CHARLES COUNTY GOVERNMENT RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedul	e No	- کے .	-830
Page	1	of	2

Agency		
CHARLES CO	UNTY GO	VERNMEN [*]

Division/Unit MANAGEMENT INFORMATION SYSTEMS

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

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

Date

Signature Lucul

Typed Name Eugene T. Lauer Title County Administrator

Schedule Authorized by State Archivist

JUN 2 2 1998 Date

Signature Shoul C. Paperpus for

CHARLES COUNTY GOVERNMENT RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 2 of 2

Schedule No. C-830

(Continuation Sheet)

Agency CHARLES COUNTY GOVERNMENT Division/Unit
MANAGEMENT INFORMATION SYSTEMS

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

0h

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

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	PAGE OF
▼ /, Department/Agency	2. Division	3. Unit
	Manage ment Info. Sp	p.
DEFINITION - RECORD SERIES - A group of related reco	· · · · · · · · · · · · · · · · · · ·	*
4. Record Series Title AS/400 Data Back	Сир	5. Earliest Year/Latest Year to
6. Record Series Description (Briefly describe the types of Security Files, Data y	informationn/documents/forms found in the series	i. Include the purpose or function of the series.
7. Record Series Format(s) Letter Size	8. Record Series Sequence Alphabetical Numerical Chronological Geographical Other (specify)	9. Volume File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify) 10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify)
11. File is Used Daily Dewly	Monthly 12. File Becomes Inactive Number	After Month(s) Vear(s)
13. Current Location(s) (Bldg., Floor, Room) Charles County Sheriffs Office	14. Is Record Series Dup (If yes, specify agence	
15. Access Restrictions & Yes O No (If Yes, cite Law(s) & Regulation(s) Backup/Restire Purpe's	16. Audit Requirements None Sta	ate 🗆 Federal 🗆 Independent
17. Is an Index System Used? (If yes, explain briefly and any hadware/software	describe 18. Recommended Reten Daily Back Monthly Bac The Kills	tion up Save for I month kup - I Calendar yr I month lem End - Tylears (Recycle Type)
19. Name and Title of Preparer 20. B. D. Jovle - MIS Director 3 DGS 550-4 (Rev. 1/93)	Telephone Number	21. Date

Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)	RECORDS 7275	T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 P. MARYLAND 20794	PAGE OF
▼ I, D epartment/Agency	2. Division		3. Unit
	Mrgh &	lofo. Sep.	
DEFINITION - RECORD SERIES - A group of related rec	ords normally filed an	nd used as a unit for reference	as well as retention and disposition purposes.
4. Record Series Title Metwork Server(s)	ackup		5. Earliest Year/Latest Year to
		ents/forms found in the series.	Include the purpose or function of the series.
6. Record Series Description (Briefly describe the types of affice automation (speadsheets) apply network operation	outputs (cution f system	email, word Like data i	processor docu, Source Circle,
7. Record Series Format(s)	8. Record Series S	Sequence	9. Volume
☐ Letter Size ☐ Microfilm	☐ Alphabetica	al	☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Legal Size 🗡 Computer Tape	☐ Numerical		Number D Other (specify)
☐ Bound Book ☐ Floppy Disk	☐ Chronologi	cal	
☐ Audio Tape ☐ Video Tape ☐ Other (specify) ————	Geographic Other (spe		10. Annual Accumulation File Drawer(s) Microfilm Reel(s) Computer Tape(s) Number Other (specify)
11. File is Used Daily Weekly	Monthly	12. File Becomes Inactive A	After Month(s) □ Year(s)
13. Current Location(s) (Bidg., Floor, Room) Charles Co. Sheriffs Effect		14. Is Record Series Duplic (If yes, specify agency □ Yes	
15. Access Restrictions	·	16. Audit Requirements	
(If Yes, cite Law(s) & Regulation(s) Backup/Restore Rupe	ses	None 🗆 State	e □ Federal □ independent
17. Is an Index System Used? (If yes, explain briefly and any hadware/software ☐ Yes ☐ No	d describe	18. Recommended Retention Durly Backup Wurkly Backup Monthly Backup Monthly Backup	po save for 1 mo. up save for 1 yr. yole Troe
001100000	Telephone Number		1. Date
B. O. Joyle - MIS Director.	301-645-	0/24	1/15 / 70 /

