



OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.
 C1382
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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY: Department of Public Works **DIVISION:** Utility Operations

Item No.	Description	Retention
<u>SUPERSEDES SCHEDULE C-763, C-764, C-766, C-967, C-770, C-974, C-975,</u>		
1	<u>Correspondence</u> Correspondence files including memorandums, letters, and reports.	Retain five (5) years then destroy.
2	<u>Payroll/Time & Attendance Records</u> Daily timesheets and leave records as required by Fair Labor Standards Act (FLSA).	Retain three (3) years then destroy.
3	<u>General Files – Bureau of Utility Operations</u> Miscellaneous administrative information relative to various ongoing activities of the Bureau.	Retain five (5) years then destroy.
4	<u>Purchasing</u> Purchasing documents, requisitions, invoices, credit card reconciliations, receipts, and supporting documents.	Retain three (3) years then destroy.
5	<u>Budget</u> Information used in budget preparations, budget drafts, appropriation data.	Retain three (3) years then destroy.
6	<u>Capital Project Files/Grant Management</u> Correspondence and documents related to construction of new facilities and rehabilitation of existing facilities. Contains grant applications, awards and renewals.	Retain five (5) years or until capital project is completed and any audit is completed, whichever occurs later, then destroy.
7	<u>Computerized Maintenance Management Files</u> Electronic files pertaining to equipment history, corrective maintenance, preventative maintenance and other equipment data related to all Bureau assets.	Retain until equipment is no longer used, then destroy.

Schedule Approved by Agency or Division Representative
 2/25/19 Karen Henry
 Date Signature

Schedule Approved by State Archivist

Schedule Approved by Records Management Officer
 2/25/19 Christine Rivera
 Date Signature

4-11-19 Jim Behr
 Date Signature



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**RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
8	<u>Policies, Procedures, and Directives</u> Policies, procedures, and directives set forth by the Bureau and other matters pertaining to the overall operation of the Bureau.	Continuous record. Maintain as perpetual file by updating when amended or revised and destroying obsolete material.
9	<u>Agreements</u> Agreements between Bureaus, County Departments, Municipalities, State, Federal and other organizations.	Retain for three (3) years after the agreement has been terminated, then destroy.
10	<u>Accounting/Finance and Audit Records</u> Reports of audits conducted, general finance reports, expense reports, annual inventory control.	Retain five (5) years then destroy.
11	<u>Allocation Records</u> Information on the allocation of water and wastewater for developers for: a) Residential Subdivisions b) Commercial Projects	a) Retain until 2 years after buildout, then destroy. b) Retain for 30 years after buildout then destroy.
12	<u>Meter Service Records</u> Hydrant permit rentals	Retain until account has been retired, then destroy.
13	<u>Utility Agreements/Public Work Agreements</u> Agreements, deeds, plans, correspondence and cost estimates (active and under maintenance bond).	Retain five (5) years after work is released for services then destroy.
14	<u>House Connection/Infill Lot Contracts/Patch Paving</u> Contracts, estimates, and inspections	Retain three (3) years then destroy.
15	<u>Vehicle Records/Fleet Maintenance</u> a) Damage reports, inspections, pre-trip/post trip inspections, mileage records, operating records b) Procurement records and specifications	a) Retain for life of the vehicle then destroy. b) Retain for three (3) years then destroy.
16	<u>Safety Records</u> Correspondence, safety observer reports, safety audits, tailgate sessions records, training records, property damage reports, personnel inquiry reports, infrastructure damage reports, facility inspections, Maryland Occupational Safety & Health (MOSH) reports, and Occupational Safety and Health Administration (OSHA) reports.	Retain five (5) years then destroy.



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**RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
17	<u>Training Records</u> a) Employee records, pay raises, and employee certifications b) Training course information. Excellence in Cost Effective Leadership (EXCEL) Program documents including certification requirements	a) Retain for three years after the employee is no longer employed by the Bureau of Utility Operations, then destroy. b) Retain for the life of the course and/or certification program, plus two years, then destroy.
18	<u>Pretreatment Program Files—Significant Commercial & Industrial</u> Correspondence with industry, state and federal authorities. Records include applications, discharge permits, inspection/monitoring data, program development data, permit application, billing and payment information	Retain six (6) years then destroy.
19	<u>Biomonitoring Files</u> Reports and correspondence relating to biomonitoring testing at water reclamation facilities.	Retain three (3) years then destroy.
20	<u>Hazardous Waste Disposal</u> Reports and correspondence related to disposal.	Retain three (3) years then destroy.
21	<u>Stormwater Management Plans</u> Site location data, plans and reports.	Retain five (5) year then destroy.
22	<u>Laboratory</u> Drinking water lab certifications, results of laboratory audits, chemical and equipment inventories, sampling and equipment manuals, analysis of data from water reclamation facilities and general correspondence relating to laboratories.	Retain five (5) years then destroy.
23	<u>Regulatory Updates</u> Federal Register and Code Of Maryland Regulations (COMAR) notices, Fact Sheets and impact summaries.	Retain three (3) years then destroy.
24	<u>Marine Sanitation Pumpout System Dischargers</u> Correspondence and evaluations of marina requests to discharge boat waste into the County's sewer system.	Retain five (5) years then destroy.



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**RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
25	<u>Holding Tank Certifications/Applications</u> Applications received from residential and commercial customers relative to reduced rate of generated septage, which is disposed of at County septage receiving points. Also contains tickets and ticket monitoring data.	Retain five (5) years then destroy.
26	<u>Sludge Utilization Permits</u> County and contractor sludge permits, site detail data, correspondence, invoices, and hauling data.	Retain five (5) years then destroy.
27	<u>Sewage Sludge Analysis</u> Results of sewage sludge analyses for sewage sludge generated at County's water reclamation facilities.	Retain five (5) years then destroy.
28	<u>Sewage Sludge Generation</u> Monthly and annual reports relating to sewage sludge volumes generated at County water reclamation facilities.	Retain five (5) years then destroy.
29	<u>Supervisory Control & Data Acquisition (SCADA)</u> Federal Communications Commission (FCC) Licenses, correspondence, Radio Frequency (RF) studies, software agreements, equipment data and specifications.	Retain for life of the software then destroy.
30	<u>Operation and Maintenance Files</u> Letters, memorandums, facility operating and maintenance data and reports for water reclamation facilities, sewage pump stations, water treatment facilities, water booster stations, wells, water storage tanks, etc. and related equipment.	Retain five (5) years then destroy.
31	<u>Regulatory Reporting</u> Federal and State government mandatory reporting information required about chemistry, production, water treatment processes, operating processes, water quality analysis, sanitary sewer overflow reports and data, National Pollutant Discharge Elimination Systems (NPDES) permits, Daily and Monthly Operating Reports, compliance reports and associated correspondence with regulatory agencies.	Retain for 50 years then destroy.



