DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1251

Page 1 of 3

Agenc	cy: Howard County Government Division/Unit: Departme Bureau of	ent of Public Works f Environmental Services
Item No.	Description	Retention
	THIS SCHEDULE SUPERSEDES C-1084 "The issuance of a legal hold by the Office of Law overrides portion of this record retention policy or schedule that otherwise of for the disposal, transfer, or destruction of records subject to the h until the hold has been released by the Office of Law. No record the subject to a legal hold may be altered, disposed of, transferred destroyed, even if the scheduled destruction date has passed. person preparing to alter, dispose of, transfer, or destroy a record re ascertain whether a litigation hold applies to the record before do so."	calls nold, nat is l, or Any nust
1	Solid Waste Plan Files (supporting information, correspondence)	Retain for three (3) years after plan has been updated; then destroy.
2	Landfill Scale Records, Contractor Scale Records - Scale tickets and manifests; scale service and inspections.	Retain for three (3) years; then destroy.
3	Refuse/Recyclables collection and processing documents (bid specs, audit results, related correspondence, contracts)	Retain for five (5) years or term of contract, whichever is longer, then destroy.
Divisio Date: Signatu Typed N	n Representative Representative	2014 2014 Q. a. Marty
Schedul Date: Signatu	le Authorized by State Archivist	

DGS 550-1 (Rev. 08/13)

	DEPARTMENT OF GENERAL SERVICES	Schedule No. C1251		
	RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 2 of 3		
Agency: H	oward County Government Division/Unit: Department of Publ Bureau of Environm			
ltem No.	Description	Retention		
4	Landfill/Recycling Activity Reports - Reports of landfill and recycle	Retain for ten (10) years, then destroy		
5	Design and Operating Documents (specs, drawings, approved shop drawings, operational manuals, etc.)	Retain until 10 years after the document has been superseded or the facility is no longer in service, whichever is sooner, then destroy.		
6	Water Quality Sampling Records (Wells and Streams) – Wells and streams; water quality lab reports.	Permanent: Retain paper until scanned to Maryland State Archives standards, then destroy. Maintain images permanently in the County's Records and Information Management system and transfer to the MSA every 5 years.		
7	Construction Documents (Change orders, Payment records, Correspondence, etc.)	Retain twenty (20) years, then destroy.		
8	Stormwater Management Facility Records (Inventory, Maintenance, Enforcement, Inspection)	Retain until 10 years after the document has been superseded or the facility is no longer in service, whichever is sooner, then destroy.		
9	Permit Compliance Reports (National Pollutant Discharge Elimination Systems, Refuse Disposal, Air, etc.)	Permanent: Retain paper until scanned to Maryland State Archives standards, then destroy. Maintain images permanently in the County's Records and Information Management system and transfer to the MSA every 5 years.		

DGS 550-1A

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1251

Page 3 of 3

ltem No.	Description	Retention Permanent: Retain paper until scanned to Maryland State Archives standards, then destroy. Maintain images permanently in the County's Records and Information Management system and transfer to the MSA every 5 years.		
10	Remediation Investigation/Environmental Assessments of County Property and Facilities – A property investigation/research report to mainly determine contaminates.			
11	Hazardous Waste Manifests - Records of hazardous wastes processed at landfills.	Permanent: Retain paper until scanned to Maryland State Archives standards, then destroy. Maintain images permanently in the County's Records and Information Management system and transfer to the MSA every 5 years.		
12	Financial Assurance Documents (Alpha Ridge Landfill) – Financial Assurance records for Alpha Ridge Landfill	Retain for three (3) years and then destroy.		
13	Spill Prevention Control Countermeasure (SPCC), Storm Water Pollution Prevention Plan (SWPPPs) - Inspection Reports, Training Records, and Spill Records.	Retain for three (3) years and then destroy.		
14	Underground Storage Tanks (UST) Closure Reports – Reports of closures for underground storage tanks.	Retain for five (5) years then destroy.		
15	Material Safety Data Sheets/Safety Data Sheets – Data sheets for Material Safety and Safety records	Retain for thirty (30) years and then destroy.		