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

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

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

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

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

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Instructions - Type or print a separate form for		AGENCY RECORDS INVENTORY
each new or revised record series; forward with		
Record Retention Schedule		PAGE 36
(DGS 550-1)		OF 64
1. Department/Agency	2. Division	3. Unit
UTILITIES	ADMINISTRA	
		nit for reference as well as retention and disposition purposes.
4. Record Series Title	a records normany med and used as a d	5. Earliest Year/Latest Year
GENERAL WATER & SEWER INFO FILES		N/A to N/A
6. Record Series Description (Briefly describe the ty	es of info/documents/forms found in the	series. Include the purpose or function of the series).
Water and sewer system summary sheets w	ith permit info, property listings, inventor	y control #s, etc.; status reports for sites;
meeting minutes		
·		
7. Record Series Format (s)	8. Record Series Sequence	9. Volume
·		File Drawer(s)
X Letter Size [] Microfilm		6 Microfilm Reel(s)
	[] Alphabetical	Number Computer Tape(s)
II Logal Siza II Computer Tana	U Apriabelicai	
[] Legal Size [] Computer Tape	G Numerical	7,
	[] Numerical	File Folder
[] Bound Book [] Floppy Disk		
	[] Chronological	10. Annual Accumulation
[] Audio Tape [] Video Tape		File Drawer(s)
	[] Geographical	<1 Microfilm Reel(s)
Other (specify)		Number Computer Tape(s)
	Other (specify)	Other (specify)
		X Other (specify)
		File Folder
11. File is Used As needed	12. File Become	s Inactive After N/A
[] Daily [] Weekly	[] Monthly	[] Months [] Years
i saily i vectory	Number	
42 Comment Location (c) (Dide Fines Decemb		arias Duraliantad Classichard
13. Current Location(s) (Bldg., Floor, Room)	1	eries Duplicated Elsewhere?
		y agency or office)
Control Bldg - Director's Office	1	Admin's office, some in Paul Wright's office, some in Secretary's
		(Yes [] No
15. Access Restrictions X Yes	[] No 16. Audit Requir	ements
(If yes, cite Law(s) & Regulation(s))	Privacy	K None [] Federal
		State [] Independent
17. Is an Index System used? (If yes, explain b	iefly and describe any 18. Recommend	ded Retention
hardware/software)		
[] Yes X	No	Retain until updated or superseded, then
_	(destroy.
	· .	
40 Name and Title of December	20 Tolonban N	24 5-4-
19. Name and Title of Preparer	20. Telephone Number	21. Date
Jerry Michael	609-7400	

Instructions - Type or print a separate form for			AGENCY RECORD	SINVENTORY
each new or revised record series; forward with				
Record Retention Schedule			PAGE 3	7
(DGS 550-1)			OF 6	4
1. Department/Agency	2. Division		3. Unit	
UTILITIES		ADMINISTRATION		
DEFINITION - RECORD SERIES - A group of related	d records normally filed	and used as a unit for reference	as well as retention a	and disposition purposes.
4. Record Series Title			5. Earliest Year/Late	st Year
PERSONNEL FILES		•	1994 to	1997
			For leave and time;	rest for term of employment
6. Record Series Description (Briefly describe the type	es of info/documents/fo	orms found in the series. Include	the purpose or functi	on of the series).
Personnel files, interview files, employee lea	ve records, timecards, e	etc.		
7. Record Series Format (s)	8. Record Series Sequ	ience	9. Volume	
			x	File Drawer(s)
X Letter Size [] Microfilm			5	Microfilm Reel(s)
	X Alphabetical		Number	Computer Tape(s)
[] Legal Size [] Computer Tape				Other (specify)
	[] Numerical			File folders
[] Bound Book [] Floppy Disk				
	X Chronological	(timecards)	10. Annual Accumul	ation
[] Audio Tape [] Video Tape			X	File Drawer(s)
	[] Geographical		<1	Microfilm Reel(s)
[] Other (specify)			Number	Computer Tape(s)
,	[] Other (specify)		Other (specify)
		<u></u>		File folders
			į	
11. File is Used	\	12. File Becomes Inactive After	Employee leaves	s Co. Gov't
X Daily [] Weekly	[] Monthly	و ا	Months []	Years
•	j	Number	5	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated	Elsewhere?	<u></u>
		(If yes, specify agency or offic		
Control Bldg - Director's Secretary's Office		Personnel Off		
		X Yes	[] No	:
15. Access Restrictions X Yes	П №	16. Audit Requirements		
(If yes, cite Law(s) & Regulation(s))	Privacy	X None	n	Federal
		[] State		Independent
17. Is an Index System used?. (If yes, explain br	iefly and describe any	18. Recommended Retention	<u></u>	
hardware/software)	,			·
[] Yes X	No	Retain for 3 v	ears after termination	
, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		then destroy.		,
		22340).		,
19. Name and Title of Preparer	20. Telephone	Number	21. Date	
Dottie Winn		609-7400		
	1		i .	

