volume <div style="display: flex; justify-content: space-between;"> <div>           2 X             Number         </div> <div>           File Drawer(s)            Microfilm Reel(s)            Computer Tape(s)            Other (specify)            File folders         </div> </div>	
11. File is Used      As needed <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After 3-5 <input type="checkbox"/> Months      X      Years Number	
13. Current Location(s) (Bldg., Floor, Room)  Control Bldg - Asst Chief's Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) Some report info also kept by secretary in her files. x      Yes <input type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes      X      No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> None  <input checked="" type="checkbox"/> State           </div> <div> <input checked="" type="checkbox"/> Federal  <input type="checkbox"/> Independent           </div> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes      X      No		18. Recommended Retention  Purge reports after 3 years, then destroy. Support documentation updated as permits are renewed every 5 years.	
19. Name and Title of Preparer T.M. McNamara		20. Telephone Number 301-609-7403	
21. Date 5/7/97			

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)				AGENCY RECORDS INVENTORY  PAGE 52 OF 64	
1. Department/Agency <b>UTILITIES</b>		2. Division <b>OPERATIONS</b>		3. Unit <b>Mattawoman</b>	
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 <b>O&amp;M Manuals</b>				5. Earliest Year/Latest Year 1979 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). <b>AC BK 001</b> Superintendent's working copies of plant O&M manuals.					
7. Record Series Format (s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (specify) <u>Loose leaf binders</u>		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical  <input checked="" type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input checked="" type="checkbox"/> Other (specif <u>By Manufacturer</u> )		9. Volume  <div style="display: flex; justify-content: space-between;"> <div> <b>2</b>            Number         </div> <div>           File Drawer(s)            Microfilm Reel(s)            Computer Tape(s)            Other (specify)  <u>Bookcase shelves</u> </div> </div> 10. Annual Accumulation  <div style="display: flex; justify-content: space-between;"> <div> <b>N/A</b>            Number         </div> <div>           File Drawer(s)            Microfilm Reel(s)            Computer Tape(s)            Other (specify)            _____         </div> </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly			12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <div> <b>N/A</b>            Number         </div> <div> <input type="checkbox"/> Months      Years         </div> </div>		
13. Current Location(s) (Bldg., Floor, Room)  <b>Control Bldg - Asst Chief's Office</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) <b>Supervisor' office, file room and archive storage.</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))			16. Audit Requirements  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> None            State         </div> <div> <input type="checkbox"/> Federal  <input type="checkbox"/> Independent         </div> </div>		
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention  <div style="text-align: center;">           Retain until updated or superseded, then destroy.         </div>		
19. Name and Title of Preparer  <b>T.M. McNamara</b>		20. Telephone Number  <b>301-609-7403</b>		21. Date  <b>5/7/97</b>	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 53 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>OPERATIONS</b>	3. Unit <b>Mattawoman</b>	
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  Working files in binders to track various ongoing projects.		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. AC BK 002 A works in progress bookshelf containing: Budget printouts, Bio-Gro billing, Vehicle notebook, E-Mail printouts, vendor info etc.			
7. Record Series Format (s)  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Letter Size   <input type="checkbox"/> Legal Size   <input type="checkbox"/> Bound Book   <input type="checkbox"/> Audio Tape   <input checked="" type="checkbox"/> x         </div> <div> <input type="checkbox"/> Microfilm   <input type="checkbox"/> Computer Tape   <input type="checkbox"/> Floppy Disk   <input type="checkbox"/> Video Tape   <u>Notebook binders</u> </div> </div>		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input checked="" type="checkbox"/> Other (specif <u>not applicable</u> )	
9. Volume  <div style="display: flex; justify-content: space-between;"> <div> <u>2</u> Number         </div> <div>           File Drawer(s)            Microfilm Reel(s)            Computer Tape(s)            Other (specify)  <u>Bookshelves</u> </div> </div>		10. Annual Accumulation  <div style="display: flex; justify-content: space-between;"> <div> <u>1</u> Number         </div> <div>           File Drawer(s)            Microfilm Reel(s)            Computer Tape(s)            Other (specify)  <u>Bookshelf</u> </div> </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <div> <u>1</u> Number         </div> <div> <input type="checkbox"/> Months      <input checked="" type="checkbox"/> Years         </div> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Control Bldg - Asst Chief's Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> None  <input type="checkbox"/> State         </div> <div> <input type="checkbox"/> Federal  <input type="checkbox"/> Independent         </div> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Purge annually; destroy material having no further value.	
19. Name and Title of Preparer  T.M. McNamara	20. Telephone Number  301-609-7403	21. Date  5/7/97	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 54 OF 64	
1. Department/Agency <b>UTILITIES</b>		2. Division <b>OPERATIONS</b>	
3. Unit <b>Mattawoman</b>			
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 EPA 503 Regs & reports		5. Earliest Year/Latest Year 1993 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). File I.D. FR FC 002 Epa 503 Regs and reports, various regulatory correspondence			
7. Record Series Format (s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	
9. Volume <div style="text-align: right;">X</div> <div style="text-align: center;">3</div> Number		File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) <u>File folders</u>	
10. Annual Accumulation <div style="text-align: right;">x</div> <div style="text-align: center;">1</div> Number		File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) <u>File folders</u>	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="text-align: center;">5</div> Months <input type="checkbox"/> Years	
13. Current Location(s) (Bldg., Floor, Room)  Control Building, File room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Independent	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Retain regs until updated or superseded, then destroy. Screen reports after 5 years, destroying material having no further legal, administrative, or operational value.	
19. Name and Title of Preparer  T.M. McNamara		20. Telephone Number  301-609-7403	
21. Date  5/7/97			