DGS 550-1A

Instructions -Type or Print a separate form	DEPARTMENT OF GENERAL SERVIC		RVICES	AGENCY RECORDS INVENTORY	
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Jessup, N	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1950		PAGE 0F	
1. Department/Agency Howard County Government	2. Division Department of Public Works			3. Unit Bureau of Environmental Services	
DEFINITION: RECORD SERIES - A group of	related records norma	ally filed and use	d as a unit f	or reference as well as retention and disposition purposes.	
4. Record Series Title Solid Waste Plan file (supporting informatio	n, correspondence)		5. Earlier	st Year/Latest Year 2000 to Present	
 Record Series Description (Briefly describe Documents to back up and support the current 			l. oms found	in the series. Include the purpose or function of the series.)	
7. Record Series Format(s) List all	8. Record Serie		9. Volume 9. Volume Number Viet Draw Other (b) 10. Annua 10. Annua 10. Annua 10. Annua 10. Annua 10. Annua 10. Annua 10. Annua 10. Annua	ver(s) i Ree(s) ir Tape(s) peolyb al Accumutation ver(s) i Ree(s) ir Tape(s)	
11. File is Used	Annually	12. File Beco 3-yrs after pla Number	n has been		
13. Current Location(s) (Bidg., Floor, Room) 6751 Calumbia Galaway Drive Suite 514, Columbia MD 21046 15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) ☐ Yes		16. Audit Rec	⊠ № quirements	oricated Elsewhere? (If yes, specify agency or office.)	
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ⊠ Ns		18. Recommended Retention Retain for three (3) years after plan has been updated; then destroy			
19. Name and Title of Preparer 20. Telephone Stephanie Cottman – Admin 410-		Number 313-6485		21. Date May 13, 2014	

Instructions -Type or Print a separate form	DEPARTMENT OF C	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 415-785-1858		AGENCY RECORDS INVENTORY	
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo R Jessup, Ma			PAGE OF	
 Department/Agency Howard County Government 	2. Division Department of Public Works			3. Unit Bureau of Environmental Services	
DEFINITION: RECORD SERIES - A group of	related records normally	y filed and used	as a unit l	or reference as well as retention and disposition purposes.	
 Record Series Title Landfill Scale Records, Contractor Scale Re 	cords		5. Earlie	st Year/Latest Year 2011 to 2014	
 Record Series Description (Briefly describ Scale tickets and manifests, scale r 		n/documents/fo	rms found	in the series. Include the purpose or function of the series.)	
7. Record Series Format(s) List all	B. Record Series	Sequence	9. Volum	e:	
🖾 Letter Size 🔲 Microfilm	Alphabetical		0 Number		
🖾 Legal Size 🔲 Computer Tape	Numerical				
🗋 Audio Tape 📋 Ploppy Disk	Chronological Geographical Other (specify)		Microfilm Revit(s) Computer Tape(s) Other (specify) 10. Annual Accumulation _5_ Number		
Dounit Book 🗍 Video Tape					
Cither (specify)					
			Comput	n Revela) er Tape(a)	
11. File is Used	_	12. File Becon	nes Inactiv	no After	
🗆 Daily 🗌 Weekly 🔯 Monthly	Annualle	3 Number	D Mont	Na) 🖾 Year(s)	
13. Current Location(s) (Bidg., Floor, Ro 6751 Columbia Galavery Drive Buile 514, Columbia MD		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ⊠ No		18. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention Retain for three (3) years; then destroy			
19. Name and Title of Preparer 20. Telephone Stephanie Cottman, Admin 410-		vumber 13-6485		21. Date May 13, 2014	