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

Instructions - Type or print a separate form for			AGENCY RECORD	SINVENTORY
each new or revised record series; forward with				
Record Retention Schedule			PAGE 3	9
(DGS 550-1)			OF 6	4
1. Department/Agency	2. Division	1000	3. Unit	
UTILITIES		ADMINISTRATION		
DEFINITION - RECORD SERIES - A group of related	records normally filed		as well as retention a	and disposition nurnoses
4. Record Series Title	records normally med	and asca as a unit for reference	5. Earliest Year/Late	
PERMITS				
PERMITS			N/A to	N/A
6. Record Series Description (Briefly describe the type	es of info/documents/fe	orms found in the series. Include	the purpose or functi	on of the series).
Water Appropriation Permits, NPDES Wastev	vater Permits, Consen	t Agreements		
				•
·				
<u> </u>				
7. Record Series Format (s)	8. Record Series Sequ	uence	9. Volume	
			. x	File Drawer(s)
X Letter Size Π Microfilm			0.25	Microfilm Reel(s)
•	X Alphabetical		Number	Computer Tape(s)
[] Legal Size	, apriazoaoa		, tambo.	Other (specify)
U Legal Size U Computer rape	D. Niverariani	•		Other (specify)
] Numerical			
] Bound Book [] Floppy Disk				
_	Chronological	•	10. Annual Accumul	ation
[] Audio Tape [] Video Tape				File Drawer(s)
·	[] Geographical			Microfilm Reel(s)
[] Other (specify)			Number	Computer Tape(s)
	Other (specify	<i>(</i>)		Other (specify)
11. File is Used		12. File Becomes Inactive After	N/A	
X Daily [] Weekty	[] Monthly	n	Months Π	Years
A Daily	L Montany	Number		7 0 0.10
42 Current Leastion(a) (Ride Floor Boom)		14. Is Record Series Duplicated	Elecubero?	
13. Current Location(s) (Bldg., Floor, Room)	,	-		
		(If yes, specify agency or offic		
Control Bldg - Director's Secretary's Office		Chief of Opera		
		X Yes	[] No	
15. Access Restrictions [] Yes	X No	16. Audit Requirements		
(If yes, cite Law(s) & Regulation(s))		[] None	Х	Federal
		X State	<u>_</u>	Independent
17. Is an Index System used? (If yes, explain brid	efly and describe any	18. Recommended Retention		•
hardware/software)				•
[] Yes X	No	Retain until re	newed or revoked, th	en keep for
		3 years and th		•
•		o youro and th	4000007.	
				1
40.11	Jan	Al Description	24 2 .	
19. Name and Title of Preparer	20. Telephone		21. Date	
Dottie Winn		609-7400		Ì

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

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

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

Instructions - Type or print a separate form for		AGENCY RECORDS INVENTORY
each new or revised record series; forward with		AGENCY RECORDS INVENTORY
·		DAGE 42
Record Retention Schedule (DGS 550-1)		PAGE 43 OF 64
(DGS 550-1)		OF 64
Department/Agency	2. Division	3. Unit
UTILITIES	ADMINISTRATION	3. Offit
	ed records normally filed and used as a unit for refere	
4. Record Series Title	ed records normally liled and used as a unit for refere	5. Earliest Year/Latest Year
MATTAWOMAN SLUDGE FILES		N/A to N/A
6 Pagerd Sories Description / Priofly describe the to	pes of info/documents/forms found in the series. Incl	uide the purpose or function of the series
o. Record Series Description (Briefly describe the ty	pes of info/documents/forms found in the series. The	ade the purpose of function of the series).
Sludge permits, sludge generator reports, a	nd eludaa analysis ranorts	
Sludge permits, sludge generator reports, a	nd sludge analysis reports.	
7. Record Series Format (s)	8. Record Series Sequence	9. Volume
7. Necold Gelies Folliat (5)	o. Necord othes ocquence	X File Drawer(s)
[] Letter Size [] Microfilm		1 Microfilm Reel(s)
g Lotter cize g wild cilim	X Alphabetical	Number Computer Tape(s)
X Legal Size [] Computer Tape	A Aprilabelloa	Other (specify)
A Legar Gize g Computer rape	∏ Numerical	File folders
Bound Book [] Floppy Disk	- rumenear	THE TOTAL S
li board book li Floppy blak	[] Chronological	10. Annual Accumulation
[] Audio Tape [] Video Tape	[] Chronological	File Drawer(s)
U Addio Tape	[] Geographical	Microfilm Reel(s)
[] Other (specify)	l Geographical	Number Computer Tape(s)
	Other (specify)	Other (specify)
	[] Ciries (Speciny)	File folders
		The locals
11. File is Used	12. File Becomes Inactive A	ter .
Daily X Weekly	Monthly 3	Months X Years
The state of the s	Number	7 FOLIO
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplica	ited Elsewhere?
(2000)	(If yes, specify agency or	
Control Bldg - Director's Secretary's Office		nan Operations Division
Some stag Should a socially a small	X Yes	[] No
15. Access Restrictions [] Yes	X No 16. Audit Requirements	u //o
(If yes, cite Law(s) & Regulation(s))	[] None	X Federal
(ii yoo, olo zaw(o) a regulation(o))	X State	[] Independent
17. Is an Index System used? (If yes, explain b	riefly and describe any 18. Recommended Retention	
hardware/software)	The state of the s	··
[] Yes	No Permits - Retain un	til updated or superseded, then destroy.
, , ,		3 years, and until all audit requirements
		n fulfilled, then destroy.
	nave seei	
19. Name and Title of Preparer	20. Telephone Number	21. Date
Dottie Winn	609-7400	
	. 550 / 300	

