

**OFFICE OF CENTRAL SERVICES**  
**Records Management Division**

Schedule No.  
 C1383

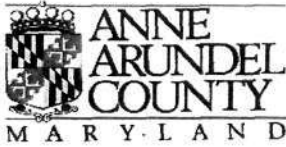
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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

**AGENCY:** Department of Public Works      **DIVISION:** Waste Management

Item No.	Description	Retention
<b><u>SUPERSEDES SCHEDULE C-965</u></b>		
1	<u>General Files Series</u> Subject arrangement of original incoming letters, memoranda and other material related to the administration of the Bureau. General files include—Budget, Buy Backs, Community Services Division, Disposal & Maintenance, General files, Forms, Purchasing, Revenue, Specifications and files belonging to the Solid Waste Administrator. An index of General files using an Access database is maintained onsite.	Retain five (5) years, then destroy. If record is scanned, scan to Maryland State Archives standards and destroy. Retain images according to the above retention.
2	<u>Payroll/Time and Attendance Records Series</u> Hard copies of time and attendance sheets Fair Labor Standards Act (FLSA). An index of Payroll/Time and Attendance files using an Access database is maintained onsite.	Retain five (5) years, then destroy.
3	<u>Policies, Procedures and Directives Series</u> Files consisting of policies, procedures and directives set forth by the Department pertaining to the overall operation of the Department, including studies and reports conducted within the Department.	Retain ten (10) years, then destroy. If record is scanned, scan to Maryland State Archives standards and destroy. Retain images according to the above retention.
4	<u>Litigation/Administrative Matters Series</u> Documents and correspondence having continuing legal and/or administrative value.	Retain five (5) years after matter is resolved, then destroy.
5	<u>Unofficial Personnel Files</u> Bureau working personnel files consisting of leave requests, awards, training records, performance evaluations, position descriptions, special licensing requirements, etc. An index of Personnel files using an Access database is maintained onsite.	Retain five (5) years, then destroy. If record is scanned, scan to Maryland State Archives standards and destroy. Retain images according to the above retention.

Schedule Approved by Agency or Division Representative 12/5/16 <i>Karen Henry</i> Date      Signature		Schedule Approved by Chief Administrative Officer _____ Date      Signature	
Schedule Approved by Records Management Officer _____ Date      Signature		Schedule Approved by State Archivist 2-28-17 <i>T. Bal</i> Date      Signature	
Approved for Form and Legal Sufficiency Anne Arundel County, Maryland Office of Law _____ Date      Signature			



**OFFICE OF CENTRAL SERVICES**

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**RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**AGENCY:**

**DIVISION:**

Item No.	Description	Retention
6	<p><u>Curbside Collection Contracts/Contractor Record Series</u></p> <p>A. Records consist of contractors' monthly reports and complaint forms.</p> <p>B. Tax Adjustment records.</p> <p>C. Curbside Collection Petitions records</p> <p>D. Cost/performance Deduction correspondence</p> <p>An index of Curbside Collection/Contractor Files using an Access database is maintained onsite.</p>	<p>Retain five (5) years, then destroy. If record is scanned, scan to Maryland State Archives standards and destroy. Retain images according to the above retention.</p> <p>Retain five (5) years then destroy.</p> <p>Retain five (5) years then destroy.</p> <p>Retain five (5) years then destroy.</p>
7	<p><u>Community Service Records Series</u></p> <p>Records containing permission to locate dumpster forms, community coordinator forms and community clean-up participant information. An index of Community Service files using an Access database is maintained onsite.</p>	<p>Retain five (5) years, then destroy. If record is scanned, scan to Maryland State Archives standards and destroy. Retain images according to the above retention.</p>
8	<p><u>Recycling Records Series</u></p> <p>A. Records pertaining to recycling programs, research projects, data reports, program outreach, technical information, processing and marketing, program development and implementation.</p> <p>B. Various contracts and agreements pertaining to recycling.</p> <p>C. Hazardous waste manifests (logs documenting material type and amount received/sent) and state reports.</p>	<p>Retain five (5) years, then destroy. If record is scanned, scan to Maryland State Archives standards and destroy. Retain images according to the above retention.</p> <p>Retain five (5) years after contract or agreement expiration then destroy.</p> <p>Retain paper copies on site for twenty (20) years then transfer to offsite storage. Retain offsite for the life of the facility plus the 30-year post closure care period per Federal Regulations (40 CFR, Part 258.29), then destroy.</p>
9	<p><u>Scalehouse Record Series</u></p> <p>Records containing scalehouse tare weight tickets consisting of the following types: contract, county, state, residential, commercial, and free customers. An index of Scalehouse files using an Access database is maintained onsite.</p>	<p>Retain one (1) year on site then transfer to offsite storage. Retain offsite for the life of the facility plus the 30-year post closure care period per Federal Regulations (40 CFR, Part 258.29), then destroy.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**AGENCY:**