Instructions - Type or Print a separate form	DEPARTMENT OF GENE	RAL SERVICES	AGENCY RECORDS INVENTORY		
or each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEM 7275 Waterloo Road, I Jessup, Maryland are-196-199	ENT DIVISION P.O. Box 275 1 20794	PAGE OF		
. Department/Agency loward County Government	2. Division Department of Public Work	5	3. Unit Bureau of Environmental Services		
EFINITION: RECORD SERIES - A group of	related records normally filed	and used as a unit	for reference as well as retention and disposition purposes.		
. Record Series Title Refuse/Recyclable collection and processin	g documents	5. Earlie	2008 to Present		
 Record Series Description (Briefly describ Bid specs, audit results, related cor 		uments/forms found	in the series. Include the purpose or function of the series.		
Record Series Format(s) List all	8. Record Series Sequ	ence 9. Volum	e,		
Computer Tape	Diametical	File Dra	File Drawer(s) Afconfilm Resit(s) Computer Tape(s) Other (specify)		
Audio Tape Floppy Disk	Geographical	the second se			
Other (specify)	Cithwr (specify)	10. Annual Accumulation			
		File Dra Microfile Gomput Other (s	n Plant(s) lor Tope(s)		
11. File is Used	Annually Number		12		
13. Current Location(s) (Bidg., Floor, Ro 5751 Columbia Galeway Drive Suite 514, Columbia MD		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention Retain for five (5) years or term of contract, whichever is longer, and then destroy.			
19. Name and Title of Preparer Stephanie Cottman, Admin	20. Telephone Numbe 410-313-648		21. Date April 11, 2014		

DGS 550-4 (Rev. 1/93)

instructions -Type or Print a separate form	DEPARTMENT OF GENERA	L SERVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series. Forward with Records Retention Schedule DGS 550-1)	RECORDS MANAGEMEN 7275 Waterloo Road, P.O Jessup, Maryland 20 416-799-1300	8ox 275	PAGE OF		
 Department/Agency Howard County Government 	2. Division Department of Public Works		3. Unit Bureau of Environmental Services		
DEFINITION: RECORD SERIES - A group of	related records normally filed an	i used as a unit	for reference as well as retention and disposition purposes.		
 Record Series Title Landfill/Recycling Activity Reports 		5. Earlie	2004 to Present		
 Record Series Description (Briefly describ Reports of landfill and recycle 	e the types of information/docume	ints/forms found	I in the series. Include the purpose or function of the series.)		
'. Record Series Format(s) List all	5. Record Series Sequence	e 9. Volum	ne .		
🖸 Lether Size 🔲 Murcelins	Alphabetcal	Number	Number File Drawer(s) Microfile Ree(s) Computer Tape(s) Other (specify)		
🖸 Legal Size 🔲 Computer Tape	In Numerical				
Audio Tape	Chronological	Compu			
Disund Book 🔲 Video Tape	Geographical				
Other (specify)	Cither (specify)	10. Annu 	Annual Accumulation		
		File Dri Micrufii Compu Other (m Rael(s) fer Tape(s)		
11. File is Used	12. File	Becomes Inacti	ve After		
Daily Weekly Monthly	Annually Number				
13. Current Location(s) (Bidg., Floor, Ro 6751 Columbia Galeway Drive Suita 514, Columbia MD	21946	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes I No 17. Is an index System used? If yes, explain briefly and 		16. Audit Requirements			
					fescribe requirements
9. Name and Title of Preparer	20. Telephone Number		21. Date		