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

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

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

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

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

Instructions - Type or print a separate form for			AGENCY RECOR	OS INVENTORY
each new or revised record series; forward with				
Record Retention Schedule			PAGE	49
(DGS 550-1)			OF	64
		·		
1. Department/Agency	2. Division		3. Unit	
UTILITIES	EQUIPMEN	NT MAINTENANCE		
DEFINITION - RECORD SERIES - A group of related	records normally filed	and used as a unit for reference	as well as retention	and disposition purposes.
4. Record Series Title			5. Earliest Year/Lat	
OPERATION AND MAINTENANCE MANUA	LS		N/A to	N/A
6. Record Series Description (Briefly describe the typ	es of info/documents/fo	orms found in the series. Include	e the purpose or fund	tion of the series).
(- 110 parpage of tario	1011 01 110 001100).
Manuals for sewage pump stations and wate	r numning systems are	maintained in a file cabinet for r	reference	
	als, not records per se.		cicience.	
Neierence materi	ais, not records per se.			
7 Board Spring Format (a)	8. Record Series Sequ	10000	9. Volume	
7. Record Series Format (s)	o. Record Series Sequ	jence		File Decure(a)
B 1.00.00		31/4	X	,
[] Letter Size [] Microfilm		N/A	1	Microfilm Reel(s)
	[] Alphabetical		Number	Computer Tape(s)
[] Legal Size [] Computer Tape				Other (specify)
	Numerical			
X Bound Book [] Floppy Disk				
	[] Chronological		10. Annual Accumu	ılation
[] Audio Tape [] Video Tape				File Drawer(s)
	[] Geographical		N/A	Microfilm Reel(s)
[] Other (specify)			Number	Computer Tape(s)
	Other (specify	')		Other (specify)
	_			
11. File is Used		12. File Becomes Inactive After		<u> </u>
[] Daily [] Weekly	X Monthly	N/A []	Months []	Years
	,	Number	u	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated	1 Flsewhere?	
(2.03., 1.00., 1.		(If yes, specify agency or offi		
Maintenance Bldg		Superintende		
Waliteriance Didg		[] Yes	X No	
15. Access Restrictions [] Yes	X No	16. Audit Requirements		
-	A 140	1		Fadaval
(If yes, cite Law(s) & Regulation(s))		X None	D	Federal
47.1.1.1.2.1.1.1.1.1.1.1.1.1.1.1.1.1.1.1.		[] State		Independent
	iefly and describe any	18. Recommended Retention		
hardware/software)		_		
[] Yes X	No	Retain until u	pdated or supersede	d, then destroy.
			· · · · · · · · · · · · · · · · · · ·	
19. Name and Title of Preparer	20. Telephone	Number	21. Date	
Ricky Hynson		609-7406		,