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Item No.	Description	Retention
32	<u>Fixed Asset Inventory</u> Fixed asset annual inventory results.	Retain two (2) years after audit then destroy.
33	<u>Damage Account Data/Public Information Requests</u> Damage account numbers, invoices, site inspections, and requests for public information.	Retain five (5) years then destroy.
34	<u>Generator and High Voltage Switch Gear Records</u> Maintenance and repair records for generators and high voltage switch gears.	Retain five (5) years then destroy.
35	<u>Miss Utility Records</u> Records, files and tickets related to line location services.	Retain three (3) years then destroy.
	<p><i>Litigation Hold:</i> 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.</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 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Water</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 Correspondence <i>Itm1</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Correspondence files including memorandums, letters, and 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>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>Other (specify) _____</p>	<p>9. Volume 4 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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) Other (specify) _____</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 5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 5 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</p>

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<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 Correspondence <i>Itm</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Correspondence files including memorandums, letters, and 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>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>Other (specify) _____</p>	<p>9. Volume 9 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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) Other (specify) _____</p>
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<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
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1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Wastewater
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13. Current Location(s) (Bldg., Floor, Room) 8833 Wagner Station Rd. Baltimore	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
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19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

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<p>13. Current Location(s) (Bldg., Floor, Room) 462 Brockbridge Rd. Laurel</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
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13. Current Location(s) (Bldg., Floor, Room) 1236 Cronson Blvd. Gambrills	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
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<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</p> <p>5 Number Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 1340 Log Inn Rd. Annapolis</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
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<p>4. Record Series Title Correspondence <i>Item 1</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Correspondence files including memorandums, letters, and 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>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>Other (specify) _____</p>	<p>9. Volume 9 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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) 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 5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 7327 Edgewood Rd. Annapolis</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 5 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 Correspondence <i>Itm</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Correspondence files including memorandums, letters, and 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>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>Other (specify) _____</p>	<p>9. Volume 9 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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) 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</p> <p>5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 1161 Deep Cove Rd. Churchton</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 5 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 9 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Central Maintenance</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 Correspondence <i>Itm 1</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Correspondence files including memorandums, letters, and 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>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>Other (specify) _____</p>	<p>9. Volume 4 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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) Other (specify) _____</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 5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Road</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 5 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Central Maintenance</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 Correspondence <i>Int'l</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Correspondence files including memorandums, letters, and 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>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>Other (specify) _____</p>	<p>9. Volume 4 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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 5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 435 Maxwell Frye Road</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 5 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 11 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Tech Support</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 Correspondence <i>Itm 1</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Correspondence files including memorandums, letters, and 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>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input checked="" type="checkbox"/> Geographical</p> <p>Other (specify) _____</p>	<p>9. Volume 16 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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) Other (specify) _____</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 5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 5 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 12 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Admin</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 Correspondence <i>Irml</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Correspondence files including memorandums, letters, and 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>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>Other (specify) _____</p>	<p>9. Volume 2 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 0.25 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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>1 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 5 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 13 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Business and Financial Services</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 Correspondence <i>Item 1</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Correspondence files including memorandums, letters, and 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>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>Other (specify) _____</p>	<p>9. Volume 5 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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) 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 5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 2662 Riva Rd. Annapolis</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 5 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 14 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Water</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 and Attendance <i>ITM 2</i></p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Daily timesheets and leave records as required by Fair Labor Standards Act (FLSA)</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>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>Other (specify) _____</p>	<p>9. Volume 4 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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) Other (specify) _____</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 3 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd. Annapolis</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes HIPAA</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 15 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 and Attendance <i>Item 2</i></p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Daily timesheets and leave records as required by Fair Labor Standards Act (FLSA)</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>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>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) Other (specify) _____</p> <p>10. Annual Accumulation 0.25 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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 3 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes HIPAA</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 16 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 and Attendance <i>Ita 2</i></p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Daily timesheets and leave records as required by Fair Labor Standards Act (FLSA)</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>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>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) Other (specify) _____</p> <p>10. Annual Accumulation 0.25 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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 3 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 8833 Wagner Station Rd. Baltimore</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes HIPAA</p>	<p>16. Audit Requirements</p> <p>None State <input checked="" type="checkbox"/> Federal Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 17 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 and Attendance <i>ITM Z</i></p>		<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Daily timesheets and leave records as required by Fair Labor Standards Act (FLSA)</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>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>Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 0.25 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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 3 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 462 Brockbridge Rd. Laurel</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes HIPAA</p>	<p>16. Audit Requirements</p> <p>None State <input checked="" type="checkbox"/> Federal Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 18 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 and Attendance <i>Itm 2</i></p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Daily timesheets and leave records as required by Fair Labor Standards Act (FLSA)</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>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>Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 0.25 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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 3 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 1236 Cronson Blvd. Gambrills</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes HIPAA</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 19 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 and Attendance <i>Item 2</i></p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Daily timesheets and leave records as required by Fair Labor Standards Act (FLSA)</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>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>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) Other (specify) _____</p> <p>10. Annual Accumulation 0.25 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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 3 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 1340 Log Inn Rd. Annapolis</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes HIPAA</p>	<p>16. Audit Requirements</p> <p>None State <input checked="" type="checkbox"/> Federal Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 20 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 and Attendance <i>Item 2</i></p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Daily timesheets and leave records as required by Fair Labor Standards Act (FLSA)</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>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>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) Other (specify) _____</p> <hr/> <p>10. Annual Accumulation 0.25 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p>
<p>11. File is Used</p> <p>Daily <input checked="" type="checkbox"/> Weekly Monthly Annually</p>	<p>12. File Becomes Inactive After</p> <p>3 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 7327 Edgewood Rd. Annapolis</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)) Yes HIPAA</p>	<p>16. Audit Requirements</p> <p>None State <input checked="" type="checkbox"/> Federal Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 21 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 and Attendance <i>itm 2</i></p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Daily timesheets and leave records as required by Fair Labor Standards Act (FLSA)</p>		
<p>7. Record Series Format(s) List all</p> <p><input 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>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>Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <hr/> <p>10. Annual Accumulation 0.25 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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 3 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 1161 Deep Cove Rd. Churchton</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes HIPAA</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 22 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Infrastructure
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Payroll/Time and Attendance <i>Item 2</i>	5. Earliest Year/Latest Year 2016 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Daily timesheets and leave records as required by Fair Labor Standards Act (FLSA)		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 4 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 3 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd. Millersville	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes HIPAA	16. Audit Requirements <input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain 3 years then destroy	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