Instructions -Type or Print a separate form	DEPARTMENT OF GENERAL SERVI		ICES	AGENCY RECORDS INVENTORY		
or each new or revised record series. Forward with Records Retention Schedule DGS 550-1)	7275 Waterloo Jessup, N	RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 415-799-1990		PAGE OFE		
Department/Agency loward County Government	2. Division Department of Publ	lic Works		3. Unit Bureau of Environmental Services		
EFINITION: RECORD SERIES - A group of	related records norma	ally filed and used a	s a unit f	or reference as well as retention and disposition purposes.		
. Record Saries Title			Constant of the second second	it Year/Latest Year		
Design and Operating Documents				1979 to Present		
 Record Series Description (Briefly describ Project specs, drawings, approved shop drav 			16 found i	in the series. Include the purpose or function of the series.		
Record Series Format(s) List all	8. Record Serie		. Volume	2		
S Letter San	Alphanetical		1 fumber			
			File Drawet(s)			
🖸 Legat Size 🔲 Computer Tape	Numerical					
Audio Tispe Picoppy Disk.	Chronological	Chronological		Computer Tape(s)		
Bound Book	Ceographical					
	Other (specify)	1	10. Annual Accumulation			
Other (specify)_Maps	T cure (theory)		2 Numper			
			-			
			Compute Other (ap	Realts) # Tapo(s)		
11. File is Used		12. File Become	s inactiv	e After		
	-	NA				
Daily Weekly 🖸 Monthly	Annually	Number	Month	(n) 🗌 Yew(n)		
13. Current Location(s) (Bidg., Floor, Ro	om)	14. Is Record Se	eries Dup	licated Elsewhere? (If yes, specify agency or office.)		
5751 Columbia Galaway Drive Suite 514, Columbia MD	21046	Yes Ø No 16. Audit Requirements				
15. Access Restrictions (if Yes, cite Law(s)	& Regulation(s)					
Ves No		None Share Federal I Independent				
17. Is an Index System used? If yes, explain	briefly and	18. Recommend	ied Reter	ntion		
describe requirements		Permanent: Reta	ain paper	until scanned to Maryland State Archives standards, then		
Ves 🖾 No				permanently in the County's Records and Information transfer to MSA every 5 years.		
19. Name and Title of Preparer	20. Telephone	e Number		21, Date		
Stephanie Cottman - Admin	313-6485		May 13, 2014			

Instructions -Type or Print a separate form	The Recommendation	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1030		AGENCY RECORDS INVENTORY		
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo F Jessup, Mo			PAGE OF		
1. Department/Agency Howard County Government	2. Division Department of Public	c Works		3. Unit Bureau of Environmental Services		
DEFINITION: RECORD SERIES - A group of	related records normall	ly filed and used i	as a unit f	for reference as well as retention and disposition purposes.		
4. Record Series Title Water Quality Sampling Records			and the other designs in the later.	st Year/Latest Year 1979 to Present		
6. Record Series Description (Briefly describ	e the types of informatio	on/documents/for	ms found	in the series. Include the purpose or function of the series.)		
Wells and streams; water quality lab reports.						
7. Record Series Format(s) List all	8. Record Series	everyware war	9. Volum	e		
Latter Size 🔲 Microfilm	Alphabelical		Samber			
Camputer Tape	Tiumerical		File Draw			
Audio Tape C Finppy Disk	Chronological		Computer Tape(s) Computer Tape(s) Cottee (specify)			
Dound Book Divideo Tabe						
	Citruer (upecify)	10,		10. Annual Accumulation		
Cither (specify)	1		Number			
		24	Ref. Balling			
			File Dras			
			Compute	ALCON TRUE TO		
		13	C) Other (a	(mest)		
11. File is Used		12. File Becom	es inactiv	n After		
Cally Weekly S Monthly	Annually	<u>NA</u>	-	h(s) Veer(s)		
		Number	Mant	ICS/ L_I Venr(S)		
13. Current Location(s) (Bldg., Floor, Ro	am)	14. Is Record S	series Du	plicated Eisewhere? (If yes, specify agency or office.)		
8751 Columbia Galaway Drive Suite 514, Columbia MD	21046	Time 🖸 No				
15. Access Restrictions (If Yes, cite Law(s))	Reputation(s)	15. Audit Reguirements				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		None State Federal Independent				
17. Is an Index System used? If yes, explain	briefly and	18. Recommen	ided Rete	intion		
describe requirements				until scanned to Maryland State Archives standards, then		
The No				permanently in the County's Records and Information I transfer to MSA every 5 years.		
19. Name and Title of Preparer	20. Telephone I			21. Date		
Stephanie Cottman – Admin	410-3	13-6485		May 13, 2014		