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

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

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

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

Instructions - Type or print a separate form for			AGENCY RECORDS	S INVENTORY		
each new or revised record series; forward with						
Record Retention Schedule			PAGE 5	4		
(DGS 550-1)			OF 6	<u>4</u>		
Department/Agency	2. Division		3. Unit			
UTILITIES		OPERATIONS	Mattawoman			
DEFINITION - RECORD SERIES - A group of rela	ted records normally filed	d and used as a unit for reference				
4. Record Series Title			5. Earliest Year/Late			
EPA 503 Regs & reports			1993 to	1997		
6. Record Series Description (Briefly describe the	types of info/documents/	forms found in the series. Includ	le the purpose or functi	on of the series).		
File I.D. FR FC 002						
Epa 503 Regs and reports, various regula	tory correspondence					
		•				
			1			
7. Record Series Format (s)	8. Record Series Seq	uence	9. Volume			
			X	File Drawer(s)		
[] Letter Size [] Microfilm			3	Microfilm Reel(s)		
	x Alphabetical		Number	Computer Tape(s)		
x Legal Size [] Computer Tap		·		Other (specify)		
	[] Numerical			File folders		
[] Bound Book [] Floppy Disk	5.01		10. 4 11.4 11.4			
G. Audio Tono	[] Chronologica	[[10. Annual Accumula			
[] Audio Tape [] Video Tape	7 O	1	X	File Drawer(s)		
B. Oharkarak)	[] Geographica	,	1	Microfilm Reel(s)		
[] Other (specify)		: A	Number	Computer Tape(s)		
	Other (specif	y <u>)</u>		Other (specify)		
				File folders		
11. File is Used		12. File Becomes Inactive Afte				
[] Daily [] Weekly	x Monthly	5 Д	Months x	Years		
	•	Number				
13. Current Location(s) (Bldg., Floor, Room)	<u></u>	14. Is Record Series Duplicated Elsewhere?				
		(If yes, specify agency or of				
Control Building, File room			• 1			
. •		[] Yes	x No			
15. Access Restrictions [] Yes	X No	16. Audit Requirements	-	,		
(If yes, cite Law(s) & Regulation(s))	[] None	x	Federal			
		x State	0	Independent		
17. Is an Index System used? (If yes, explain	briefly and describe any	18. Recommended Retention				
hardware/software)						
[] Yes	X No	Retain regs	until updated or supers	seded, then destroy.		
		Screen repo	orts after 5 years, destro	oying material having		
·		no further le	gal, administrative, or o	operational value.		
10.11		<u> </u>	T			
19. Name and Title of Preparer	20. Telephor	e Number	21. Date			
T.M. McNamara	301-609-740	3	5/7/97			

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

Instru	ctions - Type or pr	int a sen	arate form for					AGENCY RE	CORDS	SINVENTORY
	new or revised rec							AGENOTIVE	CONDC	HAAFIALOKI
	d Retention Sched		s, lorward with					PAGE	E (
		uie							56	_
(DGS	550-1)							OF	64	
								<u></u>		
1. Dep	partment/Agency			2.	Division			3. Unit		
	UTILITIES					OPERATIONS		Mattawoma		
DEFIN	IITION - RECORD	SERIES	6 - A group of related	d records no	ormally filed	I and used as a unit	for reference	as well as rete	ention ar	nd disposition purposes.
4. Red	ord Series Title							5. Earliest Ye	ar/Lates	st Year
	Safety and elect	rical						1979	to	1997
							-			
6. Red	cord Series Descrip	otion (Bri	efly describe the typ	es of info/d	ocuments/f	orms found in the s	eries. Include	the purpose o	r functio	on of the series).
File 1.0	D. FR FC 004									
HazCl	nem training mater	ial, pump	station electrical co	ontrols info,	engineerin	g electrical drawing	s, fixed physic	cal asset invent	ory	
7. Rec	ord Series Forma	(s)		8. Record	Series Seq	uence		9. Volume		
		. (0)							x	File Drawer(s)
п	Letter Size	п	Microfilm					3	^	Microfilm Reel(s)
ע	Letter Size	n	WIGOIRN		nhahatiaal			Number	-	, ,
			O 1 T	U AI	phabetical	•		Number		Computer Tape(s)
X	Legal Size	0	Computer Tape							Other (specify)
				[] Ni	umerical					
0	Bound Book	0	Floppy Disk							
				[] CI	nronologica	l		10. Annual Ad	ccumula	tion
0	Audio Tape	0	Video Tape							File Drawer(s)
				ŋ G	eographica	1	,	N/A		Microfilm Reel(s)
0	Other (specify)							Number		Computer Tape(s)
				x 0	ther (specif	as stated above				Other (specify)
					•					
11 Fil	e is Used			<u></u>		12. File Becomes	Inactive After	<u> </u>		
x	Daily	X	Weekly	х М	onthly	N/A		Months	П	Years
^	Daily	. ^	VVCCKIY	A 191	Octuliy	Number		MOUTUS	u	r cars
40.0		/DI4-	Slees Beens			-	D			
13. Ct	urrent Location(s)	(Riag.	, Floor, Room)			14. Is Record Seri	·			
	.	6 1		•		(If yes, specify a	agency or offic	ce)		
	Control building	tile roon	n							
	·						Yes	x	No	
15. Ad	ccess Restrictions	Ω	Yes	X N)	16. Audit Requirer	nents			
	(If yes, cite Law	(s) & Re	gulation(s))			×	None		0	Federal
						0_	State		0	Independent
17. Is an Index System used? (If yes, explain briefly and describe any 18. Recommended Retention										
han	dware/software)									
] Ye	s X	No						
	•						Retain until u	pdated or supe	rseded	then destrov.
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40 11	ome and Title - f T			162	\ Talashar	n Number		24 0-4-		
19. Na	ame and Title of Pi	eparer		20). Telephon	e Number		21. Date		
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T.M. N	McNamara			30	1-609-740	3		5/7/97		