<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 23 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Central Maintenance</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 and Attendance <i>Item 2</i></p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Daily timesheets and leave records as required by Fair Labor Standards Act (FLSA)</p>		
<p>7. Record Series Format(s) List all</p> <p>X Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p>X Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>	<p>9. Volume 3 Number</p> <p>X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 1 Number</p> <p>X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</p>
<p>11. File is Used</p> <p>X Daily Weekly Monthly Annually</p>	<p>12. File Becomes Inactive After 3 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes HIPAA</p>	<p>16. Audit Requirements</p> <p>None State X Federal Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 24 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Central Maintenance</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 and Attendance <i>IRM 2</i></p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Daily timesheets and leave records as required by Fair Labor Standards Act (FLSA)</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>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>Other (specify) _____</p>	<p>9. Volume 3 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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 3 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 435 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes HIPPA</p>	<p>16. Audit Requirements None State X Federal Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 25 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Tech Support</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 and Attendance <i>Item 2</i></p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Daily timesheets and leave records as required by Fair Labor Standards Act (FLSA)</p>		
<p>7. Record Series Format(s) List all</p> <p>X Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p>X Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>	<p>9. Volume 3 Number</p> <p>X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 0.5 Number</p> <p>X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</p>
<p>11. File is Used</p> <p>Daily X Weekly Monthly Annually</p>	<p>12. File Becomes Inactive After</p> <p>3 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes HIPAA</p>	<p>16. Audit Requirements</p> <p>None State X Federal Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 26 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Admin</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 and Attendance <i>ITM 2</i></p>	<p>5. Earliest Year/Latest Year 2017 to 2019</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.) Daily timesheets and leave records as required by Fair Labor Standards Act (FLSA)</p>		
<p>7. Record Series Format(s) List all</p> <p>X Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p>x Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>	<p>9. Volume 0.5 Number</p> <p>x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 0.1000000000000001 Number</p> <p>x File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</p>
<p>11. File is Used</p> <p>Daily X Weekly Monthly Annually</p>	<p>12. File Becomes Inactive After 3 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes HIPAA</p>	<p>16. Audit Requirements</p> <p>None State X Federal Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 27 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Business and Financial Services</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 and Attendance <i>Item 2</i></p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Daily timesheets and leave records as required by Fair Labor Standards Act (FLSA)</p>		
<p>7. Record Series Format(s) List all</p> <p>X Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p>X Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p>X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 0.5 Number</p> <p>X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</p>
<p>11. File is Used</p> <p>Daily X Weekly Monthly Annually</p>	<p>12. File Becomes Inactive After 3 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 2662 Riva Rd. Annapolis</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) Yes HIPAA</p>	<p>16. Audit Requirements</p> <p>None State X Federal Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 28 OF 67</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Water</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- BUO Operations <i>Itm 3</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Miscellaneous administrative information relative to various ongoing activities of the Bureau.</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>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p>Other (specify) _____</p>	<p>9. Volume 4 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <hr/> <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) 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 5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd, Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 5 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 29 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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- BUO Operations <i>Itm 3</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Miscellaneous administrative information relative to various ongoing activities of the Bureau.</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>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>Other (specify) _____</p>	<p>9. Volume 9 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <hr/> <p>10. Annual Accumulation 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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 5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 5 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 30 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Central Maintenance</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- BUO Operations <i>Itm 3</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Miscellaneous administrative information relative to various ongoing activities of the Bureau.</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>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>Other (specify) _____</p>	<p>9. Volume 3 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 0.5 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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 5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal, Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements No</p>	<p>18. Recommended Retention Retain 5 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 31 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Central Maintenance</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- BUO Operations <i>Jrn 3</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Miscellaneous administrative information relative to various ongoing activities of the Bureau.</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>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>Other (specify) _____</p>	<p>9. Volume 3 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 0.5 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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 5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 435 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 5 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 32 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Admin</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- BUO Operations <i>Item 3</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Miscellaneous administrative information relative to various ongoing activities of the Bureau.</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>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>Other (specify) _____</p>	<p>9. Volume 0.5 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 0.100000000000000001 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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><input checked="" type="checkbox"/> Number <input type="checkbox"/> X Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 5 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 33 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Business and Financial Services
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title General Files- BUO Operations <i>ITM 3</i>	5. Earliest Year/Latest Year 2014 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Miscellaneous administrative information relative to various ongoing activities of the Bureau.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 8 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 0 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 5 Number Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 2662 Riva Rd. Annapolis	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain 5 years then destroy	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

<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 34 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Water</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 Purchasing <i>Item 4</i></p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Purchasing documents, requisitions, invoices, credit card reconciliations, receipts, and supporting documents.</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>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>Other (specify) _____</p>	<p>9. Volume 4 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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) 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 3 Number Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Purchasing, 2660 Riva Rd. Annapolis</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 35 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 Purchasing</p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Purchasing documents, requisitions, invoices, credit card reconciliations, receipts, and supporting documents.</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>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>Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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 3 Number Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Purchasing, 2660 Riva Rd. Annapolis</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 36 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 Purchasing</p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Purchasing documents, requisitions, invoices, credit card reconciliations, receipts, and supporting documents.</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>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>Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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 3 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 8833 Wagner Station Rd. Baltimore</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Purchasing, 2660 Riva Rd. Annapolis</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 37 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Wastewater
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Purchasing	5. Earliest Year/Latest Year 2016 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Purchasing documents, requisitions, invoices, credit card reconciliations, receipts, and supporting documents.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 3 Number Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 462 Brockbridge Rd. Laurel	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Purchasing, 2660 Riva Rd. Annapolis	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain 3 years then destroy	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

<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 38 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 Purchasing</p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Purchasing documents, requisitions, invoices, credit card reconciliations, receipts, and supporting documents.</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>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>Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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 3 Number Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 1236 Cronson Blvd. Gambrills</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Purchasing, 2680 Riva Rd. Annapolis</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930	AGENCY RECORDS INVENTORY
		PAGE 39 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Wastewater
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Purchasing	5. Earliest Year/Latest Year 2016 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Purchasing documents, requisitions, invoices, credit card reconciliations, receipts, and supporting documents.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 3 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 1340 Log Inn Rd. Annapolis	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Purchasing, 2660 Riva Rd. Annapolis	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain 3 years then destroy	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 40 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Wastewater
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Purchasing	5. Earliest Year/Latest Year 2016 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Purchasing documents, requisitions, invoices, credit card reconciliations, receipts, and supporting documents.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 3 Number Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7327 Edgewood Rd. Annapolis	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Purchasing, 2660 Riva Rd. Annapolis	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain 3 years then destroy	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

<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 41 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 Purchasing</p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Purchasing documents, requisitions, invoices, credit card reconciliations, receipts, and supporting documents.</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>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>Other (specify) _____</p>	<p>9. Volume</p> <p>1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation</p> <p>1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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</p> <p>3 Number Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 1161 Deep Cove Rd. Churchton</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Purchasing, 2660 Riva Rd. Annapolis</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 42 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Infrastructure
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Purchasing	5. Earliest Year/Latest Year 2015 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Purchasing documents, requisitions, invoices, credit card reconciliations, receipts, and supporting documents.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 3 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 3 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd. Millersville	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Purchasing, 2660 Riva Rd. Annapolis	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain 3 years then destroy	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 43 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Central Maintenance
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Purchasing	5. Earliest Year/Latest Year 2015 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Purchasing documents, requisitions, invoices, credit card reconciliations, receipts, and supporting documents.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 3 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation 0.75 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 3 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersville	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Purchasing, 2660 Riva Rd. Annapolis	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain 3 years then destroy	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 44 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Central Maintenance
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Purchasing	5. Earliest Year/Latest Year 2015 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Purchasing documents, requisitions, invoices, credit card reconciliations, receipts, and supporting documents.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 3 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 0.75 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 3 Number Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd. Millersville	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Purchasing, 2660 Riva Rd. Annapolis	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain 3 years then destroy	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

<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 45 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Tech Support</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 Purchasing</p>	<p>5. Earliest Year/Latest Year 2015 to 2019</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.) Purchasing documents, requisitions, invoices, credit card reconciliations, receipts, and supporting documents.</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>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>Other (specify) _____</p>	<p>9. Volume 0.5 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 0.1000000000000001 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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 3 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Purchasing, 2660 Riva Rd. Annapolis</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 46 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Admin</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 Purchasing</p>	<p>5. Earliest Year/Latest Year 2017 to 2019</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.) Purchasing documents, requisitions, invoices, credit card reconciliations, receipts, and supporting documents.</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>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>Other (specify) _____</p>	<p>9. Volume 0.25 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 0.1000000000000001 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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 3 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Purchasing, 2660 Riva Rd. Annapolis</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 3 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930	AGENCY RECORDS INVENTORY PAGE 47 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Business and Financial Services
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Purchasing	5. Earliest Year/Latest Year 2015 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Purchasing documents, requisitions, invoices, credit card reconciliations, receipts, and supporting documents.		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 4 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 3 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 2662 Riva Rd. Annapolis	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Purchasing, 2660 Riva Rd. Annapolis	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain 3 years then destroy	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

