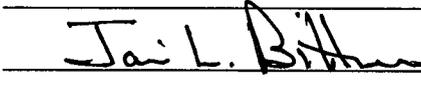


DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Supersedes Schedule C882		Schedule No. C1068
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Agency Washington County		Division/Unit Water and Sewage/Engineering
Item No	Description	Retention
1	Contracts – sanitary sewage collection systems -contains but not limited to: waterway construction permits, contract addendum, state highway admin right of way permission, standard blasting plan, site drawings, water quality certification, plats, copies of time sheets, contractor's payroll	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
2	Permits: sewer connection permits	Permanent. Transfer periodically to the Maryland State Archives.
3	Sewage collection system – mylar/sepia prints; engineering drawings for various sewer collection projects; first design submittals	Retain for life of project plus five (5) years, then destroy.
4	Engineering drawings -contains but not limited to: site grading plan, soil erosion and sediment control plans, site details, mechanical plan, floor drain plan, right of way plan and profile, project location map, floor plans and elevations	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. Transfer periodically to the Maryland State Archives.
Approved by Department, Agency or Division Representative		Schedule Authorized by State Archivist
Date	November 17, 2008	Date
Signature		
Type Name	Joni L. Bittner	
Title	County Clerk	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Supersedes Schedule C882 (CONTINUATION SHEET)		Schedule No. C1068
		Page 2 of 2
Agency Washington County		Division/Unit Water and Sewage/Engineering
5	Service area files -contains but not limited to: correspondence, pump station and WWTF information transmittal forms, equipment warranty and certification forms, site drawings, brochures, catalogs, plans, agreement for engineering services, minutes of progress meetings, work plan/approvals	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. Transfer periodically to the Maryland State Archives.