Instructions –Type or Print a separate form	DEPARTMENT OF	GENERAL SER	VICES	AGENCY RECORDS INVENTORY	
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo F Jessup, Ma	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		PADEY OF15	
1. Department/Agency Howard County Government	2. Division Department of Public	2. Division Department of Public Works		3. Unit Bureau of Environmental Services	
DEFINITION: RECORD SERIES - A group of	related records normall	ly filed and used	as a unit f	or reference as well as retention and disposition purposes.	
4. Record Series Title Construction Documents			5. Earlies	It Year/Latest Year 1993 to Present	
6. Record Series Description (Briefly describ Change orders, payment records, correspond		sn/documents/fo	rms lound	in the series. Include the purpose or function of the series.)	
7. Record Series Format(s) List all	8. Record Series	s Sequence	9. Volume		
🖾 Letter Size 🔲 Mondita	Aiptiabelical		Aurriber		
Computer Tape	Chromotical Chromotical		File Drawer(s) Microfilm Ree(s) Computer Tape(s) Other (specify)		
Audio Tape Disk					
🔯 Bound Book 🗌 Video Tape					
Other (specify)_MAPS	Dither (specify)	10. Ann 			
			File Draw Microfilm Compute	Reals) r Tape(s)	
11. File is Used	ST Armun0y	12. File Becor 20 Number	mes Inactiv		
13. Current Location(s) (Bidg., Floor, Ro 6751 Columbia Gateway Drive Suite 516, Columbia MD		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes Ø №		16. Audit Requirements			
17. Is an index System used? If yes, explain briefly and describe requirements		18. Recomme Retain twenty		ntion and then destroy.	
19. Name and Title of Preparer 20. Telephone Stephanie Coltman – Admin 410-3		Number 113-6485		21. Date May 13, 2013	

Instructions -Type or Print a separate form	DEPARTMENT OF GEN	RAL SERVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGE 7275 Waterloo Road Jessup, Maryla 410-79-11	I, P.O. Box 275 nd 20794	PAGE OF		
1. Department/Agency Howard County Government	2. Division Department of Public Wo	rks	3. Unit Bureau of Environmental Services		
DEFINITION: RECORD SERIES - A group of	related records normally file	id and used as a unit	for reference as well as retention and disposition purposes.		
4. Record Series Title		5. Earlie	est Year/Latest Year		
Stormwater Management Facility Records			1979 to Present		
 Record Series Description (Briefly describ Storm water facility inventory, maintenance, e 			d in the series. Include the purpose or function of the series.)		
7. Record Series Format(s) List all	8. Record Series Sec	quence 9. Volun	ne		
🖾 Letter Size 🔲 Microfilm	Aphabetical	Number			
🖸 Legal Size 🔲 Computer Tape	S Numerical	1 Contraction of the second second	File Drawer(s) Microfam Reel(s) Computer Tape(s) Other (specify)		
	Chronological	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
Audio Tape Tioppy Disk	The second second	1.1.2.1.2.1.2.1.2.1.2.2.2.2.2.2.2.2.2.2			
🖾 Bound Book 🔲 Video Tape	Geographical	10.0			
Cither (specify)	Cther (specify)	Number	10. Annual Accumutation 		
an The Indiana					
Daily Wwekty Storatory	Annually Num	File Becomes Inact			
13. Current Location(s) (Bidg., Floor, Ro		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
6751 Columbia Galaway Drive Suite 514, Columbia MD	21046	Ties INO			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ⊠ №		15. Audit Requirements			
17. Is an Index System used? If yes, explain	briefly and 18.	Recommended Ret	ention		
describe requirements	Per des	Permanent: Retain paper until scanned to Maryland State Archives standards, destroy. Maintain images permanently in the County's Records and Informatic			
		and the second second second second	id transfer to MSA every 5 years.		
 Name and Title of Preparer Stephanie Cottman 			21. Date May 13, 2014		