<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 48 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Business and Financial Services</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 Capital Project Files/Grant Management <i>Item 6</i></p>	<p>5. Earliest Year/Latest Year 2013 to 2019</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.) Correspondence and documents related to construction of new facilities and rehabilitations of existing facilities. Contains grant applications, awards, and renewals.</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>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>Other (specify) _____</p>	<p>9. Volume 4 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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) 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 5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 2662 Riva Rd. Annapolis</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Engineering CIP files</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements 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 No</p>	<p>18. Recommended Retention Retain 5 years or until capital project is complete and any audit is completed, whichever occurs later, and destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 49 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Water</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 Agreements <i>Item 9</i></p>	<p>5. Earliest Year/Latest Year 1970 to 2019</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.) Agreements between Bureaus, County Departments, Municipalities, State, Federal, and other organizations.</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>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>Other (specify) _____</p>	<p>9. Volume</p> <p>1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p>1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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</p> <p>50 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd, Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Business & Financial Services</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain for 3 years after the agreement has been terminated, then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 50 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Business and Financial Services</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 Agreements</p>	<p>5. Earliest Year/Latest Year 1989 to 2019</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.) Agreements between Bureaus, County Departments, Municipalities, State, Federal, and other organizations.</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>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>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) Other (specify) _____</p> <hr/> <p>10. Annual Accumulation 0 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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 50 Number Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 2662 Riva Rd. Annapolis</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p>None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements No</p>	<p>18. Recommended Retention Retain for 3 years after the agreement has been terminated, then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 51 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 Agreements</p>	<p>5. Earliest Year/Latest Year 2008 to 2019</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.) Agreements between Bureaus, County Departments, Municipalities, State, Federal, and other organizations.</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>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>Other (specify) _____</p>	<p>9. Volume 0.25 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 0.125 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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 50 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p>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 No</p>	<p>18. Recommended Retention Retain for 3 years after the agreement has been terminated, then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 52 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 Accounting/Finance and Audit Records <i>Item 10</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Reports of audits conducted, general finance reports, expense reports, annual inventory control.</p>		
<p>7. Record Series Format(s) List all</p> <p>X Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p>X Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>	<p>9. Volume 0.5 Number</p> <p>X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 0.1000000000000001 Number</p> <p>X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</p>
<p>11. File is Used</p> <p>Daily Weekly X Monthly Annually</p>	<p>12. File Becomes Inactive After 5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p>X None State Federal Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements No</p>	<p>18. Recommended Retention Retain 5 years then destroy</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 53 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Business and Financial Services
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Allocation Records <i>Irml.</i>	5. Earliest Year/Latest Year 1999 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Information on the allocation of water and wastewater for developers of residential subdivisions.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm <input checked="" type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Audio Tape Floppy Disk <input type="checkbox"/> Bound Book Video Tape Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 10 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 2 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 2662 Riva Rd. Annapolis	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain until 2 years after buildout, then destroy.	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 54 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Business and Financial Services
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Allocation Records	5. Earliest Year/Latest Year 1999 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Information on the allocation of water and wastewater for developers of commercial projects.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 10 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 30 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 2562 Riva Rd. Annapolis	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain for 30 years after buildout then destroy	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

<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 55 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Tech Support</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 Meter Service Records <i>Item 12</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Hydrant permit rentals</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>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>Other (specify) _____</p>	<p>9. Volume 0.5 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 0.1000000000000001 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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 50 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain until account has been retired, then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 56 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Business and Financial Services</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 Utility Agreements/Public Works Agreements <i>Item 13</i></p>	<p>5. Earliest Year/Latest Year 1989 to 2019</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.) Agreements, deeds, plans, correspondence and cost estimates (active and under maintenance bonds).</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>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>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) Other (specify) _____</p> <hr/> <p>10. Annual Accumulation Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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</p> <p>50 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 2662 Riva Rd. Annapolis</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain for 5 years after work is released for services then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 57 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Central Maintenance</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 House Connection/Infill Lot/Patch Paving <i>Item 14</i></p>	<p>5. Earliest Year/Latest Year 2015 to 2019</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.) Contracts, estimates, and inspections.</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>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>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) Other (specify) _____</p> <p>10. Annual Accumulation 0.5 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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 3 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Road</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 3 years then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 58 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Admin</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 Safety Records <i>Item 16</i></p>	<p>5. Earliest Year/Latest Year 2013 to 2019</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.) Correspondence, safety observer reports, safety audits, tailgate session records, training records, property damage reports, personnel inquiry reports, infrastructure damage reports, facility inspections, Maryland Occupational Safety & Health (MOSH) repor</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>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>Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <hr/> <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) 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>1 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain for 5 years then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 59 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Business and Financial Services</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 Training Records <i>Itm 17</i></p>	<p>5. Earliest Year/Latest Year 2000 to 2019</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.) Employee records, pay raises, and employee certifications.</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>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>Other (specify) _____</p>	<p>9. Volume 19 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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) 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 30 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p>None State <input checked="" type="checkbox"/> Federal Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements No</p>	<p>18. Recommended Retention Retain for 3 years after the employee is no longer employed by the Bureau of Utility Operations, then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 60 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 Pretreatment Program files-Significant Commercial & Industrial <i>Item 18</i></p>	<p>5. Earliest Year/Latest Year 2013 to 2019</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.) Correspondence with industry, state and federal authorities. Records include applications, discharge permits, inspection/monitoring data, program development data, permit application, billing and payment 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>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>Other (specify) _____</p>	<p>9. Volume 2 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 0.25 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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</p> <p>6 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain 6 years then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 61 OF 67
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Water
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Hazardous Waste disposal <i>Item 20</i>	5. Earliest Year/Latest Year 2014 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Reports and correspondence related to disposal of hazardous waste.		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 0.25 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 0 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After 1 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 437 Maxwelle Frye Rd. Millersville	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain 3 years then destroy.	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

<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 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 62 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Admin</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 Stormwater Management Plans <i>Item 21</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Site location data, plans, and 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>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>Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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) Other (specify) _____</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 5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p>None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements No</p>	<p>18. Recommended Retention Retain 5 years then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 63 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Water
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Laboratory <i>Itm 22</i>	5. Earliest Year/Latest Year 2014 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Drinking water lab certifications, results of laboratory audits, chemical and equipment inventories, sampling and equipment manuals, analysis of data from water reclamation facilities and general correspondence relating to laboratories.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After 5 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd, Millersville	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain 5 years then destroy.	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930	AGENCY RECORDS INVENTORY PAGE 64 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Wastewater
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Marine Sanitation Pumpout System Dischargers <i>Item 24</i>	5. Earliest Year/Latest Year 2013 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Correspondence and evaluations of marina requests to discharge boat waste into the County's sewer system.		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 0.25 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 5 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 2662 Riva Rd. Annapolis	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain 5 years then destroy.	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 65 OF 67
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Wastewater
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Holding Tank Certifications/Applications <i>Item 25</i>	5. Earliest Year/Latest Year 2013 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Applications received from residential and commercial customers relative to reduced rate of generated septage, with is disposed of at County septage receiving points. Also contains tickets and ticket monitoring data.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 0.25 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 5 Number <input checked="" type="checkbox"/> Month(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7228 Edegewood Rd., Annapolis MD	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes DPW Finance	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention Retain 5 years then destroy.	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 66 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Wastewater
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Holding Tank Certifications/Applications	5. Earliest Year/Latest Year 2013 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Applications received from residential and commercial customers relative to reduced rate of generated septage, with is disposed of at County septage receiving points. Also contains tickets and ticket monitoring data.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size Microfilm <input type="checkbox"/> Legal Size Computer Tape <input type="checkbox"/> Audio Tape Floppy Disk <input type="checkbox"/> Bound Book Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation 0.25 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 5 Number <input checked="" type="checkbox"/> Month(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 8833 Wagner Station Rd. Baltimore	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes DPW Finance	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention Retain 5 years then destroy.	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