**DIVISION:**

Item No.	Description	Retention
10	<p><u>Operating Records for Landfills Series</u> All correspondence, permits, annual reports, inspections, inspection reports, Operations &amp; Maintenance manuals, design reports, etc. relating to the Glen Burnie, Millersville and Sudley Landfills. An index of Operating files using an Access database is maintained onsite.</p>	<p>Retain onsite for 20 years then transfer to offsite storage. Retain offsite for the life of the facility plus the 30-year post closure care period per Federal Regulations (40 CFR, Part 258.29), then destroy:</p>
11	<p><u>Access Database</u> Serves as a database for the indexing system for items previously listed on this retention schedule.</p> <p><b><i>Litigation Hold: When litigation of a particular matter commences, or is reasonably anticipated, the Office of Law will institute a litigation hold to persons involved in the case. The litigation hold is a memorandum directing that information relevant to the litigation, including electronically stored information, must be preserved and not destroyed. The details of what is required will be addressed in the litigation hold memorandum. It is imperative that all recipients adhere to the directions of the litigation hold, even if it is contrary to the directives of this retention policy. Questions regarding how to adhere to the instructions in the litigation hold can be addressed with the Office of Law and/or Office of Information Technology. The Office of Law will notify individuals when they are no longer subject to the litigation hold.</i></b></p>	<p>Continuous record. Maintain as perpetual file by updating when amended or revised and destroy obsolete material.</p>

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF 14</p>
<p>1. Department/Agency Public Works</p>	<p>2. Division Waste Management Services</p>	<p>3. Unit Administration</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title General Files</p>	<p>5. Earliest Year/Latest Year 2011 to 2016</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) (Budget; Purchasing; Revenue; Division Chief Files; etc.)</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Binders</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>6</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Rolling File Shelves</u></p> <p>10. Annual Accumulation <u>3</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Shelves as needed</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>5</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 389 Burns Crossing Road, Administration Building, Severn, MD 21144</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Indexed using an Access Database that is updated as edits are made.</p>	<p>18. Recommended Retention Retain five (5) years, then destroy. If record is scanned, scan to Maryland State Archives standards and destroy. Retain images according to the above retention.</p>	
<p>19. Name and Title of Preparer Kimberly Franklin, Management Assistant II</p>	<p>20. Telephone Number 410-222-6108</p>	<p>21. Date 11/15/16</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE <u>2</u> OF <u>13</u></p>
<p>1. Department/Agency Public Works</p>	<p>2. Division Waste Management Services</p>	<p>3. Unit Administration</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Payroll/Time &amp; Attendance</p>	<p>5. Earliest Year/Latest Year <u>2011 to 2016</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Hard copies of payroll/time and attendance sheets.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Boxed/Labeled on Shelves</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>2</u> Number</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <u>Rolling File Shelves</u></p> <hr/> <p>10. Annual Accumulation <u>2</u> Number</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <u>Shelves as needed</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>5</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 389 Bums Crossing Road, Administration Building, Severn, MD 21144</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None    <input type="checkbox"/> State    <input checked="" type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Indexed using an Access Database that is updated as edits are made.</p>	<p>18. Recommended Retention Retain five (5) years, then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Franklin, Management Assistant II</p>	<p>20. Telephone Number 410-222-6108</p>	<p>21. Date 7/5/16</p>

