

OFFICE OF CENTRAL SERVICES

Records Management Division

Schedule No.

C1383

Division Page No.

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3

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY	: Department of Public Works	DIVISION	: Waste Management
Item No.	Description		Retention
	SUPERSEDES SCHEDULE O	2-965	
1	<u>General Files Series</u> Subject arrangement of original incoming let and other material related to the administra Bureau. General files include—Budget, Buy Community Services Division, Disposal & Mi General files, Forms, Purchasing, Revenue, S and files belonging to the Solid Waste Admin index of General files using an Access databa onsite.	tion of the Backs, aintenance, Specifications histrator. An	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	Payroll/Time and Attendance Records Series Hard copies of time and attendance sheets Fa Standards Act (FLSA). An index of Payroll/T Attendance files using an Access database is onsite.	Retain five (5) years, then destroy.	
3	Policies, Procedures and Directives Series Files consisting of policies, procedures and di by the Department pertaining to the overall Department, including studies and reports co the Department.	operation of the	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	Litigation/Administrative Matters Series Documents and correspondence having conti- and/or administrative value.	nuing legal	Retain five (5) years after matter is resolved, then destroy.
5	<u>Unofficial Personnel Files</u> Bureau working personnel files consisting of awards, training records, performance evalua descriptions, special licensing requirements, Personnel files using an Access database is n 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		Schedule Approved by Chief Administrative C	
	6 Maren Henry Signature	-	
	roved by Records Management Officer	-	
	nen e su carre e su alfrederina retra cuencia un su Maria activa de la Carro da Sala de la Carro de C	Date	Signature
	Cimeran	Schedule Approved by	
Date	Signature Form and Legal Sufficiency	State Archivist	
	County, Maryland Office of Law	2-28-17	TuBal
Date	Signature	Date	Signature



OFFICE OF CENTRAL SERVICES

Schedule No.

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Records Management Division

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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

AGENCY:	DIVISION:	0 2
Item No.	Description	Retention
6	Curbside Collection Contracts/Contractor Record Series A. Records consist of contractors' monthly reports and complaint forms.	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. Tax Adjustment records.	Retain five (5) years then destroy.
	C. Curbside Collection Petitions records	Retain five (5) years then destroy.
	D. Cost/performance Deduction correspondence	Retain five (5) years then destroy.
	An index of Curbside Collection/Contractor Files using an Access database is maintained onsite.	×
7	<u>Community Service Records Series</u> 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.	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.
8	 <u>Recycling Records Series</u> A. Records pertaining to recycling programs, research projects, data reports, program outreach, technical information, processing and marketing, program development and implementation. 	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. Various contracts and agreements pertaining to recycling.	Retain five (5) years after contract or agreement expiration then destroy.
	C. Hazardous waste manifests (logs documenting material type and amount received/sent) and state reports.	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.
9	<u>Scalehouse Record Series</u> 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.	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.