<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 67 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Business and Financial Services</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 Holding Tank Certifications/Applications</p>	<p>5. Earliest Year/Latest Year 2013 to 2019</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.) Applications received from residential and commercial customers relative to reduced rate of generated septage, with is disposed of at County septage receiving points. Also contains tickets and ticket monitoring data.</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>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p>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) Other (specify) _____</p> <p>10. Annual Accumulation 0.25 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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 5 Number <input checked="" type="checkbox"/> Month(s) Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 7228 Edegewood Rd., Annapolis MD</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes DPW Finance</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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</p>	<p>18. Recommended Retention Retain 5 years then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 68 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 Sludge Utilization Permits <i>Item 26</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) County and contractor sludge permits, site detail data, correspondence, invoices, and hauling data.</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>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>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) Other (specify) _____</p> <p>10. Annual Accumulation 0.25 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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 5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p>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 No</p>	<p>18. Recommended Retention Retain 5 years then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 69 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 Sewage Sludge Analysis <i>Itm 27</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Results of sewage sludge analyses for sewage sludge generated at the County's water reclamation facilities.</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>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>Other (specify) _____</p>	<p>9. Volume 9 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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 5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes 445 Maxwell Frye Rd 2nd Flr Millersville MD Preatment Area, Annapolis WRF, Cox Creek WRF, Broadneck WRF, Paluxent WRF, Maryland City WRF, Broadwater WRF</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p>None X State X Federal Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements No</p>	<p>18. Recommended Retention Retain 5 years then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 70 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 Sewage Sludge Generation <i>ITM 28</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Monthly and annual reports relating to sewage sludge volumes generated at County water reclamation facilities.</p>		
<p>7. Record Series Format(s) List all</p> <p>X Letter Size Microfilm</p> <p>Legal Size Computer Tape</p> <p>Audio Tape Floppy Disk</p> <p>Bound Book Video Tape</p> <p>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p>Alphabetical</p> <p>Numerical</p> <p>X Chronological</p> <p>Geographical</p> <p>Other (specify) _____</p>	<p>9. Volume 9 Number</p> <p>X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 1 Number</p> <p>X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) _____</p>
<p>11. File is Used</p> <p>Daily Weekly X Monthly Annually</p>	<p>12. File Becomes Inactive After 5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p>None X State X Federal Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements No</p>	<p>18. Recommended Retention Retain 5 years then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 PAGE 71 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Water</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 Regulatory Reporting <i>ITM 31</i></p>	<p>5. Earliest Year/Latest Year 1968 to 2019</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.) Federal and State government mandatory reporting information required about chemistry, production, water treatment processes, operating processes, water quality analysis, sanitary sewer overflow reports and data, National Pollutant Discharge Elimination S</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>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>Other (specify) _____</p>	<p>9. Volume 4 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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) 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 45 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Dorsey WTP 980 Stewart Ave, GB, MD 21061</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements 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 No</p>	<p>18. Recommended Retention Retain for 50 years then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 72 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 Regulatory Reporting</p>	<p>5. Earliest Year/Latest Year 2000 to 2019</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.) Federal and State government mandatory reporting information required about chemistry, production, water treatment processes, operating processes, water quality analysis, sanitary sewer overflow reports and data, National Pollutant Discharge Elimination S</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>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>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) Other (specify) _____</p> <p>10. Annual Accumulation 0.25 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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</p> <p>10 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Annapolis WRF, Broadneck WRF, Cox Creek WRF, Broadwater WRF, Patuxent WRF, Maryland city WRF</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p>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 No</p>	<p>18. Recommended Retention Retain for 50 years then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 73 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 Regulatory Reporting</p>	<p>5. Earliest Year/Latest Year 2000 to 2019</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.) Federal and State government mandatory reporting information required about chemistry, production, water treatment processes, operating processes, water quality analysis, sanitary sewer overflow reports and data, National Pollutant Discharge Elimination S</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>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>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) Other (specify) _____</p> <p>10. Annual Accumulation 0.25 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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</p> <p>10 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 8833 Wagner Station Rd</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Annapolis WRF, Broadneck WRF, Cox Creek WRF, Broadwater WRF, Patuxent WRF, Maryland city WRF</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p>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 No</p>	<p>18. Recommended Retention Retain for 50 years then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 74 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Wastewater
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Regulatory Reporting	5. Earliest Year/Latest Year 2000 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Federal and State government mandatory reporting information required about chemistry, production, water treatment processes, operating processes, water quality analysis, sanitary sewer overflow reports and data, National Pollutant Discharge Elimination S		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 0.25 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 10 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 462 Brockbridge Rd. Laurel	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Annapolis WRF, Broadneck WRF, Cox Creek WRF, Broadwater WRF, Patuxent WRF, Maryland city WRF	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain for 50 years then destroy.	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 75 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Wastewater
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Regulatory Reporting	5. Earliest Year/Latest Year 2000 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Federal and State government mandatory reporting information required about chemistry, production, water treatment processes, operating processes, water quality analysis, sanitary sewer overflow reports and data, National Pollutant Discharge Elimination S		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 0.25 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 10 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 1236 Cronson Blvd. Gambrills	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Annapolis WRF, Broadneck WRF, Cox Creek WRF, Broadwater WRF, Patuxent WRF, Maryland city WRF	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain for 50 years then destroy.	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 76 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Wastewater
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Regulatory Reporting	5. Earliest Year/Latest Year 2000 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Federal and State government mandatory reporting information required about chemistry, production, water treatment processes, operating processes, water quality analysis, sanitary sewer overflow reports and data, National Pollutant Discharge Elimination S		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 0.25 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 10 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 1340 Log Inn Rd. Annapolis	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Annapolis WRF, Broadneck WRF, Cox Creek WRF, Broadwater WRF, Patuxent WRF, Maryland city WRF	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements None X State Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain for 50 years then destroy.	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930	AGENCY RECORDS INVENTORY PAGE 77 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Wastewater
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Regulatory Reporting	5. Earliest Year/Latest Year 2000 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Federal and State government mandatory reporting information required about chemistry, production, water treatment processes, operating processes, water quality analysis, sanitary sewer overflow reports and data, National Pollutant Discharge Elimination S		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 0.25 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 10 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 7327 Edgewood Rd. Annapolis	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Annapolis WRF, Broadneck WRF, Cox Creek WRF, Broadwater WRF, Patuxent WRF, Maryland city WRF	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) No	16. Audit Requirements None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain for 50 years then destroy.	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