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 55 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>OPERATIONS</b>	3. Unit <b>Mattawoman</b>	
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 Water withdrawal & various Mattawoman files		5. Earliest Year/Latest Year 1989 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). File I.D. FR FC 003 Water withdrawal reports and the following Mattawoman files: Phase II info, Biomonitoring info, Mass Balance info, Judgement Order info.			
7. Record Series Format (s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: right;">X</div> <div style="text-align: center;">3</div> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____  10. Annual Accumulation <div style="text-align: right;">x</div> <div style="text-align: center;">Number</div> File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="text-align: center;">Number</div> <input type="checkbox"/> Months <input type="checkbox"/> Years	
13. Current Location(s) (Bldg., Floor, Room)  Control Building, File room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Independent	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention   Retain until updated or superseded, then destroy.	
19. Name and Title of Preparer  T.M. McNamara	20. Telephone Number  301-609-7403		21. Date  5/7/97

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 56 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>OPERATIONS</b>	3. Unit <b>Mattawoman</b>	
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 Safety and electrical		5. Earliest Year/Latest Year 1979 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). File I.D. FR FC 004 HazChem training material, pump station electrical controls info, engineering electrical drawings, fixed physical asset inventory			
7. Record Series Format (s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specif <u>as stated above</u> )		9. Volume <div style="display: flex; justify-content: space-between;"> <span>x</span> <span>File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>3</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <hr/> 10. Annual Accumulation <div style="display: flex; justify-content: space-between;"> <span>N/A</span> <span>File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <hr/>
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <span>N/A</span> <span><input type="checkbox"/> Months</span> <span><input type="checkbox"/> Years</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span></span> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Control building, file room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span><input checked="" type="checkbox"/> No</span> </div>	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> None</span> <span><input type="checkbox"/> Federal</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> State</span> <span><input type="checkbox"/> Independent</span> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span><input checked="" type="checkbox"/> No</span> </div>		18. Recommended Retention   Retain until updated or superseded, then destroy.	
19. Name and Title of Preparer  T.M. McNamara	20. Telephone Number  301-609-7403	21. Date  5/7/97	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 57 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>OPERATIONS</b>	3. Unit <b>Mattawoman</b>	
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 <b>Training Materials</b>		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)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> <span>1</span> <span>x File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify) _____</span> </div>
11. File is Used      As needed <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span><input type="checkbox"/> Months</span> <span>Years</span> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Control Building, File room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)  <div style="display: flex; justify-content: space-between;"> <span>Yes</span> <span>x No</span> </div>	
15. Access Restrictions <input type="checkbox"/> Yes      X No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements <div style="display: flex; justify-content: space-between;"> <span>X None</span> <span><input type="checkbox"/> Federal</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> State</span> <span><input type="checkbox"/> Independent</span> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span>X No</span> </div>		18. Recommended Retention  Retain until updated or superseded, then destroy.	
19. Name and Title of Preparer  T.M. McNamara	20. Telephone Number  301-609-7403	21. Date  5/7/97	



Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 58 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>OPERATIONS</b>	3. Unit <b>Mattawoman</b>	
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 <b>Engineering Drawings</b>		5. Earliest Year/Latest Year 1974 to Present	
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 FF 001 Dual purpose pump station drawings, original as built.			
7. Record Series Format (s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (specify) <u>Flat File</u>	8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <div style="display: flex; justify-content: space-between;"> <span><u>5</u></span> <span>x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</span> </div>
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		10. Annual Accumulation <div style="display: flex; justify-content: space-between;"> <span><u>N/A</u></span> <span>File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</span> </div>	
12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <span><u>N/A</u></span> <span><input type="checkbox"/> Months      <input type="checkbox"/> Years</span> </div>		13. Current Location(s) (Bldg., Floor, Room)  <b>Control Building, File room</b>	
14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)  <div style="display: flex; justify-content: space-between;"> <span>Yes</span> <span><input checked="" type="checkbox"/> No</span> </div>		15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))	
16. Audit Requirements <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> None      <input type="checkbox"/> Federal</span> <span><input type="checkbox"/> State      <input type="checkbox"/> Independent</span> </div>		17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
18. Recommended Retention  <div style="text-align: center; padding-top: 20px;">           Retain until updated or superseded, then destroy.         </div>		19. Name and Title of Preparer  <b>T.M. McNamara</b>	
20. Telephone Number  <b>301-609-7403</b>		21. Date  <b>5/7/97</b>	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 59 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>OPERATIONS</b>	3. Unit <b>Mattawoman</b>	
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 Phase III Engineering Drawings		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 FF 002, 003 Phase III Engineering Drawings			
7. Record Series Format (s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (specify) <u>Flat File</u>		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input checked="" type="checkbox"/> Other (specif <u>N/A</u>	
9. Volume  <div style="display: flex; justify-content: space-between;"> <span>7</span> <span>x File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div>		10. Annual Accumulation  <div style="display: flex; justify-content: space-between;"> <span>N/A</span> <span>File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <span>N/A</span> <span><input type="checkbox"/> Months</span> <span><input type="checkbox"/> Years</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span></span> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Control Building, File room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span><input checked="" type="checkbox"/> No</span> </div>	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements  <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> None</span> <span><input type="checkbox"/> Federal</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> State</span> <span><input type="checkbox"/> Independent</span> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span><input checked="" type="checkbox"/> No</span> </div>		18. Recommended Retention  Retain until updated or superseded, then destroy.	
19. Name and Title of Preparer  T.M. McNamara		20. Telephone Number  301-609-7403	
21. Date  5/7/97			

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 60 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>OPERATIONS</b>	3. Unit <b>Mattawoman</b>	
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 Wastewater O&M Manuals		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 BK 001 Waste water O&M Manuals			
7. Record Series Format (s)  <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Letter Size   <input type="checkbox"/> Legal Size   <input type="checkbox"/> Bound Book   <input type="checkbox"/> Audio Tape   <input checked="" type="checkbox"/> Other (specify) <u>Bookshelves</u> </div> <div> <input type="checkbox"/> Microfilm   <input type="checkbox"/> Computer Tape   <input type="checkbox"/> Floppy Disk   <input type="checkbox"/> Video Tape           </div> </div>	8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  Chronological  <input type="checkbox"/> Geographical  <input checked="" type="checkbox"/> Other (specif <u>By Facility</u> )		9. Volume  <div style="display: flex; justify-content: space-between;"> <div>           5            Number         </div> <div>           File Drawer(s)            Microfilm Reel(s)            Computer Tape(s)            x Other (specify)  <u>Bookshelves</u> </div> </div>
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <div>           N/A            Number         </div> <div>           Months      <input type="checkbox"/> Years         </div> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Control Building, File room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)  <div style="display: flex; justify-content: space-between;"> <div>Yes</div> <div><input checked="" type="checkbox"/> No</div> </div>	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> None  <input type="checkbox"/> State           </div> <div> <input type="checkbox"/> Federal  <input type="checkbox"/> Independent           </div> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <div style="display: flex; justify-content: space-between;"> <div><input type="checkbox"/> Yes</div> <div><input checked="" type="checkbox"/> No</div> </div>		18. Recommended Retention  Retain until updated or superseded, then destroy.	
19. Name and Title of Preparer  T.M. McNamara	20. Telephone Number  301-609-7403	21. Date  5/7/97	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 61 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>OPERATIONS</b>	3. Unit <b>Mattawoman</b>	
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 Water O&M Manuals		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 BK 002 Water system O&M Manuals			
7. Record Series Format (s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (specify) <u>Bookshelves</u>	8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input checked="" type="checkbox"/> Other (specif <u>By Facility</u> )		9. Volume  <div style="display: flex; justify-content: space-between;"> <span>5</span> <span>File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>x</span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span><u>Bookshelves</u></span> </div>
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <span>N/A</span> <span><input type="checkbox"/> Months</span> <span><input type="checkbox"/> Years</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span></span> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Control Building, File room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span><input checked="" type="checkbox"/> No</span> </div>	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements  <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> None</span> <span><input type="checkbox"/> Federal</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> State</span> <span><input type="checkbox"/> Independent</span> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span><input checked="" type="checkbox"/> No</span> </div>		18. Recommended Retention  Retain until updated or superseded, then destroy.	
19. Name and Title of Preparer  T.M. McNamara	20. Telephone Number  301-609-7403	21. Date  5/7/97	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 62 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>OPERATIONS</b>	3. Unit <b>Mattawoman</b>	
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 Supervisors working files		5. Earliest Year/Latest Year 1997 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). File I.D. CR FC 001 Daily bench sheets, checklists, solids inventory, chemical checklists; monthly totalizer readings.			
7. Record Series Format (s)  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume  <div style="display: flex; justify-content: space-between;"> <span>3</span> <span>File Drawer(s)</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <hr/> 10. Annual Accumulation  <div style="display: flex; justify-content: space-between;"> <span>3</span> <span>File Drawer(s)</span> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <hr/>
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <span>12</span> <span>x Months</span> <span><input type="checkbox"/> Years</span> </div> <hr/> Number	
13. Current Location(s) (Bldg., Floor, Room)  Control Building, Control room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span>x No</span> </div>	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements  <div style="display: flex; justify-content: space-between;"> <span>x None</span> <span><input type="checkbox"/> Federal</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> State</span> <span><input type="checkbox"/> Independent</span> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span>X No</span> </div>		18. Recommended Retention  Retain for 1 year, then destroy.	
19. Name and Title of Preparer  T.M. McNamara	20. Telephone Number  301-609-7403	21. Date  5/7/97	