AGENCY:	DIVISION:	
Item No.	Description	Retention
Al in: re La	perating Records for Landfills Series Il correspondence, permits, annual reports, inspections, spection reports, Operations & Maintenance manuals, design ports, etc. relating to the Glen Burnie, Millersville and Sudley andfills. An index of Operating files using an Access database maintained onsite.	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.
Se	ccess Database erves as a database for the indexing system for items reviously listed on this retention schedule.	Continuous record. Maintain as perpetual file by updating when amended or revised and destroy obsolete material.
cc w cc in el no ac in lit re in O O	itigation Hold: When litigation of a particular matter commences, or is reasonably anticipated, the Office of Law ill institute a litigation hold to persons involved in the ase. The litigation hold is a memorandum directing that oformation relevant to the litigation, including lectronically stored information, must be preserved and ot destroyed. The details of what is required will be ddressed in the litigation hold memorandum. It is inperative that all recipients adhere to the directions of the tigation hold, even if it is contrary to the directives of this etention 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 ubject to the litigation hold.	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	DEPARTMENT OF GENERAL SEI RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930 2. Division			ISION	AGENCY RECORDS INVENTORY PAGE 1 OF 12 3. Unit	
Public Works	Waste N	lanagement s	Services		Administration	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	l and used as	a unit for r	eference as well as retention and disposition	
4. Record Series Title				U Ursan	st Year/Latest Year	
General Files				2011	to <u>2016</u>	
 6. Record Series Description (Briefly describe the types of information/docuseries.) (Budget; Purchasing; Revenue; Division Chief Files; etc.) 			cuments/forms	found in th	ne series. Include the purpose or function of the	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	50 a a	
√ Letter Size D Microfilm		√ Alphabetica		Number		
Legal Size Computer Tape		Numerical		File Dra		
Audio Tape 🔲 Floppy Disk		√ Chronologic	al	Microfil		
Bound Book Video Tape	Geographical		cal	√ Other (s	ther (specify) Rolling File Shelves	
				Shanesiei.ext	Accumulation	
√ Other (specify) <u>Binders</u>		Other (spec	any)	3 Number		
= "				File Dra	wer(s)	
22	-1					
				U Compu √ Other (s	specify) <u>Shelves as needed</u>	
11. File is Used			12. File Becom	nes Inactive Af	ter	
			5_ Number ☐ Month(s) √ Year(s)			
☐ Daily √ Weekly ☐ Monthly ☐ Ann	ually		Number		iontri(s) v rear(s)	
					S-	
13. Current Location(s) (Bldg., Floor, Room) 389 Burns Crossing Road, Administration Building, Severn, MD 21	144		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes √ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes v No						
			√ None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe r	requirements		18. Recommended Retention			
√ Yes ☐ No Indexed using an Access Database that is updated as edits are manual	ade.		Retain five	(5) years, t	then destroy. If record is scanned, scan to	
					es standards and destroy. Retain images	
-			according t	o the abov	e retention.	
19. Name and Title of Preparer		20 Teleph	one Number	21, Date		
Kimberly Franklin, Management Assistant II		410-222-61	22232	11/15/16		
n an mar an air an ann ann ann ann ann ann ann ann ann						

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Public Works DEFINITION: RECORD SERIES: A group of relate	RECORDS M. 7275 Waterle Jessup 2. Division Waste Managem		1SION 275	AGENCY RECORDS INVENTORY PAGE 2 OF 13 3. Unit Administration eference as well as retention and disposition
purposes. 4. Record Series Title Payroll/Time & Attendance			100000000000000000000000000000000000000	to <u>2016</u>
 6. Record Series Description (Briefly describe the t series.) Hard copies of payroll/time and attendance sheets. 		n/documents/forms	s found in th	ne series. Include the purpose or function of the
7. Record Series Format(s) List all ✓ Letter Size Microfilm □ Legal Size Computer Tape □ Audio Tape Floppy Disk □ Bound Book Video Tape √ Other (specify) Boxed/Labeled on Shelves 11. File is Used	<u>5</u>		9. Volume 2 Number File Drawer(s) Computer Tape(s) √ Other (specify) Rolling File Shelves 10. Annual Accumulation 2 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) √ Other (specify) Shelves as needed es Inactive After Month(s) √ Year(s)	
13, Current Location(s) (Bldg., Floor, Room) 389 Burns Crossing Road, Administration Building, Severn, MD 21144 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes √ No		16. Audit Req	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes √ No 16. Audit Requirements ☐ None ☐ State √ Federal ☐ Independent	
 17. Is an Index System used? If yes, explain briefly and describe requirements √ Yes □ No Indexed using an Access Database that is updated as edits are made. 		18. Recom Retain five		etention hen destroy.
19. Name and Title of Preparer Kimberly Franklin, Management Assistant II	A	II lephone Number 12-6108	21. Date 7/5/16	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	RECORDS M	OF GENERAL SERVICES	ELECTRONIC RECORDS INVENTORY			
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page <u>3</u> of <u>13</u>			
1 DEPARTMENT/AGENCY Public Works	2 DIVISION Waste Manage	ment Services	3 UNIT Administration			
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention			
4 ELECTRONIC RECORD SERIES TITLE Policies, Procedures & Directives			5 EARLIEST YEAR/LATEST YEAR			
			2001 TO 2010			
6 INPUT - Identify source of information to Data is entered in Word documents maintaine WMS shared server backed up by the Office Technology.	use/s of information generated by system verted to Adobe PDF file format and intranet website by the Bureau's website odates are needed.					
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information ained in a series. Include p	/documents/forms purpose and function of the system.			
Files consist of policies, procedures and directives set forth by the Department designed to influence and determine action and other matters pertaining to the overall operation of the Department, including studies and reports conduc Department.						
9 POLICY ON ACCESS AND USE - Explain	in or attach copy	if established in writing.				
These files can be accessed by County emplo	oyees through th	e County's intranet website	e and are used for internal operations.			
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATIO	ON IN THE SYSTEM			
These files are reviewed/updated routinely by	the Department	t/Bureau on an annual basi	s.			
11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability						
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.						
12 RECOMMENDED RETENTION Retain ten (10) years, then destroy. If record according to the above retention.	is scanned, scar	to Maryland State Archive	es standards and destroy. Retain images			
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Franklin	14 TELEPHONE NUMBER 410-222-6108		15 DATE 11/15/2016			
16 TITLE OF PREPARER Management Assistant II						
DGS 550-6 (rev. 10/12)						