<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 PAGE 78 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 Regulatory Reporting</p>	<p>5. Earliest Year/Latest Year 2000 to 2019</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.) Federal and State government mandatory reporting information required about chemistry, production, water treatment processes, operating processes, water quality analysis, sanitary sewer overflow reports and data, National Pollutant Discharge Elimination S</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>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>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) Other (specify) _____</p> <hr/> <p>10. Annual Accumulation 0.25 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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</p> <p>10 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 1161 Deep Cove Rd. Churchton</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Annapolis WRF, Broadneck WRF, Cox Creek WRF, Broadwater WRF, Paluxent WRF, Maryland city WRF</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p>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 No</p>	<p>18. Recommended Retention Retain for 50 years then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</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 79 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Wastewater</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 Fixed Asset Inventory <i>Item 32</i></p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Fixed asset annual inventory results.</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>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>Other (specify) _____</p>	<p>9. Volume 0.25 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <p>10. Annual Accumulation 0.1000000000000001 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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 1 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain for 2 years after audit then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 80 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Infrastructure
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Fixed Asset Inventory	5. Earliest Year/Latest Year 2016 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Fixed asset annual inventory results.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	B. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 0.25 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After 1 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd. Millersville	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention Retain for 2 years after audit then destroy.	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

<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 81 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Central Maintenance</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 Fixed Asset Inventory</p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Fixed asset annual inventory results.</p>		
<p>7. Record Series Format(s) List all</p> <p><input 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>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p>Other (specify) _____</p>	<p>9. Volume 0.25 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <hr/> <p>10. Annual Accumulation 0.1000000000000001 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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</p> <p>1 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd, Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p>	<p>16. Audit Requirements</p> <p><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</p>	<p>18. Recommended Retention Retain for 2 years after audit then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 82 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Central Maintenance
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Fixed Asset Inventory	5. Earliest Year/Latest Year 2016 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Fixed asset annual inventory results.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 0.25 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 0.1000000000000001 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After 1 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd, Millersville	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention Retain for 2 years after audit then destroy.	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 83 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Tech Support
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Fixed Asset Inventory	5. Earliest Year/Latest Year 2016 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Fixed asset annual inventory results.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	B. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 0.1000000000000001 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 0.1000000000000001 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After 1 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd. Millersville	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain for 2 years after audit then destroy.	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-798-1930	AGENCY RECORDS INVENTORY PAGE 84 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Admin
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Fixed Asset Inventory	5. Earliest Year/Latest Year 2016 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Fixed asset annual inventory results.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 0.1000000000000001 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 0.1000000000000001 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After 1 Number Month(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd. Millersville	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements No	18. Recommended Retention Retain for 2 years after audit then destroy.	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

<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 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 85 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Business and Financial Services</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 Fixed Asset Inventory</p>	<p>5. Earliest Year/Latest Year 2016 to 2019</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.) Fixed asset annual inventory results.</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>Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p>Other (specify) _____</p>	<p>9. Volume 0.1000000000000001 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</p> <hr/> <p>10. Annual Accumulation 0.1000000000000001 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____</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</p> <p>1 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 2662 Maxwell Frye Rd. Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain for 2 years after audit then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 86 OF 87
1. Department/Agency Anne Arundel County Department of Public Works	2. Division Bureau of Utility Operations	3. Unit Admin
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Damage Account Data/Public Information Requests <i>Item 33</i>	5. Earliest Year/Latest Year 2014 to 2019	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Damage account numbers, invoices, site inspections, and requests for public information.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical Other (specify) _____	9. Volume 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____ 10. Annual Accumulation 0.25 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) Other (specify) _____
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After 5 Number Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) 437 Maxwell Frye Rd. Millersville	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes Risk Management, 2660 Riva Rd.	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements Yes Spreadsheet tracking	18. Recommended Retention Retain for 5 years then destroy.	
19. Name and Title of Preparer Kimberly Cluney, Program Manager	20. Telephone Number 410-222-3204	21. Date 2/5/2019

<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 87 OF 87</p>
<p>1. Department/Agency Anne Arundel County Department of Public Works</p>	<p>2. Division Bureau of Utility Operations</p>	<p>3. Unit Central Maintenance</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 Generator and High Voltage Switch Gear records <i>ITM 34</i></p>	<p>5. Earliest Year/Latest Year 2014 to 2019</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.) Maintenance and repair records for generators and high voltage switch gears.</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>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>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) Other (specify) _____</p> <hr/> <p>10. Annual Accumulation 0.2000000000000001 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) 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 5 Number Month(s) X Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 445 Maxwell Frye Rd, Millersville</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) No</p>	<p>16. Audit Requirements</p> <p><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 No</p>	<p>18. Recommended Retention Retain for 5 years then destroy.</p>	
<p>19. Name and Title of Preparer Kimberly Cluney, Program Manager</p>	<p>20. Telephone Number 410-222-3204</p>	<p>21. Date 2/5/2019</p>

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 1 of 53	
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Water	
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 1 Correspondence <i>Item 1</i>				5 EARLIEST YEAR/LATEST YEAR 2014 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Email					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM 5 years					
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. Online server					
12 RECOMMENDED RETENTION Retain 5 years then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 2 of 53	
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Wastewater	
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 1 Correspondence				5 EARLIEST YEAR/LATEST YEAR 2014 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Email					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM 5 years					
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. Online server					
12 RECOMMENDED RETENTION Retain 5 years then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 3 of 53	
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Admin	
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 1 Correspondence				5 EARLIEST YEAR/LATEST YEAR 2014 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Email, Google Drive					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM 5 years					
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. Online server					
12 RECOMMENDED RETENTION Retain 5 years then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY
		Page 4 of 53
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works	2 DIVISION Bureau of Utility Operations	3 UNIT Business and Financial Services
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 1 Correspondence		5 EARLIEST YEAR/LATEST YEAR 2014 TO 2018
6 INPUT - Identify source of information to be entered Online	7 OUTPUT - Identify the use/s of information generated by system Online	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Email, Google Drive		
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM 5 years		
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. Online server		
12 RECOMMENDED RETENTION Retain 5 years then destroy		
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19
16 TITLE OF PREPARER Program Manager		
DGS 550-6 (rev. 10/12)		

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Water	
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 2 Payroll/Time and Attendance				5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Google Drive, Etime					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM 3 years					
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. Online server					
12 RECOMMENDED RETENTION Retain 3 years then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY	
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations	3 UNIT Wastewater
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 2 Payroll/Time and Attendance		5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
6 INPUT - Identify source of information to be entered Online	7 OUTPUT - Identify the use/s of information generated by system Online		
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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. Online server			
12 RECOMMENDED RETENTION Retain 3 years then destroy			
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager			
DGS 550-6 (rev. 10/12)			

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Infrastructure	
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 2 Payroll/Time and Attendance				5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Etime					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM 3 years					
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12 RECOMMENDED RETENTION Retain 3 years then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

INSTRUCTIONS – Type or print a separate form for each new/revise electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.02	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works	2 DIVISION Bureau of Utility Operations	3 UNIT Central Maintenance	
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 2 Payroll/Time and Attendance		5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
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9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM 3 years			
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. Online server			
12 RECOMMENDED RETENTION Retain 3 years then destroy			
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager			
DGS 550-6 (rev. 10/12)			

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page 9 of 53
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works	2 DIVISION Bureau of Utility Operations	3 UNIT Tech Support
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 2 Payroll/Time and Attendance		5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018
6 INPUT - Identify source of information to be entered Online	7 OUTPUT - Identify the use/s of information generated by system Online	
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9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM 3 years		
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DGS 550-6 (rev. 10/12)		

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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Admin	
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 2 Payroll/Time and Attendance				5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
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13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
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DGS 550-6 (rev. 10/12)					

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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Business and Financial Services	
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 2 Payroll/Time and Attendance				5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
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DGS 550-6 (rev. 10/12)					