DG5 550-4 (Rev. 1/93)

nstructions -Type or Print a separate form	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-785-1880		CES	AGENCY RECORDS INVENTORY	
or each new or revised record series. Forward with Records Retention Schedule					
DGS 550-1)			5	PAGE OF	
Department/Agency loward County Government	2. Division Department of Public Works			3. Unit Bureau of Environmental Services	
EFINITION: RECORD SERIES - A group of	related records norm	ally filed and used at	s a unit fo	or reference as well as retention and disposition purposes.	
Record Series Title				t Year/Latest Year	
Permit Compliance Reports			1979 to Present		
Record Series Description (Briefly describ eports relating to the various operating per				n the series. Include the purpose or function of the series. In System, Refuse Disposal, Air, etc.)	
Record Series Format(s) List all	8. Record Seri	es Seguence 9	. Volume		
PGD	Aphabelical	1.53	 Number		
🛛 Letter Size 🔲 Microfilm.					
Legal Size Computer Tape	T Numerical		File Drawer(x) Micrafilm Reel(x)		
Audio Tape 🔲 Floppy Dak	Chronological		Computer Tape(h)		
Bound Bonk 🔲 Video Tape	Geographical		10. Annual Accumulation		
	COther (specify)	1			
Citwr (specity)	And A TONING TOPOLOGICAL PROPERTY AND				
		5	File Draw	ar(5)	
		C	Microfilm	Res(1x)	
			Compute Other (sp		
1. File is Used		12. File Become	s Inactive	e After	
		Number Month(s) Year(s)			
Daily Uwekly Monthly	Annually				
3. Current Location(s) (Bidg., Floor, Ro	om)	14. Is Record Se	aries Dup	licated Elsewhere? (If yes, specify agency or office.)	
6761 Columbia Gataway Drive Suite 514, Columbia MD 21046		🗇 Yes 🖾 No			
5. Access Restrictions (If Yes, cite Law(s) (16. Audit Réquirements			
Ves No	x Mathemore (a)				
		Norm Sister	IM D Fed	beral 🔲 Independent	
7. Is an Index System used? If yes, explain	briefly and	18. Recommend	led Reter	ation	
describe requirements		Permanent: Retain paper until scanned to Maryland State Archives atandards, then			
Yes 🔯 No		Contraction and the second second second		permanently in the County's Records and Information transfer to MSA every 5 years.	
		20. Telephone Number			
Name and Title of Preparer	20. Telephone	e Number		21. Date	

Instructions -Type or Print a separate form	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-759-1538		RVICES	AGENCY RECORDS INVENTORY		
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)				PAGEOF		
 Department/Agency Howard County Government 	2. Division Department of Publi	2. Division Department of Public Works		3. Unit Bureau of Environmental Services		
DEFINITION: RECORD SERIES - A group o	I f related records norma	lly filed and use	d as a unit	for reference as well as retention and disposition purposes.		
 Record Series Title Remediation Investigation/Environmental Assessments of County Property a Facilities 			5. Earliest Year/Latest Year			
 Record Series Description (Briefly descrit A property investigation/research r 				in the series. Include the purpose or function of the series.		
Record Series Format(s) Ust all	8. Record Serie	a Camunea	9. Volum	-		
Stetter San	Aphabelical	is onderine	Number			
Legal Size Computer Tape	humerical	Chronological General Other of		File Drawer(x) Microllin Real(x) Computer Tape(x)		
Audio Tape Disk	Chronological					
	Geographical			pacify)		
Cirium (specify) CC s, matra	an onder TT Avono tabe.		10. Annual Accumulation			
			Numper Numper Image: State			
11. File is Used		12. File Becc	i mes Inactiv	ve After		
		Number Mumm(s) Year(s)				
13. Current Location(s) (Blidg., Floor, Room) 8751 Columbia Gateway Drive Suite 514, Columbia MD 21045		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ⊠ No		16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe requirements		16. Recommended Retention Permanent: Retain paper until scanned to Maryland State Archives standards, then destroy. Maintain images permanently in the County's Records and Information Management system and transfer to MSA every 5 years.				
						19. Name and Title of Preparer
Stephanie Cottman	410-3	313-8485		May 13, 2014		