Instructions - Type or print a separate form for each new or revised record series; forward with Record Retention Schedule (CGS 550-1) 1. Department/Agency						
Record Retention Schedule (DSS 550-1) 1. Department/Agency 2. Division OPERATIONS Mattawoman DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes 4. Record Series Title Training Materials 6. Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series). File LD. RR FC 005, FR FC 005 Various training materials 7. Record Series Format (s) 8. Record Series Sequence 9. Volume x File Drawer(s) File LD. RR FC 005, FR FC 005 Various training materials 8. Record Series Sequence 9. Volume x File Drawer(s) Computer Tape(s) Other (specify) Numerical Chronological Chronological Chronological Chronological Other (specify) Other (specify) Other (specify) 11. File is Used Daily Weekly Monthly Monthly Monthly Number Months Years Number N				AGENCY REC	ORDS INVENTORY	
1. Department/Agency	·	-				
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UTILITIES OPERATIONS Mattawoman DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. A. Record Series Title	(DGS 550-1)			OF	64	
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title Training Materials 5. Earliest Year/Latest Year N/A to 6. Record Series Description (Briefly describe the types of info/documents/forms found in the series. Include the purpose or function of the series). File I.D. FR FC 005, FR FC 005 Various training materials 7. Record Series Format (s) 8. Record Series Sequence 9. Volume x File Drawer(s) Alphabetical x Alphabetical Number Computer Tape(s) Other (specify) [Numerical	1. Department/Agency	2. Division		3. Unit	<u> </u>	
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Number 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)	[] Daily [] Weekly	[] Monthly	11		Years	
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	13. Current Location(s) (Bldg., Floor, Room)					
Control Building, File room	·		(If yes, specify agency or of	ffice)		
	Control Building, File room					
Yes x No		·	l	x_[No	
15. Access Restrictions [] Yes X No 16. Audit Requirements	-	X No	16. Audit Requirements			
(If yes, cite Law(s) & Regulation(s)) X None [] Federal	(If yes, cite Law(s) & Regulation(s))		<u>}</u>		_	
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17. Is an Index System used? (If yes, explain briefly and describe any		netly and describe any	18. Recommended Retention	•		
hardware/software) [] Yes X No	·	No				
Retain until updated or superseded, then destroy.	ц тез ^		Retain until	updated or super	seded, then destroy	
Netall until appared of superseded, men desirby.			Tretain Office	apaciou or super-	2000d, 11011 dooledy.	
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19. Name and Title of Preparer 20. Telephone Number 21. Date	19. Name and Title of Preparer	20. Telephone	e Number	21. Date	· · · · · · · · · · · · · · · · · · ·	
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T.M. McNamara 301-609-7403 5/7/97	T.M. McNamara	301-609-7403	3	5/7/97		