<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Public Works	2. Division Waste Management S	GEMENT DIV oad, P.O. Box ryland 20794 ¹⁹⁻¹⁹³⁰ Gervices	ISION 275	AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>13</u> 3. Unit Administration
DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Litigation/Administrative Matters 6. Record Series Description (Briefly describe the t series.) Documents and correspondence having continuing	ypes of information/doc	uments/forms	5. Earlie: <u>2011</u> 1	st Year/Latest Year to <u>2016</u>
7. Record Series Format(s) List all 8. Record Series Sec V Letter Size Microfilm Legal Size Computer Tape Numerical Audio Tape Floppy Disk ✓ Chronological Bound Book Video Tape Geographical Other (specify) Other (specify)		I Number √ File Drawer(s) Microfilm Reel(s) al Other (specify) al 10. Annual Accumulation		
11. File is Used ☐ Daily ☐ Weekly √ Monthly ☐ An	12. File Becom <u>5 years after m</u> Number	atter is resolve	049	
13. Current Location(s) (Bldg., Floor, Room) 389 Burns Crossing Road, Administration Building, Severn, MD 21144 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes √ No 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes √ No		 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes √ No 16. Audit Requirements √ None State Federal Independent 18. Recommended Retention Retain five (5) years after the matter is resolved, then destroy. 		Federal Independent
19. Name and Title of Preparer 20. Telephor Kimberly Franklin, Management Assistant II 410-222-610				

Instructions – Type or Print a separate form for each new or revised record series. Forward	 C - 47 (12) 40 (10) (10) (10) (10) (10) (10) (10) (10		GENERAL SEI		AGENCY RECORDS INVENTORY
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930				PAGE 5 OF 13
1. Department/Agency Public Works	2. Division Waste Ma	n anagement S	Services		3. Unit Administration
DEFINITION: RECORD SERIES: A group of relate	ed records n	normally filed	and used as	a unit for r	eference as well as retention and disposition
4. Record Series Title Unofficial Personnel Files		3	5. Earliest Year/Latest Year 2011 to 2016*		
*older files are scanned digitally to save files space 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.					ne series. Include the purpose or function of the
7. Record Series Format(s) List all √ Letter Size		8. Record Serie		9. Volume <u>2</u> Number	×
Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)	 Alphabetical Numerical Chronologica Geographical Other (specified) 		al	 File Drawer(s) Microfilm Reel(s) Computer Tape(s) √ Other (specify) <u>Rolling File Shelves</u> 10. Annual Accumulation 0 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) √ Other (specify) Shelves as needed 	
11. File is Used □ Daily √ Weekly □ Monthly □ Annually 13. Current Location(s) (Bldg., Floor, Room) 389 Burns Crossing Road, Administration Building, Severn, MD 21144 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes √ No		12. File Becomes Inactive After • Number Month(s) Year(s) *After Employee Terminates Employment with the Department 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) √ Yes No Anne Arundel County, Office of Personnel 16. Audit Requirements √ None State Federal Independent		ter Ionth(s)	
 17. Is an Index System used? If yes, explain briefly and describe n √ Yes No Indexed using an Access Database that is updated as edits are many 			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.		then destroy. If record is scanned, scan to res standards and destroy. Retain images
19, Name and Title of Preparer Kimberly Franklin, Management Assistant II		20. Telepho 410-222-61	IL one Number 21. Date 108 11/15/16		