<b>INSTRUCTIONS</b> – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		ELECTRONIC RECORDS INVENTORY  Page 3 of 13	
<b>1 DEPARTMENT/AGENCY</b> Public Works		<b>2 DIVISION</b> Waste Management Services		<b>3 UNIT</b> Administration	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Policies, Procedures & Directives				<b>5 EARLIEST YEAR/LATEST YEAR</b>  <u>2001 TO 2010</u>	
<b>6 INPUT</b> - Identify source of information to be entered Data is entered in Word documents maintained on the WMS shared server backed up by the Office of Information Technology.			<b>7 OUTPUT</b> - Identify the use/s of information generated by system Word documents are converted to Adobe PDF file format and uploaded to the County's intranet website by the Bureau's website administrator as policy updates are needed.		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION</b> - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  Files consist of policies, procedures and directives set forth by the Department designed to influence and determine decisions, action and other matters pertaining to the overall operation of the Department, including studies and reports conducted within the Department.					
<b>9 POLICY ON ACCESS AND USE</b> – Explain or attach copy if established in writing.  These files can be accessed by County employees through the County's intranet website and are used for internal operations.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>  These files are reviewed/updated routinely by the Department/Bureau on an annual basis.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.</b> Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.  The main electronic data file is located on the Bureau's shared network directory at J:/Admin/P&Ps and is backed up routinely by the Office of Information Technology. The original files are in Microsoft Word format with various attachment formats as needed and appropriately labeled.					
<b>12 RECOMMENDED RETENTION</b> Retain ten (10) years, then destroy. If record is scanned, scan to Maryland State Archives standards and destroy. Retain images according to the above retention.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Kimberly Franklin		<b>14 TELEPHONE NUMBER</b> 410-222-6108		<b>15 DATE</b> 11/15/2016	
<b>16 TITLE OF PREPARER</b> Management Assistant II					
DGS 550-6 (rev. 10/12)					

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 4 OF 13</p>
<p>1. Department/Agency Public Works</p>	<p>2. Division Waste Management Services</p>	<p>3. Unit Administration</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Litigation/Administrative Matters</p>	<p>5. Earliest Year/Latest Year <u>2011</u> to <u>2016</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Documents and correspondence having continuing legal and/or administrative value.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume ≤1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation ≤1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>5</u> years after matter is resolved</p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 389 Burns Crossing Road, Administration Building, Severn, MD 21144</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain five (5) years after the matter is resolved, then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Franklin, Management Assistant II</p>	<p>20. Telephone Number 410-222-6108</p>	<p>21. Date 7/5/16</p>

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 5 OF 13</p>
<p>1. Department/Agency Public Works</p>	<p>2. Division Waste Management Services</p>	<p>3. Unit Administration</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Unofficial Personnel Files</p>	<p>5. Earliest Year/Latest Year 2011 to 2016* *older files are scanned digitally to save files space</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Bureau working personnel files consisting of leave requests, awards, training records, performance evaluations, position descriptions, special licensing requirements, etc.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify)</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 2 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Rolling File Shelves</p> <p>10. Annual Accumulation 0 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Shelves as needed</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After * Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p>*After Employee Terminates Employment with the Department</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 389 Burns Crossing Road, Administration Building, Severn, MD 21144</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Anne Arundel County, Office of Personnel</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Indexed using an Access Database that is updated as edits are made.</p>	<p>18. Recommended Retention Retain five (5) years, then destroy. If record is scanned, scan to Maryland State Archives standards and destroy. Retain images according to the above retention.</p>	
<p>19. Name and Title of Preparer Kimberly Franklin, Management Assistant II</p>	<p>20. Telephone Number 410-222-6108</p>	<p>21. Date 11/15/16</p>



<b>INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02</b>		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>	
		Page <u>6</u> of <u>13</u>			
<b>1 DEPARTMENT/AGENCY</b> Public Works		<b>2 DIVISION</b> Waste Management Services		<b>3 UNIT</b> Administration	
<b>DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes</b>					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Unofficial Personnel Files				<b>5 EARLIEST YEAR/LATEST YEAR</b>  <u>1985</u> TO <u>2010</u>	
<b>6 INPUT - Identify source of information to be entered</b> Data is entered in Word documents maintained on the WMS shared server backed up by the Office of Information Technology.			<b>7 OUTPUT - Identify the use/s of information generated by system</b> Word documents are converted to Adobe PDF file format and uploaded to the County's intranet website by the Bureau's website administrator as policy updates are needed.		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b>  Bureau working personnel files consisting of leave requests, awards, training records, performance evaluations, position descriptions, special licensing requirements, etc.					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b>  These files can be accessed by Bureau management staff only and are maintained with confidentiality.					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b>  Hard files are reviewed annually and the oldest year is scanned and added to the digital file to save shelf file space.					
<b>11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.</b>  The main electronic data file is located on the Bureau's private shared network directory at K:/PERSONNL/Personnel Files Prior to 07-01-2009 and is backed up routinely by the Office of Information Technology. These files are in Adobe PDF format.					
<b>12 RECOMMENDED RETENTION</b> Retain five (5) years, then destroy. If record is scanned, scan to Maryland State Archives standards and destroy. Retain images according to the above retention.					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Kimberly Franklin		<b>14 TELEPHONE NUMBER</b> 410-222-6108		<b>15 DATE</b> 7/5/2016	
<b>16 TITLE OF PREPARER</b> Management Assistant II					
DGS 550-6 (rev. 10/12)					