Instruc	tions - Type or pr	int a sep	arate form for				AGENCY RE	CORDS	SINVENTORY
each n	new or revised rec	ord serie	s; forward with						
Record	d Retention Sched	lule					PAGE	58	3
(DGS	550-1)						OF	6	4
4 Don				2 Division			0.11=11		
т. Бер	artment/Agency UTILITIES			2. Division	OPERATIONS		3. Unit Mattawom		
DECIN		SEDIE	A group of relator	t soosda nasmallu filas		far rafarana			nd disposition purposes.
	ord Series Title	SERIE	3 - A group or related	Trecords Hormany med	d and used as a dim	ior releterior	5. Earliest Ye		
4.1100	Engineering Dra	wings					1974	to	Present
		ption (Bri	efly describe the typ	es of info/documents/	forms found in the se	ries. Includ	e the purpose o	r function	on of the series).
FIIE I.L). FR FF 001 Dual purpose pu	ımp stati	on drawings, origina	l as builts					
	Dual parpose pe	inp stati	on arownigo, origina	a do bamo.					
7. Rec	ord Series Forma	t (s)		8. Record Series Sec	luence		9. Volume		
								×	File Drawer(s)
D	Letter Size	Ŋ.	Microfilm				5		Microfilm Reel(s)
				[] Alphabetical			Number	-	Computer Tape(s)
0	Legal Size	0	Computer Tape						Other (specify)
				[] Numerical					
0	Bound Book	0	Floppy Disk						
x Chronologica				ai .		10. Annual Ad	ccumula	ition	
0	Audio Tape	0	Video Tape						File Drawer(s)
			•	[] Geographica	l		N/A	_	Microfilm Reel(s)
x	Other (specify)	Flat F	ile				Number		Computer Tape(s)
				[] Other (specif	ý)				Other (specify)
44 🖼	- i- H			<u></u>	40 File Becomes I		<u> </u>		
	e is Used		Mookh	V Manthir	12. File Becomes I				Vaen
X	Daily	0	Weekly	X Monthly	Number	0	Months	Ĺ	Years
13 Ct	rrent Location(s)	(Bida	, Floor, Room)		14. Is Record Serie	s Dunlicated	Fisewhere?		
10.00	mont Essation(s)	(Diag.	, 1 1001, 1 10011,		(If yes, specify a	•			
	Control Building	. File roo	m		(, , , , , , , , , , , , , , , , , , ,	3,	/		
	• • • • • • • • • • • • • • • • • • •	,				Yes	. x	No	
15. Ac	cess Restrictions		Yes	X No	16. Audit Requirem				
	(If yes, cite Law		gulation(s))		×	None		П	Federal
			. , ,		0	State		0	Independent
17. ls	an Index System (used?	(If yes, explain br	iefly and describe any					· · · · · · · · · · · · · · · · · · ·
	dware/software)			·					
		[] Ye	s . X	No			4		
						Retain until ι	pdated or supe	erseded	, then destroy.
10 N	me and Till- of D			20 T-1	no Number		24 Date		
19. Na	ime and Title of Pi	eparer		20. Telephon	е митрег		21. Date		
T 4.4 *	4aNamara			204 000 740			5/7/07		
1.M. N	// dcNamara			301-609-740	<u>. </u>		5/7/97		

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

Instructions - Type or print a separate form for			AGENCY RECORD	S INVENTORY
each new or revised record series; forward with				
Record Retention Schedule			PAGE 6	0
(DGS 550-1)			OF 6	<u>4</u>
1. Department/Agency	2. Division		3. Unit	
UTILITIES		OPERATIONS	Mattawoman	
DEFINITION - RECORD SERIES - A group of relate	d records normally filed	I and used as a unit for reference	7	
4. Record Series Title		•	5. Earliest Year/Late	st Year
Wastewater O&M Manuals			N/A to	
6. Record Series Description (Briefly describe the ty	nee of infoldacuments/	forms found in the series Include	the numero or functi	on of the engine)
File I.D. FR BK 001	pes of into/documents/i	orms round in the series. Include	the purpose of functi	on of the series).
Waste water O&M Manuals				
Traste Water Calvi Maridais				,
				•
7. Record Series Format (s)	8. Record Series Seq	uence	9. Volume	·····
				File Drawer(s)
Letter Size [] Microfilm			5	Microfilm Reel(s)
	[] Alphabetical		Number	Computer Tape(s)
[] Legal Size [] Computer Tape			x	Other (specify)
·	[] Numerical			Bookshelves
[] Bound Book [] Floppy Disk				
	Chronologica	1	10. Annual Accumul	ation
[] Audio Tape [] Video Tape				File Drawer(s)
	[] Geographica		N/A	Microfilm Reel(s)
x Other (specify) Bookshelves			Number	Computer Tape(s)
	x Other (specif	By Facility		Other (specify)
11. File is Used		12. File Becomes Inactive After		
x Daily X Weekly	[] Monthly	N/A	Months []	Years
,	u,	Number	u u	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated	Elsewhere?	
<u> </u>		(If yes, specify agency or office	ce)	
Control Building, File room				
		Yes	x No	
15. Access Restrictions [] Yes	X No	16. Audit Requirements		
(If yes, cite Law(s) & Regulation(s))		X None	0	Federal
		[] State	<u>.</u> 0	Independent
17. Is an Index System used? (If yes, explain b	18. Recommended Retention		ŕ	
hardware/software)				
[] Yes X	Retain until u	pdated or superseded	, then destroy.	
·				
40 Nome and Till (C)	20	- Niverban	04.0-4	
19. Name and Title of Preparer 20. Telephone		e Number	21. Date	
T.M. McNamara 301-609-7403		3	5/7/97	