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES, FORWARD	RECORDS M	OF GENERAL SERVICES IANAGEMENT DIVISION .00 ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	JESSUP,	MARYLAND 20794 10) 799-1930	Page <u>6</u> of <u>13</u>		
1 DEPARTMENT/AGENCY Public Works	2 DIVISION Waste Manage	ement Services	3 UNIT Administration		
DEFINITION – Record Series - A group of rel and dispositio		d electronically and used as a	unit for reference as well as retention		
4 ELECTRONIC RECORD SERIES TITLE Unofficial Personnel Files			5 EARLIEST YEAR/LATEST YEAR		
			<u>1985</u> TO <u>2010</u>		
6 INPUT - Identify source of information to I Data is entered in Word documents maintaine WMS shared server backed up by the Office Technology.	ed on the	Word documents are con	use/s of information generated by system verted to Adobe PDF file format and intranet website by the Bureau's website odates are needed.		
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information			
Bureau working personnel files consisting of descriptions, special licensing requirements,		awards, training records, pe	erformance evaluations, position		
9 POLICY ON ACCESS AND USE - Expla	in or attach copy	if established in writing.	8.0		
These files can be accessed by Bureau mana	agement staff on	ly and are maintained with	confidentiality.		
10 UPDATING CYCLES OR CONDITIONS					
Hard files are reviewed annually and the olde	st year is scann	ed and added to the digital	file to save shelf file space.		
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability					
The main electronic data file is located on the to 07-01-2009 and is backed up routinely by t					
12 RECOMMENDED RETENTION Retain five (5) years, then destroy. If record is according to the above retention.	s scanned, scan	to Maryland State Archive	s standards and destroy. Retain images		
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER		15 DATE		
Kimberly Franklin	410-222-6108		7/5/2016		
16 TITLE OF PREPARER Management Assistant II					
DGS 550-6 (rev. 10/12)					