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 63 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>OPERATIONS</b>	3. Unit <b>Mattawoman</b>	
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 <b>O&amp;M Manuals</b>		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. CR BK 001 Operations working copies of O&M Manuals, Mattawoman			
7. Record Series Format (s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (specify) <u>Loose Leaf Binders</u>		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input type="checkbox"/> Numerical  <input type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input checked="" type="checkbox"/> Other (specif <u>N/A</u> )	
9. Volume  <div style="display: flex; justify-content: space-between;"> <span>6</span> <span>File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>x</span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span><u>Bookshelves</u></span> </div>		10. Annual Accumulation  <div style="display: flex; justify-content: space-between;"> <span>N/A</span> <span>File Drawer(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span>Microfilm Reel(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Computer Tape(s)</span> </div> <div style="display: flex; justify-content: space-between;"> <span></span> <span>Other (specify)</span> </div>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. File Becomes Inactive After <div style="display: flex; justify-content: space-between;"> <span>N/A</span> <span><input type="checkbox"/> Months</span> <span><input type="checkbox"/> Years</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Number</span> <span></span> </div>	
13. Current Location(s) (Bldg., Floor, Room)  Control Building, Control room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office) Asst. Chiefs Office <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> Yes</span> <span><input type="checkbox"/> No</span> </div>	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements <div style="display: flex; justify-content: space-between;"> <span><input checked="" type="checkbox"/> None</span> <span><input type="checkbox"/> Federal</span> </div> <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> State</span> <span><input type="checkbox"/> Independent</span> </div>	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <div style="display: flex; justify-content: space-between;"> <span><input type="checkbox"/> Yes</span> <span><input checked="" type="checkbox"/> No</span> </div>		18. Recommended Retention  Retain until updated or superseded, then destroy.	
19. Name and Title of Preparer  T.M. McNamara		20. Telephone Number  301-609-7403	
21. Date  5/7/97			

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (DGS 550-1)		AGENCY RECORDS INVENTORY  PAGE 64 OF 64	
1. Department/Agency <b>UTILITIES</b>	2. Division <b>OPERATIONS</b>	3. Unit <b>Mattawoman</b>	
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 <b>WASTEWATER INFORMATION</b>		5. Earliest Year/Latest Year 1993 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). File I.D. FR FC 002 Embassy dairy info, Smeco Info, Certification info, Wastewater satelite facility reports.			
7. Record Series Format (s)  <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence  <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <div style="text-align: right; margin-right: 20px;"> <input checked="" type="checkbox"/> File Drawer(s)          3 Microfilm Reel(s)          Number Computer Tape(s)          Other (specify)          File folders       </div>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. File Becomes Inactive After 5 <input type="checkbox"/> Months <input checked="" type="checkbox"/> Years Number	
13. Current Location(s) (Bldg., Floor, Room)  Control Building, File room		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, cite Law(s) & Regulation(s))		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> State <input type="checkbox"/> Independent	
17. Is an Index System used? (If yes, explain briefly and describe any hardware/software)  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention  Screen every 3 years, destroying material having no further legal, administrative, or operational value.	
19. Name and Title of Preparer  T.M. McNamara	20. Telephone Number  301-609-7403	21. Date  5/7/97	