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Instructions - Type or print a separate form for		AGENCY RECO	AGENCY RECORDS INVENTORY	
each new or revised record series; forward with				
Record Retention Schedule		PAGE	61 .	
(DGS 550-1)		OF	<u>64</u>	
1. Department/Agency	2. Division	3. Unit		
UTILITIES	OPERA	TIONS Mattawoman		
DEFINITION - RECORD SERIES - A group of relate	ed records normally filed and used	as a unit for reference as well as retenti-	on and disposition purposes.	
4. Record Series Title		5. Earliest Year/l	Latest Year	
Water O&M Manuals		N/A	to	
Record Series Description (Briefly describe the ty File I.D. FR BK 002 Water system O&M Manuals	pes of info/documents/forms found	I in the series. Include the purpose or fu	unction of the series).	
	·			
7. Record Series Format (s)	8. Record Series Sequence	9. Volume		
		_	File Drawer(s)	
[] Letter Size [] Microfilm	D Alababatat	5	Microfilm Reel(s)	
G. Land Sine G. Computer Tree	[] Alphabetical	Number	Computer Tape(s)	
[] Legal Size [] Computer Tape	II Numerical		x Other (specify)	
S. Davad Bask S. Flancy Disk	[] Numerical		Bookshelves	
[] Bound Book [] Floppy Disk	[Change lands	10. Annual Accu		
G Audio Tono G Vidos Tono	[] Chronological	10. Annuai Accu		
[] Audio Tape [] Video Tape	[] Geographical	N/A	File Drawer(s) Microfilm Reel(s)	
x Other (specify) Bookshelves	lj Geographica	Number	Computer Tape(s)	
A Cities (specify) Bookshelves	x Other (specif By Facility		Other (specify)	
11. File is Used	12 File B	ecomes Inactive After		
x Daily [] Weekly] Monthly N/		[] Years	
X Daily [] Weekly	D Mortally Num		II rears	
13. Current Location(s) (Bldg., Floor, Room)		cord Series Duplicated Elsewhere?		
is: surrout Essential (Single, Floor, Rosin)		specify agency or office)		
Control Building, File room	(11)00,	apolity agonoy of office,		
Control Sanding, 1 no 100m.		[] Yes x No	· o	
15. Access Restrictions [] Yes	X No 16. Audit	Requirements		
(If yes, cite Law(s) & Regulation(s))		x None	¶ Federal	
(,,		∏ State	[] Independent	
17. Is an Index System used? (If yes, explain b	riefly and describe any 18. Recor	mmended Retention		
hardware/software)				
[] Yes X No Retain until updated or supers		eded, then destroy.		
		·		
19. Name and Title of Preparer	20. Telephone Number	21. Date		
T.M. McNamara	301-609-7403	5/7/97		

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

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

Instructions - Type or print a separate form for		AGENCY RECORDS INVENTORY	
each new or revised record series; forward with		·	
Record Retention Schedule		PAGE <u>64</u>	
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1. Department/Agency	2. Division	3. Unit	
UTILITIES	OPERATIONS	Mattawoman	
DEFINITION - RECORD SERIES - A group of relati	ed records normally filed and used as a unit for	reference as well as retention and disposition purposes.	
4. Record Series Title		5. Earliest Year/Latest Year	
WASTEWATER INFORMATION	•	1993 to 1997	
6. Record Series Description (Briefly describe the ty	ypes of info/documents/forms found in the series	s. Include the purpose or function of the series).	
File I.D. FR FC 002			
Embassy dairy info, Smeco Info, Certification	on info, Wastewater satelite facility reports.		
	•		
10-10-10-10-10-10-10-10-10-10-10-10-10-1			
7. Record Series Format (s)	8. Record Series Sequence	9. Volume	
		X File Drawer(s)	
[] Letter Size [] Microfilm		3 Microfilm Reel(s)	
	x Alphabetical	Number Computer Tape(s)	
x Legal Size [] Computer Tape		Other (specify)	
·	[] Numerical	File folders	
[] Bound Book [] Floppy Disk			
	[] Chronological	10. Annual Accumulation	
[] Audio Tape [] Video Tape		x File Drawer(s)	
	[] Geographical	1 Microfilm Reel(s)	
[] Other (specify)		Number Computer Tape(s)	
	Other (specify)	Other (specify)	
		File folders	
11. File is Used	12. File Becomes Inac		
[] Daily [] Weekly	x Monthly 5	[] Months x Years	
	Number		
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series D	•	
0-1-10-15	(If yes, specify ager	icy or office)	
Control Building, File room	.	an Ma	
45 A	[] Yes		
15. Access Restrictions [] Yes	X No 16. Audit Requirement		
(If yes, cite Law(s) & Regulation(s))		None x Federal	
17 In an Index System word? (If you are Index		State [] Independent	
	briefly and describe any 18. Recommended Re	genuon	
hardware/software)	Y No	con over 2 years destroying material business	
[] Yes	·	Screen every 3 years, destroying material having	
	no f	further legal, administrative, or operational value.	
40 Name and Title of Persons	20 Talanhara Number	las Dua	
19. Name and Title of Preparer	20. Telephone Number	21. Date	
T.M. MeNomero	204 600 7402	677107	
T.M. McNamara	301-609-7403	5/7/97	