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>7</u> OF <u>13</u></p>
<p>1. Department/Agency Public Works</p>	<p>2. Division Waste Management Services</p>	<p>3. Unit Administration</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Curbside Collection Contracts/Contractor Records</p>	<p>5. Earliest Year/Latest Year <u>2011</u> to <u>2016</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Records consist of contractors' monthly reports and complain forms; tax adjustment records; curbside collection petitions records; and cost/performance deduction correspondence.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>2</u> Number</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <u>Rolling File Shelves</u></p> <hr/> <p>10. Annual Accumulation <u>0</u> Number</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <u>Shelves as needed</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>5</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 389 Burns Crossing Road, Administration Building, Severn, MD 21144</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Indexed using an Access Database that is updated as edits are made.</p>	<p>18. Recommended Retention Retain five (5) years, then destroy. If record is scanned, scan to Maryland State Archives standards and destroy. Retain images according to the above retention.</p>	
<p>19. Name and Title of Preparer Kimberly Franklin, Management Assistant II</p>	<p>20. Telephone Number 410-222-6108</p>	<p>21. Date 11/15/16</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 8 OF 13</p>
<p>1. Department/Agency Public Works</p>	<p>2. Division Waste Management Services</p>	<p>3. Unit Administration</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Community Service Records</p>	<p>5. Earliest Year/Latest Year <u>2011 to 2016</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records containing permission to locate dumpster forms, community coordinator forms and community clean-up participant information.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>2</u> Number</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <u>Rolling File Shelves</u></p> <hr/> <p>10. Annual Accumulation <u>.5</u> Number</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <u>Shelves as needed</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>5</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 389 Burns Crossing Road, Administration Building, Severn, MD 21144</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Indexed using an Access Database that is updated as edits are made.</p>	<p>18. Recommended Retention Retain five (5) years, then destroy. If record is scanned, scan to Maryland State Archives standards and destroy. Retain images according to the above retention.</p>	
<p>19. Name and Title of Preparer Kimberly Franklin, Management Assistant II</p>	<p>20. Telephone Number 410-222-6108</p>	<p>21. Date 11/15/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 9 OF 13</p>
<p>1. Department/Agency Public Works</p>	<p>2. Division Waste Management Services</p>	<p>3. Unit Recycling &amp; Waste Reduction Division</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Recycling Records</p>	<p>5. Earliest Year/Latest Year <u>2011 to 2016</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records pertaining to recycling programs, research projects, data reports, program outreach, technical information, processing and marketing, program development and implementation.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Binders</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>8-10</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Bookshelves</u></p> <p>10. Annual Accumulation <u>0</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Bookshelves</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>5</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 2662 Riva Road, 4<sup>th</sup> Floor, Annapolis, MD 21401</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain five (5) years, then destroy. If record is scanned, scan to Maryland State Archives standards and destroy. Retain images according to the above retention.</p>	
<p>19. Name and Title of Preparer Kimberly Franklin, Management Assistant II</p>	<p>20. Telephone Number 410-222-6108</p>	<p>21. Date 11/15/16</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 10 OF 13</p>
<p>1. Department/Agency Public Works</p>	<p>2. Division Waste Management Services</p>	<p>3. Unit Recycling &amp; Waste Reduction Division</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Recycling Records</p>	<p>5. Earliest Year/Latest Year <u>2011 to 2016</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Various contracts and agreements pertaining to recycling.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Binders</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation <u>0</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>5</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 2662 Riva Road, 4<sup>th</sup> Floor, Annapolis, MD 21401</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Anne Arundel County, Office of Central Services, Purchasing Division</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain for five (5) years after contract or agreement expiration, then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Franklin, Management Assistant II</p>	<p>20. Telephone Number 410-222-6108</p>	<p>21. Date 7/5/16</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 11 OF 13</p>