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Water	
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 3 General Files- BUO Operations				5 EARLIEST YEAR/LATEST YEAR 2014 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Intranet - SOP's					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Revised annually					
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. Online server					
12 RECOMMENDED RETENTION Retain 5 years then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations	Page 13 of 53 3 UNIT Wastewater
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 3 General Files- BUO Operations		5 EARLIEST YEAR/LATEST YEAR 2014 TO 2018	
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DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes			
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works	2 DIVISION Bureau of Utility Operations	3 UNIT Central Maintenance	
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 3 General Files- BUO Operations		5 EARLIEST YEAR/LATEST YEAR 2014 TO 2018	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Tech Support	
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 3 General Files- BUO Operations				5 EARLIEST YEAR/LATEST YEAR 2014 TO 2018	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Admin	
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 3 General Files- BUO Operations				5 EARLIEST YEAR/LATEST YEAR 2017 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Electronic files					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM 3 years					
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. Web based					
12 RECOMMENDED RETENTION Retain 5 years then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
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DGS 550-6 (rev. 10/12)					

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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Water	
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 4 Purchasing				5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Enterprise One					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual					
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. Online server					
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works	2 DIVISION Bureau of Utility Operations	3 UNIT Wastewater	
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 4 Purchasing		5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Infrastructure	
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 4 Purchasing				5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Central Maintenance	
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
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16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

INSTRUCTIONS – Type or print a separate form for each new/revise electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Tech Support	
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 4 Purchasing				5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Enterprise One					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual					
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. Online server					
12 RECOMMENDED RETENTION Retain 3 years then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Admin	
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 4 Purchasing				5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Enterprise One					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual					
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. Online server					
12 RECOMMENDED RETENTION Retain 3 years then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY	
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations	Page 24 of 53 3 UNIT Business and Financial Services
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 4 Purchasing		5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
6 INPUT - Identify source of information to be entered Online	7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Enterprise One			
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual			
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. Online server			
12 RECOMMENDED RETENTION Retain 3 years then destroy			
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager			
DGS 550-6 (rev. 10/12)			

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY	
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations	3 UNIT Business and Financial Services
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 5 Budget		5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
6 INPUT - Identify source of information to be entered Network	7 OUTPUT - Identify the use/s of information generated by system Network		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Budget files			
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Annually			
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. Network storage, online server			
12 RECOMMENDED RETENTION Retain 3 years then destroy			
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager			
DGS 550-6 (rev. 10/12)			

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works	2 DIVISION Bureau of Utility Operations	3 UNIT Admin	
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 7 Computerized Maintenance Management Files		5 EARLIEST YEAR/LATEST YEAR 1999 TO 2018	
6 INPUT - Identify source of information to be entered Cassworks	7 OUTPUT - Identify the use/s of information generated by system Cassworks		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Work Order management			
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. BUO Policy			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual			
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. Online server			
12 RECOMMENDED RETENTION Retain until equipment is no longer used, then destroy.			
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager			
DGS 550-6 (rev. 10/12)			

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page 27 of 53
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works	2 DIVISION Bureau of Utility Operations	3 UNIT Admin
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 8 Policies, Procedures, and Directives		5 EARLIEST YEAR/LATEST YEAR 2008 TO 2018
6 INPUT - Identify source of information to be entered File attachments	7 OUTPUT - Identify the use/s of information generated by system None	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Intranet record of BUO policy and procedures		
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Annually		
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. Intranet		
12 RECOMMENDED RETENTION Continuous record. Maintain as perpetual file by updating when amended or revised and destroying obsolete material.		
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19
16 TITLE OF PREPARER Program Manager		
DGS 550-6 (rev. 10/12)		

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Business and Financial Services	
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 10 Accounting/Finance and Audit Records				5 EARLIEST YEAR/LATEST YEAR 2014 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Google Drive					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Annually					
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. Online server					
12 RECOMMENDED RETENTION Retain 5 years then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Central Maintenance	
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 15 Vehicle Records/Fleet Maintenance				5 EARLIEST YEAR/LATEST YEAR 2000 TO 2018	
6 INPUT - Identify source of information to be entered Various			7 OUTPUT - Identify the use/s of information generated by system Various		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Cassworks work orders, STARS					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual					
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. Online, network storage					
12 RECOMMENDED RETENTION Retain for life of the vehicle then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Business and Financial Services	
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 17 Training Records				5 EARLIEST YEAR/LATEST YEAR 2000 TO 2018	
6 INPUT - Identify source of information to be entered Online, spreadsheet, database			7 OUTPUT - Identify the use/s of information generated by system Online, spreadsheet, database		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Google Drive, Excel, Database records					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by Training department					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual					
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. Online, network storage					
12 RECOMMENDED RETENTION Retain for the life of the course and/or certification program, plus two years, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 31 of 53	
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Wastewater	
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 18 Pretreatment Program files-Significant Commercial & Industrial				5 EARLIEST YEAR/LATEST YEAR 2013 TO 2018	
6 INPUT - Identify source of information to be entered Database/Software			7 OUTPUT - Identify the use/s of information generated by system Database/Software		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Pretreatment program records					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Program is maintained by the Pretreatment Program Manager.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Quarterly					
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. Pretreatment Manager					
12 RECOMMENDED RETENTION Retain 6 years then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page 32 of 53
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works	2 DIVISION Bureau of Utility Operations	3 UNIT Wastewater
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 19 Biomonitoring		5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018
6 INPUT - Identify source of information to be entered Google Drive	7 OUTPUT - Identify the use/s of information generated by system Google Drive	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Biomonitoring report for WRFs.		
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Annually		
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. Google Drive		
12 RECOMMENDED RETENTION Retain 3 years then destroy.		
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19
16 TITLE OF PREPARER Program Manager		
DGS 550-6 (rev. 10/12)		

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Admin	
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 23 Regulatory Updates				5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Websites					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Federal and State agencies					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual					
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. Websites maintained by Federal and State agencies					
12 RECOMMENDED RETENTION Retain 3 years then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Wastewater	
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 24 Marine Sanitation Pumpout System Dischargers				5 EARLIEST YEAR/LATEST YEAR TO	
6 INPUT - Identify source of information to be entered			7 OUTPUT - Identify the use/s of information generated by system		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM					
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.					
12 RECOMMENDED RETENTION Retain 5 years then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 35 of 53	
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Wastewater	
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 27 Sewage Sludge Analysis				5 EARLIEST YEAR/LATEST YEAR 2016 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Sewage Sludge (Biosolids) Annual Report					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Password protected					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual					
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. https://cdx.epa.gov/					
12 RECOMMENDED RETENTION Maintained electronically					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 36 of 53	
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Central Maintenance	
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 29 Supervisory Control and Data Acquisition (SCADA)				5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Google Drive, Vendor website					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual					
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. Websites, Google Drive, shared drive					
12 RECOMMENDED RETENTION Retain for the life of the software then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Water	
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 30 Operation and Maintenance Files				5 EARLIEST YEAR/LATEST YEAR 2014 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Google Drive & Cassworks					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual					
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. Online server and Cassworks					
12 RECOMMENDED RETENTION Retain 5 years then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY	
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations	Page 38 of 53 3 UNIT Wastewater
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 30 Operation and Maintenance Files		5 EARLIEST YEAR/LATEST YEAR 2014 TO 2018	
6 INPUT - Identify source of information to be entered Online	7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Google Drive & Cassworks. Database			
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual			
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. Online server and Cassworks			
12 RECOMMENDED RETENTION Retain 5 years then destroy.			
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager			
DGS 550-6 (rev. 10/12)			