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Public Works DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Curbside Collection Contracts/Contractor Records	record series. Forward tion Schedule (DGS 550-1) ncy RD SERIES: A group of related records normally filed and le			AGENCY RECORDS INVENTORY PAGE 7 OF 13 3. Unit Administration eference as well as retention and disposition st Year/Latest Year to 2016
 Record Series Description (Briefly describe the series.) Records consist of contractors' monthly reports an cost/performance deduction correspondence. 				
7. Record Series Format(s) List all 8. Record Series √ Letter Size Microfilm √ Alphabetica □ Legal Size Computer Tape □ Numerical □ Audio Tape □ Floppy Disk √ Chronologic □ Bound Book □ Video Tape □ Geographic □ Other (specify) □ Other (specify) □		ical	2 Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) √ Other (specify) <u>Rolling File Shelves</u> 10. Annual Accumulation	
11. File is Used □ Daily □ Weekly □ Monthly ✓ Annually 13. Current Location(s) (Bldg., Floor, Room) 389 Burns Crossing Road, Administration Building, Severn, MD 21144 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes √ No		Yes	hes Inactive Aff M Series Duplicat √ No uirements	specify) <u>Shelves as needed</u> ter tonth(s) √ Year(s) ted Elsewhere? (If yes, specify agency or office.) Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements √ Yes □ No Indexed using an Access Database that is updated as edits are made. 19. Name and Title of Preparer 20. Telepho Kimberly Franklin, Management Assistant II 410-222-61		Retain five Maryland S according to one Number		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Public Works	Jessup, I	IAGEMENT DIV Road, P.O. Box /laryland 20794 >-799-1930	ISION	AGENCY RECORDS INVENTORY PAGE <u>8</u> OF <u>13</u> 3. Unit Administration
DEFINITION: RECORD SERIES: A group of related records normally filed and use purposes. 4. Record Series Title Community Service Records 6. Record Series Description (Briefly describe the types of information/documents/fi series.) Records containing permission to locate dumpster forms, community coordinator for			5. Earlie <u>2011</u> found in th	st Year/Latest Year to <u>2016</u> ne series. Include the purpose or function of the
7. Record Series Format(s) List all ✓ Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)	8. Record Series Sequence √ Alphabetical □ Numerical □ Chronological □ Geographical □ Other (specify)		9. Volume 2 Number File Drawer(s) Computer Tape(s) √ Other (specify) <u>Rolling File Shelves</u> 10. Annual Accumulation 5 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s)	
11. File is Used □ Daily □ Weekly □ Monthly ✓ Annually 13. Current Location(s) (Bldg., Floor, Room) 389 Burns Crossing Road, Administration Building, Severn, MD 21144 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes √ No 17. Is an Index System used? If yes, explain briefly and describe requirements √ Yes □ No Indexed using an Access Database that is updated as edits are made.		5 Number 14. Is Record ☐ Yes 16. Audit Req √ None 18. Recon Retain five	Number ☐ Month(s) √ Year(s) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
19. Name and Title of Preparer Kimberly Franklin, Management Assistant II	20. Tele 410-222	phone Number 6108	ne Number 21. Date	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Public Works	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930 2. Division Waste Management Services			ISION	AGENCY RECORDS INVENTORY PAGE 9 OF 13 3. Unit Recycling & Waste Reduction Division
DEFINITION: RECORD SERIES: A group of related records normally filed an purposes. 4. Record Series Title Recycling Records 6. Record Series Description (Briefly describe the types of information/docum series.) Records pertaining to recycling programs, research projects, data reports, pro program development and implementation.			uments/forms	5. Earlie: <u>2011</u> t found in th	st Year/Latest Year to <u>2016</u> ne series. Include the purpose or function of the
7. Record Series Format(s) List all 8, Record Series X Letter Size Microfilm X Alphabetical Legal Size Computer Tape Numerical Numerical Audio Tape Floppy Disk X Chronologica Bound Book Video Tape Geographica Vother (specify) Binders Other (specify)		t :al	uence 9. Volume 8-10 Number ✓ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ✓ Other (specify) Bookshelves 10. Annual Accumulation 0 Number ✓ ✓ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ✓ Other (specify) Bookshelves		
11. File is Used ✓ Daily Weekly Monthly Annually 13. Current Location(s) (Bldg., Floor, Room) 2662 Riva Road, 4 th Floor, Annapolis, MD 21401 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ✓ No			12. File Becomes Inactive After 5 Number Month(s) ✓ Year(s) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ✓ No 16. Audit Requirements ✓ None ☐ State ☐ Federal ☐ Independent		lonth(s) √ Year(s) ted Elsewhere? (If yes, specify agency or office.)
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes √ No 19. Name and Title of Preparer 20. Telepho Kimberly Franklin, Management Assistant II 410-222-610			Annon Automatic State State III Automatic State		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Public Works DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title	Jessup, N 41 2. Division Waste Managemer	AGEMENT DIV Road, P.O. Box Maryland 20794 1-799-1930 t Services	a unit for re	AGENCY RECORDS INVENTORY PAGE 10 OF 13 3. Unit Recycling & Waste Reduction Division eference as well as retention and disposition st Year/Latest Year
Recycling Records 6. Record Series Description (Briefly describe the t series.) Various contracts and agreements pertaining to rec		ocuments/forms		to 2016 ne series. Include the purpose or function of the
7. Record Series Format(s) List all ✓ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ✓ Other (specify) <u>Binders</u>	8, Record S √ Alphabe □ Numeric □ Chronol □ Geogra □ Other (s	al ogical vhical	Other (10. Annual 0 Number √ File Dra ☐ Microfil	m Reel(s) ter Tape(s) specify) Accumulation wer(s) m Reel(s) ter Tape(s)
11. File is Used ✓ Daily Weekly Monthly Annu 13. Current Location(s) (Bldg., Floor, Room) 2662 Riva Road, 4 th Floor, Annapolis, MD 21401 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ✓ No 17. Is an Index System used? If yes, explain briefly and describe m □ Yes ✓ No		5 Number 14. Is Record √ Yes Anne Arundel 16. Audit Req √ None 18. Record	Series Duplica No County, Office uirements State	Aonth(s) √ Year(s) ted Elsewhere? (If yes, specify agency or office.) of Central Services, Purchasing Division] Federal ☐ Independent
19. Name and Title of Preparer Kimberly Franklin, Management Assistant II	20. Telep 410-222-	hone Number 6108	21. Date 7/5/16	