Instructions -Type or Print a separate form	DEPARTMENT OF GENERAL SERVICES		AGENCY RECORDS INVENTORY		
or each new or revised record series. Forward with Records Retention Schedule DGS 550-1)	RECORDS MANAGEM 7275 Waterloo Road, Jessup, Marylan 415-788-193	P.O. Box 275 d 20794	PAGE OF		
 Department/Agency Howard County Government 	2. Division Department of Public Work	ka:	3. Unit Bureau of Environmental Services		
EFINITION: RECORD SERIES - A group of	related records normally filed	i and used as a unit	for reference as well as retention and disposition purposes.		
4. Record Series Title Hazardous Wastes Manifests		5. Earliest Year/Latest Year 1990 to 2014			
 Record Series Description (Briefly describ Records of hazardous wastes processed at it 		uments/forms found	I in the series. Include the purpose or function of the series.)		
Record Series Format(s) List all	8. Record Series Sequ	9. Volum Number			
Legal Size Computer Tape Audio Tape Flopply Disk Disurd Book Video Tape	Chronological		Korofilm Rivel(s) Computer Tape(s) Other (specify)		
Cther (apedly)	Chur (specify)	Number Number Sie On Microfil	10. Annual Accumutation 		
11. File is Used		File Becomes Inacti			
13. Current Location(s) (Bidg., Floor, Room) 8761 Columbia Getwery Drive Buile 514, Columbia MO 21046 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Yes 16. Audit Requirements None State Federal Independent			
19. Name and Title of Preparer Stephanie Cottman – Admin	20. Telephone Numb 410-313-64		21. Date May 13, 2014		

Instructions -Type or Print a separate form	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-796-1000		AGENCY RECORDS INVENTORY		
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)			PAGE 12		
1. Department/Agency Howard County Government	2. Division Department of Public Works		3. Unit Bureau of Environmental Services		
DEFINITION: RECORD SERIES - A group of	related records normally filed a	and used as a unit	for reference as well as retention and disposition purposes.		
4. Record Series Title Financial Assurance Documents		5. Earliest Year/Latest Year 2011 to Present			
6. Record Series Description (Briefly describ Financial Assurance documents for		ments/forms found	in the series. Include the purpose or function of the series.)		
7. Record Series Format(s) List all 8. Record Series S Istar Size Microfile Aphabetical Legal Size Computer Tape Microfile Asidio Tape Phoppy Disk Image: Group of the Computer Tape Bound Book Video Tape Geographical Other (specify) Image: Other (specify) Image: Other (specify)		Tax Drawerts) Microfilm Revel(s) Computer Tape(s) Other (specify) 10. Annual Accumulation			
11. File is Used		12. File Becomes Inactive After Number IN Month(s) X Year(s)			
13. Current Location(s) (Bidg., Floor, Room) 6751 Columbia Gateway Drive Suite 514, Columbia MD 21046		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ⊠ No.		16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention Retain for three (3) years then destroy.			
19. Name and Title of Preparer Stephanie Cottman – Admin	20. Telephone Number 410-313-6485 **		21. Date May 13, 2014		

DG5 550-4 (Rev. 1/90)