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Infrastructure	
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 30 Operation and Maintenance Files				5 EARLIEST YEAR/LATEST YEAR 2014 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Google Drive & Cassworks					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual					
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. Online server and Cassworks					
12 RECOMMENDED RETENTION Retain 5 years then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY	
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations	Page 40 of 53 3 UNIT Central Maintenance
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 30 Operation and Maintenance Files		5 EARLIEST YEAR/LATEST YEAR 2014 TO 2018	
6 INPUT - Identify source of information to be entered Online	7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Google Drive & Cassworks			
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual			
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. Online server and Cassworks			
12 RECOMMENDED RETENTION Retain 5 years then destroy.			
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager			
DGS 550-6 (rev. 10/12)			

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Tech Support	
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 30 Operation and Maintenance Files				5 EARLIEST YEAR/LATEST YEAR 2014 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Google Drive & Cassworks					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual					
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. Online server and Cassworks					
12 RECOMMENDED RETENTION Retain 5 years then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Wastewater	
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 31 Regulatory Reporting				5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Discharge Monitoring Reports for Permit Reporting					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Password protected					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual					
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. Hosted on Environmental Protection Agency's Website					
12 RECOMMENDED RETENTION Retain for 50 years then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY	
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations	Page 43 of 53 3 UNIT Infrastructure
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 31 Regulatory Reporting		5 EARLIEST YEAR/LATEST YEAR 2001 TO 2018	
6 INPUT - Identify source of information to be entered Database	7 OUTPUT - Identify the use/s of information generated by system Database		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. SSO reporting			
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by Engineering			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Annually			
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. Database stored on County servers			
12 RECOMMENDED RETENTION Retain for 50 years then destroy.			
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager			
DGS 550-6 (rev. 10/12)			

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page 44 of 53
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works	2 DIVISION Bureau of Utility Operations	3 UNIT Water
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 32 Fixed Asset Inventory		5 EARLIEST YEAR/LATEST YEAR 2018 TO 2018
6 INPUT - Identify source of information to be entered Online	7 OUTPUT - Identify the use/s of information generated by system Online	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Inventory records		
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Annually		
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. Intranet, Google Drive		
12 RECOMMENDED RETENTION Retain for 2 years after audit then destroy.		
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19
16 TITLE OF PREPARER Program Manager		
DGS 550-6 (rev. 10/12)		

INSTRUCTIONS – Type or print a separate form for each new/revise ^d electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.02	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY
		Page 45 of 53
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works	2 DIVISION Bureau of Utility Operations	3 UNIT Wastewater
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 32 Fixed Asset Inventory		5 EARLIEST YEAR/LATEST YEAR 2018 TO 2018
6 INPUT - Identify source of information to be entered Online	7 OUTPUT - Identify the use/s of information generated by system Online	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Inventory records		
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Annually		
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. Intranet, Google Drive		
12 RECOMMENDED RETENTION Retain for 2 years after audit then destroy.		
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19
16 TITLE OF PREPARER Program Manager		
DGS 550-6 (rev. 10/12)		

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY	
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations	Page 46 of 53 3 UNIT Infrastructure
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 32 Fixed Asset Inventory		5 EARLIEST YEAR/LATEST YEAR 2018 TO 2018	
6 INPUT - Identify source of information to be entered Online	7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Inventory records			
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Annually			
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. Intranet, Google Drive			
12 RECOMMENDED RETENTION Retain for 2 years after audit then destroy.			
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager			
DGS 550-6 (rev. 10/12)			

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page 47 of 53
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works	2 DIVISION Bureau of Utility Operations	3 UNIT Central Maintenance
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 32 Fixed Asset Inventory		5 EARLIEST YEAR/LATEST YEAR 2016 TO 2018
6 INPUT - Identify source of information to be entered Online	7 OUTPUT - Identify the use/s of information generated by system Online	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Inventory records		
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Annually		
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. Intranet, Google Drive		
12 RECOMMENDED RETENTION Retain for 2 years after audit then destroy.		
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19
16 TITLE OF PREPARER Program Manager		
DGS 550-6 (rev. 10/12)		

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY	
		Page 48 of 53	
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works	2 DIVISION Bureau of Utility Operations	3 UNIT Tech Support	
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 32 Fixed Asset Inventory		5 EARLIEST YEAR/LATEST YEAR 2018 TO 2018	
6 INPUT - Identify source of information to be entered Online	7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Inventory records			
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Annually			
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. Intranet, Google Drive			
12 RECOMMENDED RETENTION Retain for 2 years after audit then destroy.			
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager			
DGS 550-6 (rev. 10/12)			

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY	
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations	3 UNIT Admin
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 32 Fixed Asset Inventory		5 EARLIEST YEAR/LATEST YEAR 2018 TO 2018	
6 INPUT - Identify source of information to be entered Online	7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Inventory records			
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT			
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Annually			
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. Intranet, Google Drive			
12 RECOMMENDED RETENTION Retain for 2 years after audit then destroy.			
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager			
DGS 550-6 (rev. 10/12)			

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page 50 of 53
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works	2 DIVISION Bureau of Utility Operations	3 UNIT Business and Financial Services
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 32 Fixed Asset Inventory		5 EARLIEST YEAR/LATEST YEAR 2018 TO 2018
6 INPUT - Identify source of information to be entered Online	7 OUTPUT - Identify the use/s of information generated by system Online	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Inventory records		
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Annually		
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. Intranet, Google Drive		
12 RECOMMENDED RETENTION Retain for 2 years after audit then destroy.		
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney	14 TELEPHONE NUMBER 410-222-3204	15 DATE 2/5/19
16 TITLE OF PREPARER Program Manager		
DGS 550-6 (rev. 10/12)		

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Admin	
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 33 Damage Account Data/Public Information Requests				5 EARLIEST YEAR/LATEST YEAR 2017 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Online record of damage accounts, claims, and requests for information.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual					
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. Google Drive					
12 RECOMMENDED RETENTION Retain for 5 years then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 52 of 53	
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Central Maintenance	
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 34 Generator and High Voltage Switch Gear records				5 EARLIEST YEAR/LATEST YEAR 2013 TO 2018	
6 INPUT - Identify source of information to be entered Online			7 OUTPUT - Identify the use/s of information generated by system Online		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Generator records					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Maintained by OIT					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Continual					
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. Cassworks					
12 RECOMMENDED RETENTION Retain for 5 years then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					

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		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY Page 53 of 53	
1 DEPARTMENT/AGENCY Anne Arundel County Department of Public Works		2 DIVISION Bureau of Utility Operations		3 UNIT Tech Support	
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 35 Miss Utility Records				5 EARLIEST YEAR/LATEST YEAR 2015 TO 2018	
6 INPUT - Identify source of information to be entered Generated through Miss Utility customer requests. Forwarded to us through One Call Concepts.			7 OUTPUT - Identify the use/s of information generated by system Close the ticket through One Call Concepts web based system.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Maintained by One Call Concepts web based system.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Access for Line Marking group. BUO IT maintains list of permissions.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Managed by One Call Concepts.					
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. Web					
12 RECOMMENDED RETENTION Retain 3 years then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Kimberly Cluney		14 TELEPHONE NUMBER 410-222-3204		15 DATE 2/5/19	
16 TITLE OF PREPARER Program Manager					
DGS 550-6 (rev. 10/12)					