Instructions –Type or Print a separate form for	DEPARTMEN	NT OF G	ENERAL SE	RVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS	MANAG	SEMENT DIVI	ISION	8 1
with Records Retention Schedule (DGS 550-1)	7275 Wate	erloo Ro	ad, P.O. Box	275	PAGE 11 OF 13
	Jessi	sup, Mar 410-799	yland 20794		
1. Department/Agency	2. Division	410-795	9-1930		3. Unit
Public Works	Waste Manage	ement S	ervices		Recycling & Waste Reduction Division
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records norma	ally filed	and used as	a unit for re	eference as well as retention and disposition
4. Record Series Title				5. Earlie:	st Year/Latest Year
Recycling Records				2006	to <u>2016</u>
Succ. Guine					
6. Record Series Description (Briefly describe the	types of informati	tion/docu	uments/forms	found in th	ne series. Include the purpose or function of the
series.)					
Hazardous waste manifests (logs documenting ma	iterial type and ar	amount re	eceived/sent)	and state	reports.
7. Record Series Format(s) List all	8. Rec	ecord Series	s Sequence	9. Volume 2	
🗸 Letter Size 🔲 Microfilm		Alphabetical	6 (≍ Number	
Legal Size Computer Tape		lumerical		√ File Dra	
Audio Tape Floppy Disk	√ Chr	nronological	1	Compu	ter Tape(s)
Bound Book Video Tape	√ Geo	eographical	8		Accumulation
Other (specify)		Other (speci	ify)	0. Annual	Accumulation
-				Number	
10 D			8	√ File Dra	wer(s)
				Microfile	
9				Other (s	
11. File is Used			12. File Becom	on Inactivo Afi	
Th. File is Used			*	es macuve An	
☐ Daily ☐ Weekly √ Monthly ☐ Ann	ually		Number		Ionth(s) Year(s)
e e e e e e e e e e e e e e e e e e e			*Files are retair	ned for the life	of the landfill and through the end of the post closure care period.
13. Current Location(s) (Bldg., Floor, Room) 2662 Riva Road, 4 th Floor, Annapolis, MD 21401			14. Is Record S	Series Duplicat √ No	ed Elsewhere? (If yes, specify agency or office.)
	10		19952.0		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes √ No			16. Audit Requ	uirements	
			None None	√ State	Federal Independent
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recom	mended R	etention
∏ Yes √ No			Retain pape	er copies o	n site for twenty (20) years then transfer to offsite
2			storage. Re	etain offsite	e for the life of the facility plus the 30-year post
	87		closure care	e period pe	er Federal Regulations (40 CFR, Part 258.29),
			then destro		
19. Name and Title of Preparer	0100000		ne Number	21. Date	
Kimberly Franklin, Management Assistant II	410-	-222-610	08	11/15/16	,
				1.12	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Public Works DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Scalehouse Records	RECC 727 2. Divisio Waste M	DRDS MANA 5 Waterloo R Jessup, Ma 410-7 on fanagement \$	0	ISION 275 a unit for re	AGENCY RECORDS INVENTORY PAGE 12 OF 13 3. Unit Administration eference as well as retention and disposition st Year/Latest Year
 6. Record Series Description (Briefly describe the tseries.) Records containing scalehouse tickets consisting of 					
7. Record Series Format(s) List all √ Letter Size ☐ Microfilm		8. Record Serie		9. Volume 24 Number	
Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape		 Numerical √ Chronologie Geographic 		☐ File Dra ☐ Microfili ☐ Comput √ Other (s	n Reel(s)
√ Other (specify) <u>Boxed/Labeled</u>		Cther (spec	cify)	10, Annual 0 Number File Dra Microfili	
44 Eile is Lond			12. File Becom	n ordenoide	pecify) Shelves as needed
11, File is Used √ Daily ☐ Weekly ☐ Monthly ☐ Annu	Jally		12. File Becom 1 Number		er ionth(s) √ Year(s)
13. Current Location(s) (Bldg., Floor, Room) 389 Burns Crossing Road, Administration Building, Severn, MD 21	144		14. Is Record S	Series Duplicat √ No	ed Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes √ No	54		16. Audit Requ √ None [Federal 🔲 Independent
 17. Is an Index System used? If yes, explain briefly and describe m			for the life of	(1) year or of the facilit	etention a site then transfer to offsite storage. Retain offsite y plus the 30-year post closure care period per 40 CFR, Part 258.29), then destroy.
19. Name and Title of Preparer Kimberly Franklin, Management Assistant II		20. Telepho 410-222-61	one Number 08	21. Date 11/15/16	