<p>1. Department/Agency Public Works</p>	<p>2. Division Waste Management Services</p>	<p>3. Unit Recycling &amp; Waste Reduction Division</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Recycling Records</p>	<p>5. Earliest Year/Latest Year 2006 to 2016</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Hazardous waste manifests (logs documenting material type and amount received/sent) and state reports.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify)</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input checked="" type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 2 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation 0 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p>*Files are retained for the life of the landfill and through the end of the post closure care period.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 2662 Riva Road, 4<sup>th</sup> Floor, Annapolis, MD 21401</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Retain paper copies on site for twenty (20) years then transfer to offsite storage. Retain offsite for the life of the facility plus the 30-year post closure care period per Federal Regulations (40 CFR, Part 258.29), then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Franklin, Management Assistant II</p>	<p>20. Telephone Number 410-222-6108</p>	<p>21. Date 11/15/16</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES  RECORDS MANAGEMENT DIVISION  7275 Waterloo Road, P.O. Box 275  Jessup, Maryland 20794  410-799-1930</p>	<p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE 12 OF 13</p>
<p>1. Department/Agency Public Works</p>	<p>2. Division Waste Management Services</p>	<p>3. Unit Administration</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Scalehouse Records</p>	<p>5. Earliest Year/Latest Year <u>2016</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records containing scalehouse tickets consisting of the following types: contract, county, state, residential, commercial, and free customers.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Boxed/Labeled</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>24</u> Number</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <u>Rolling File Shelves</u></p> <hr/> <p>10. Annual Accumulation <u>0</u> Number</p> <p><input type="checkbox"/> File Drawer(s)  <input type="checkbox"/> Microfilm Reel(s)  <input type="checkbox"/> Computer Tape(s)  <input checked="" type="checkbox"/> Other (specify) <u>Shelves as needed</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>1</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 389 Burns Crossing Road, Administration Building, Severn, MD 21144</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Indexed using an Access Database that is updated as edits are made.</p>	<p>18. Recommended Retention Retain one (1) year on site then transfer to offsite storage. Retain offsite for the life of the facility plus the 30-year post closure care period per Federal Regulations (40 CFR, Part 258.29), then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Franklin, Management Assistant II</p>	<p>20. Telephone Number 410-222-6108</p>	<p>21. Date 11/15/16</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 13 OF 13</p>
<p>1. Department/Agency Public Works</p>	<p>2. Division Waste Management Services</p>	<p>3. Unit Administration</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Operating Records</p>	<p>5. Earliest Year/Latest Year 1974 to 2016</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) All correspondence, permits, annual reports, inspections, inspection reports, Operations &amp; Maintenance manuals, design reports, etc. relating to the Glen Burnie, Millersville and Sudley Landfills.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input checked="" type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Binders &amp; Folded Maps</u></p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>78</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Rolling File Shelves</u></p> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Shelves as needed</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After - Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p> <p>*Files are retained for the life of the landfill and through the end of the post closure care period.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 389 Burns Crossing Road, Administration Building, Severn, MD 21144</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input checked="" type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Indexed using an Access Database that is updated as edits are made.</p>	<p>18. Recommended Retention Retain onsite for 20 years then transfer to offsite storage. Retain offsite for the life of the facility plus the 30-year post closure care period per Federal Regulations (40 CFR, Part 258.29), then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Franklin, Management Assistant II</p>	<p>20. Telephone Number 410-222-6108</p>	<p>21. Date 11/15/16</p>



<b>INSTRUCTIONS</b> – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>	
				Page <u>14</u> of <u>14</u>	
1 DEPARTMENT/AGENCY Public Works		2 DIVISION Waste Management Services		3 UNIT Administration	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE Access Database				5 EARLIEST YEAR/LATEST YEAR  1972 TO Continuous (Database created in 2011)	
6 INPUT - Identify source of information to be entered Data is entered in Word documents maintained on the WMS shared server backed up by the Office of Information Technology.			7 OUTPUT - Identify the use/s of information generated by system Word documents are converted to Adobe PDF file format and uploaded to the County's intranet website by the Bureau's website administrator as policy updates are needed.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  Electronic Access database that serves as an indexing system.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.  These files can be accessed by Bureau management and related support staff.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM  File is updated when amended or revised.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.  The main electronic data file is located on the Bureau's private shared network directory at J:/ and is backed up routinely by the Office of Information Technology.					
12 RECOMMENDED RETENTION Continuous record. Maintain as perpetual file by updating when amended or revised and destroy obsolete material.					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Franklin		14 TELEPHONE NUMBER 410-222-6108		15 DATE 2/21/17	
16 TITLE OF PREPARER Management Assistant II					
DGS 550-6 (rev. 10/12)					