structions -Type or Print a separate form DEPARTMENT OF		ERAL SERVICES	AGENCY RECORDS INVENTORY		
or each new or revised record series. Forward with Records Retention Schedule DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-708-1930				
. Department/Agency loward County Government	2. Division Department of Public Wor	ks	3. Unit Bureau of Environmental Services		
EFINITION: RECORD SERIES - A group of	related records normally file	d and used as a unit	for reference as well as retention and disposition purposes.		
4. Record Series Title Spill Prevention Control Counter Measure (SPCC) & Storm Water Prevention Plan (SWPPPs)		5. Earliest Year/Latest Year			
Record Series Description (Briefly describ spection Reports, Training Records and Sp		cuments/forms found	In the series. Include the purpose or function of the series.		
Record Series Format(s) List all	8. Record Series Seq	Sequence 9. Volume			
Letter Size 🔲 Micrefilm	Approximation	Number			
🖸 Lagal Size 🔲 Computer Tape	Numerical		in Drawn(s)		
Audio Tates Proppy Data	Chanalogical	Compu	Computer Tape(s)		
Bound Book Udao Tape	Geographical	C1 Conter (
Clarent (abec)(k)	Cither (specify)	1 Number File Dr. Maurdi Gonga	10. Annual Accumulation 1 Number © File Drawer(b) © Microfile Ree(tx) © Computer Taple(s) © Other (specify)		
11. File is Used	Annually 12.	File Becomes Inacti	ve After m(s) 🖾 Year(s)		
13. Current Location(s) (Bidg., Floor, Room) 6761 Columbia Galeway Drive Suila 514, Columbia ND 21046		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☐ №		16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention Retain for three (3) years and then destroy			
 Name and Title of Preparer Stephanie Cottman – Admin 	20. Telephone Numt 410-313-64		21. Date May 13, 2014		

DGS 550-4 (Rev. 1/92)

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERA RECORDS MANAGEMEN 7275 Waterloo Road, P.C Jessup, Maryland 2 418-795-1838	T DIVISION D. Box 275	AGENCY RECORDS INVENTORY		
1. Department/Agency Howard County Government	2. Division Department of Public Works		3. Unit Bureau of Environmental Services		
DEFINITION: RECORD SERIES - A group of	related records normally filed an	d used as a unit	for reference as well as retention and disposition purposes.		
 Record Series Title Underground Storage Tanks (UST) Closure 			5. Earliest Year/Latest Year 2014 to Present		
 Record Series Description (Briefly describ Reports of closures for undergroun 		ents/forms found	I in the series. Include the purpose or function of the series.		
7. Record Series Format(s) List all	8. Record Series Sequen Aphabetes Numerical Chronological Geographical Other (specify)	C Number Number Stie Dra Comput Comput Dober (1 10. Anns 10. Anns Number Number Stie Ora Number	File Dtewer(s) Microfilm Rael(s) Computer Tape(s) Other (specify) 10. Annual Accumulationt		
11. File is Used □ Daily □ Weekty □ Monthly Annually 13. Current Location(s) (Bidg., Floor, Room) 6751 Columbia Gateway Drive Suite 514, Columbia MD 21046 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ☑ No		Becomes Inacti			
		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No 16. Audit Requirements Interpreter Interpreter None State			
19. Name and Title of Preparer Stephanie Cottman – Admin			21. Date April 11, 2014		

Instructions -Type or Print a separate form	DEPARTMENT OF GENERAL SERVICES			AGENCY RECORDS INVENTORY	
for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Jessup, N	ECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1900		PAGE15	
1. Department/Agency Howard County Government	2. Division Department of Publ	2. Division Department of Public Works		3. Unit Bureau of Environmental Services	
DEFINITION: RECORD SERIES - A group of	related records norma	ally filed and user	i as a unit l	for reference as well as retention and disposition purposes.	
4. Record Series Title Material Safety Data Sheets/Safety Data Sheets		5. Earliest Year/Latest Year 2013 to Present			
 Record Series Description (Briefly describ Data sheets for Material Safety and Safety re 	570. 	lion/documents/fo	orms found	in the series. Include the purpose or function of the series.	
7. Record Series Format(s) List all	Record Series Format(s) List all 8. Record Series Sequ		equence 9. Volume		
Letter Sox 📋 Mandim	Alphabetical		Stumber		
Legal Size Computer Tape	Fiumerical				
Audio Tape Disk	Chronological Geographical Other (specify)				
Dound Book D Video Tape					
Cither (specify)					
11. File is Used	Armusty	12. File Beco 30 Number	mes inactiv		
13. Current Location(s) (Bidg., Floor, Room) 6751 Columbia Gateway Drive Buile 314, Columbia MD 21046		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention Retain for thirty (30) years and then destroy			
19. Name and Title of Preparer	20. Telephone	20. Telephone Number 410-313-6485		21. Date	