Instructions – Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS MANA		1101000	2 14
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R			
		ryland 20794		PAGE <u>13</u> OF <u>13</u>
	D2	99-1930		
1. Department/Agency	2. Division			3. Unit
Public Works	Waste Management	Services		Administration
	d sacarda a armalla filos	and used as	a unit far n	forence on well on extention and discussition
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as	a unit for re	eterence as well as retention and disposition
4. Record Series Title			5. Earlie	st Year/Latest Year
Operating Records			1974	to <u>2016</u>
6. Record Series Description (Briefly describe the t	types of information/doo	uments/forms	found in th	ne series. Include the purpose or function of the
series.)				
All correspondence, permits, annual reports, inspe	ctions, inspection repor	ts, Operations	& Mainten	ance manuals, design reports, etc. relating to the
Glen Burnie, Millersville and Sudley Landfills.				na wy Silana
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume	
			<u>78</u>	а.
√ Letter Size	√ Alphabetic	al	Number	
√ Legal Size			File Dra	wer(s)
	10-10-10-10-10-10-10-10-10-10-10-10-10-1		Microfil	N.G.
Audio Tape Floppy Disk	√ Chronologi	cal	Compu	
√ Bound Book □ Video Tape	Geographi	cal		pecify) Rolling File Shelves
	•		1	
√ Other (specify) Binders & Folded Maps	Other (spe	cify)	Number	2 ²
			File Dra	wer(s)
3	6		Microfil	n Reel(s)
2			Comput	
11. File is Used		12. File Becom		er
		1		
🗋 Daily 🗸 Weekly 🗌 Monthly 🗌 Ann	ually	Number		ionth(s) Year(s)
		*Files are retai	ned for the life	of the landfill and through the end of the post closure care period.
		ALCONDA GERMANES CO		
13. Current Location(s) (Bldg., Floor, Room) 389 Burns Crossing Road, Administration Building, Severn, MD 21	144	14. Is Record S	Series Duplicat √ No	ed Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ		
∏Yes √No				Federal 🔲 Independent
				8
17. Is an Index System used? If yes, explain briefly and describe n	equirements	18. Recom	mended R	etention
√Yes □No				ears then transfer to offsite storage. Retain offsite
Indexed using an Access Database that is updated as edits are ma	ide,			y plus the 30-year post closure care period per
	Q.;	the second se		40 CFR, Part 258.29), then destroy.
19. Name and Title of Preparer	20 Teleph	one Number	21. Date	
Kimberly Franklin, Management Assistant II	410-222-61		11/15/16	
Renderly Franklin, Management Assistant II	410-222-01		1113/10	p (3
DGS 550-4 (Rev. 1/93)				

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED		OF GENERAL SERVICES ANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY
ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	7275 WATERL JESSUP,	OO ROAD, P.O. BOX 275 MARYLAND 20794 10) 799-1930	Page <u>14</u> of <u>14</u>
1 DEPARTMENT/AGENCY Public Works	2 DIVISION Waste Manage	ment Services	3 UNIT Administration
DEFINITION – Record Series - A group of re and disposition purpos		d electronically and used as a	a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITLE Access Database			5 EARLIEST YEAR/LATEST YEAR 1972 TO Continuous
a			(Database created in 2011)
6 INPUT - Identify source of information to Data is entered in Word documents maintain WMS shared server backed up by the Office Technology.	ed on the of Information	Word documents are cor	Luse/s of information generated by system overted to Adobe PDF file format and intranet website by the Bureau's websit pdates are needed.
8 ELECTRONIC RECORD SERIES DESCR		fly describe the information	
	COIL	allieu ill a selles. Illciuue	purpose and function of the system.
Electronic Access database that serves as a	in indexing system	n.	
Electronic Access database that serves as a 9 POLICY ON ACCESS AND USE – Expla			а
	ain or attach copy	if established in writing.	е и
9 POLICY ON ACCESS AND USE - Expla	ain or attach copy	v if established in writing. ated support staff.	ION IN THE SYSTEM
9 POLICY ON ACCESS AND USE – Expla These files can be accessed by Bureau man	ain or attach copy	v if established in writing. ated support staff.	ION IN THE SYSTEM
9 POLICY ON ACCESS AND USE – Expla These files can be accessed by Bureau man 10 UPDATING CYCLES OR CONDITIONS	ain or attach copy	v if established in writing. ated support staff.	ION IN THE SYSTEM
9 POLICY ON ACCESS AND USE – Expla These files can be accessed by Bureau man 10 UPDATING CYCLES OR CONDITIONS	ain or attach copy nagement and rel AND RULES FC	v if established in writing. ated support staff. R REVISING INFORMATI	Explain the progression established to
 9 POLICY ON ACCESS AND USE – Expla These files can be accessed by Bureau man 10 UPDATING CYCLES OR CONDITIONS File is updated when amended or revised. 11 SPECIFY THE LOCATION AND MEDIA 	ain or attach copy nagement and rel AND RULES FC OF THE MAIN E ty throughout the	v if established in writing. ated support staff. PR REVISING INFORMATI ELECTRONIC DATA FILE. record's authorized life cy	Explain the progression established to cle.
 9 POLICY ON ACCESS AND USE – Expla These files can be accessed by Bureau man 10 UPDATING CYCLES OR CONDITIONS File is updated when amended or revised. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability The main electronic data file is located on the 	ain or attach copy nagement and rel AND RULES FC OF THE MAIN E ty throughout the e Bureau's privat	v if established in writing. ated support staff. PR REVISING INFORMATI ELECTRONIC DATA FILE. record's authorized life cy te shared network directory	Explain the progression established to cle. y at J:/ and is backed up routinely by the
 9 POLICY ON ACCESS AND USE – Explain These files can be accessed by Bureau manual UPDATING CYCLES OR CONDITIONS 10 UPDATING CYCLES OR CONDITIONS File is updated when amended or revised. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability The main electronic data file is located on the Office of Information Technology. 12 RECOMMENDED RETENTION Continuous record. Maintain as perpetual file 13 TYPED OR PRINTED NAME OF 	ain or attach copy nagement and rel AND RULES FC OF THE MAIN E ty throughout the e Bureau's privat	v if established in writing. ated support staff. PR REVISING INFORMATI ELECTRONIC DATA FILE. record's authorized life cy te shared network directory	Explain the progression established to cle. y at J:/ and is backed up routinely by the
 9 POLICY ON ACCESS AND USE – Expla These files can be accessed by Bureau man 10 UPDATING CYCLES OR CONDITIONS File is updated when amended or revised. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usabilit The main electronic data file is located on th Office of Information Technology. 12 RECOMMENDED RETENTION Continuous record. Maintain as perpetual file 	ain or attach copy nagement and rel AND RULES FC OF THE MAIN E ty throughout the e Bureau's privat	v if established in writing. ated support staff. PR REVISING INFORMATI ELECTRONIC DATA FILE. record's authorized life cy te shared network directory	Explain the progression established to cle. y at J:/ and is backed up routinely by the nd destroy obsolete material.
 9 POLICY ON ACCESS AND USE – Explain These files can be accessed by Bureau manual UPDATING CYCLES OR CONDITIONS 10 UPDATING CYCLES OR CONDITIONS File is updated when amended or revised. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability The main electronic data file is located on the Office of Information Technology. 12 RECOMMENDED RETENTION Continuous record. Maintain as perpetual file 13 TYPED OR PRINTED NAME OF PREPARER 	ain or attach copy nagement and rel AND RULES FC OF THE MAIN E ty throughout the e Bureau's privat le by updating wh	v if established in writing. ated support staff. PR REVISING INFORMATI ELECTRONIC DATA FILE. record's authorized life cy te shared network directory	Explain the progression established to cle. y at J:/ and is backed up routinely by the nd destroy obsolete material.
 9 POLICY ON ACCESS AND USE – Explain These files can be accessed by Bureau manual UPDATING CYCLES OR CONDITIONS 10 UPDATING CYCLES OR CONDITIONS File is updated when amended or revised. 11 SPECIFY THE LOCATION AND MEDIA ensure the record's retention and usability The main electronic data file is located on the office of Information Technology. 12 RECOMMENDED RETENTION Continuous record. Maintain as perpetual file 13 TYPED OR PRINTED NAME OF PREPARER Kimberly Franklin 16 TITLE OF PREPARER 	ain or attach copy nagement and rel AND RULES FC OF THE MAIN E ty throughout the e Bureau's privat le by updating wh	v if established in writing. ated support staff. PR REVISING INFORMATI ELECTRONIC DATA FILE. record's authorized life cy te shared network directory	Explain the progression established to cle. y at J:/ and is backed up routinely by the nd destroy obsolete material.